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.

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 alloted to the staff
   Movie Screen, High Court visit, Elocution Competitions, Politics Study Course 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.

22nd Nov 22

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

Head of Department Prof. Vijaya Shirsat, Prof. Ishita Majumdar, Prof. Komal Pathi 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.

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 29 November 2022.

Following members were present

1	Dr. Nilima Bhagwat	Eco Dept	NB 28/11/22
2	Janhavi P. Naik	His Dept	Janhavi Naik
3	Dr. Vidya P. Veera	English	Veera
4	Rashmi Sawant	Psychology	RSSawant
5	Vijaya N. Ghisad	Political Science	~~VGhisad~~
6	Dr. Zeba Siddiqui		
7	Dr. Dipali Chaudhary	History Dept	~~Dchaudhary~~

Arts Feculty meeting 5th Dec 2022

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

Following members were present

1	Dr Nilima Bhagwat	Eco Dept	NB
2	Janhavi P. Naik	His Dept	
3	Dr Vidya I. Verma	English	
4	Rashmi Sawant	Psychology	
5	Vijaya N. Shirsat	Political science	
6.	Rupali Prashil Patil	Eco Dept.	
05	Prof Ishita Majumdar	Pol-Sc	
9.	Prof. Komal Laxman Patil.	Pol. Sci.	05/12
10.	Prof. Priyanka D. Bangera	F.C	05/12/22
11.	Dr. Zeba Siddiqui	English	05-12-22
12	Mrs. Mansi Gaweend	Eco	
13	Dr. Dipali Choudhary	History	05/12/22
14	Prof. Kavita y. Patil.	History	05/12/2022
15	Mrs Valarmathi Tevar	Eco	05.12.22
16.	Harshavardhini Arvind Borwankar	Economics	05/12/22
17.	Mala Khanchandani	History	

Following

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

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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 2.69)

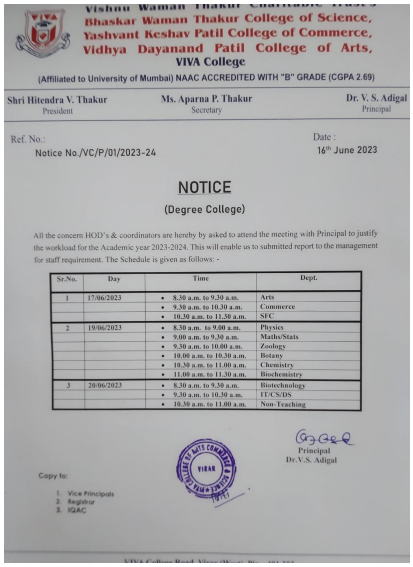
Minutes of meeting 07/03/2022

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.



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Shri Hitendra V. Thakur, President | Ms. Aparna P. Thakur, Secretary | Dr. V. S. Adigal, Principal

Ref. No.: Notice No./VC/P/01/2023-24

Date : 16th June 2023

NOTICE

(Degree College)

All the concern HOD's & coordinators are hereby by asked to attend the meeting with Principal to justify the workload for the Academic year 2023-2024. This will enable us to submitted report to the management for staff requirement. The Schedule is given as follows: -

Sr.No.	Day	Time	Dept.
1	17/06/2023	• 8.30 a.m. to 9.30 a.m.	Arts
		• 9.30 a.m. to 10.30 a.m.	Commerce
		• 10.30 a.m. to 11.30 a.m.	SFC
2	19/06/2023	• 8.30 a.m. to 9.00 a.m.	Physics
		• 9.00 a.m. to 9.30 a.m.	Maths/Stats
		• 9.30 a.m. to 10.00 a.m.	Zoology
		• 10.00 a.m. to 10.30 a.m.	Botany
		• 10.30 a.m. to 11.00 a.m.	Chemistry
		• 11.00 a.m. to 11.30 a.m.	Biochemistry
3	20/06/2023	• 8.30 a.m. to 9.30 a.m.	Biotechnology
		• 9.30 a.m. to 10.30 a.m.	IT/CS/DS
		• 10.30 a.m. to 11.00 a.m.	Non-Teaching

Principal
Dr.V.S. Adigal

Copy to:
1. Vice Principals
2. Registrar
3. IQAC

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Ref. No.: Notice/VC/No/04/2023-24

Date: 16/06/2023

Notice

The HODs of Arts and Science department are hereby informed that the meeting related to student capping will be held on 17/06/2023 at 11.00 am along with Vice Principals So all are requested to be present for the meeting.

Principal

CC:
Vice Principal:
Registrar:

VIVA College Road, Virar (West), Pin - 401 303.

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
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    e. TY PSYCH E 15+24 = 39
9. 100 capping each subject.

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

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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.

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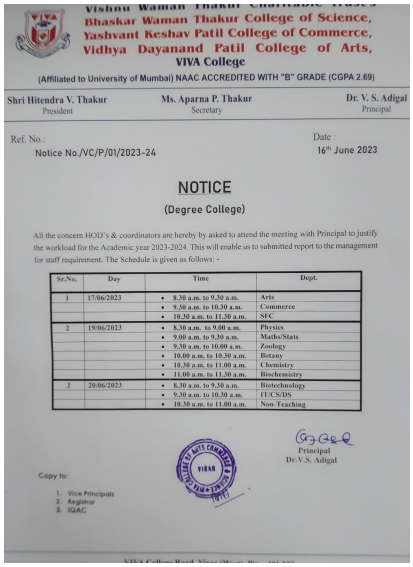

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ARTS FACULTY MEETING
2021-22

1) 03/07/21-22 time :- 5:30 pm

Metting regarding Admission & eligibility

Eligibility syba students...Siya..Eco. Hist p..1..To 50

Psycho hist lit..

Vidya...Lit..hist..Ps

Psycho lit ps

Harshu..Eco hist ps..51 ti 132

Lit eco host

Syba marathi..1.to 50..Komal

51..To 133..Rupali

.https://meet.google.com/ydd-eavk-bnj

2) 15/06/21-22 time :- 5:00 pm

https://meet.google.com/aks-qzwu-rab

Orientation for TYBA Admission procedure*

Schedule:

Wednesday, 16th June, 2021

10.00am Eco His Ps

10.30am Lit His Ps

11.00am Lit His Psy

11.15am Lit Ps Psy

11.30am Eco Lit His

Links for each session will be different and will be provided 15 mins before the session

All students are instructed to attend the session as per your own group

SYBA English Admission Instruction Session

10.00am Eco His Ps Qudasiya

10.30am Lit His Ps Vidya ma'am

11.00am Lit His Psy Rashmi ma'am

11.15am Lit Ps Psy Rashmi ma'am

11.30am Eco Lit His Valarmathi

15/06/2021:-
Minutes of meeting

A meeting was scheduled on Tuesday, 15th June, 2021 at 5:00 pm with all the staff members from the Arts department with orientation for TYBA Admission procedure as an agenda.

Following points were discussed.

- Students may make mistakes while filling forms.
- Arrange orientation for explaining TYBA groups
- One meeting per group
- Before authority post Google form to ask for their preferences through portal
- Different group incharge to create links
- All HODs to attend all meeting
- 15 to 30 minutes per group
- To begin from 10:00 am
- Eco his ps 10:00 to 10:30 Qudasiya madam
- Lit his ps 10:30 to 11:00 Vidya madam
- Psy his lit 11:00 to 11:15 Rashmi madam
- Psy lit ps 11:15 to 11:30 Rashmi madam
- Eco lit his 11:30 to 12:00 Velarmathi madam
- Last year time table to be continued

Meeting was adjourned at 5:30 pm with HOD's permission.

3) 26/7/2021: H. O. D metting

Meet - ccc-gajs-vvr, Meeting code: ccc-gajs-vvr

* Created on 2021-06-26 07:24:02

*https://chrome.google.com/webstore/detail/google-meet-attendance-li/appcnhiefcidclcdjeahgklghghihfok
Minutes of Meeting

A meeting was scheduled on 26th June, 2021 at 7:30 pm on google meet platform using following link: https://meet.google.com/ccc-gajs-vvr

The following points were discussed regarding the national conference planned to be held in September 2021

1. Confirmation of keynote speakers from department of Arts
The attendees would speak to their respective contacts and give their nominees a day after.

2. Decision about referee
The 2 nominated members from department for scrutiny were

1. Ms. Harshavardhini Borwankar, Department of Economics
2. Ms. Vidya Varma, Department of English
3. Ms. Qudasiya Sayad, Department of History

Their consent will be sought by the respective heads of the departments.

One referee would be the keynote speaker and another would be from VIVA IMM

3. Confirmation of Advisory panel member from Arts Not decided.

The meeting was hosted by Ms. Manasi Gawand, Head, Department of Economics and following staff members were present.

1) Dr. Dipali Chaudhary
2) Ms. Ishita Majumdar
3) Ms. Rashmi Sawant

Full Name First Seen Time in Call

DR.DIPALI C6H/2O6U/D20H2A1R7Y:3050:38:19

ISHITAMAJU6/M26D/A2R021 7:3010:41:35

Mansi gawa6n/d26/2021 7:2060:47:18

Rashmi Saw6a/n2t6/2021 7:2040:50:49

4) 09/07/21-22 time :- 5:00 pm

Regarding Admission

meetinglink: https://meet.google.com/qme-eyif-vif To join by phone instead, dial (US) +1 646-543-4901 and enter this PIN: 184 446 389#

https://meet.google.com/qme-eyif-vif

5) 07/08/21-22 time :- 4:30 pm

https://meet.google.com/pwn-ajoj-etx

Minutes of meeting

A meeting was scheduled on Saturday, 7th August, 2021 at 4:30 pm with all the staff

members from the Arts department with an agenda of maintaining attendance record in AY 2021-22

Following points were discussed.

1.All the staff need to maintain attendance in format given by attendance committee.

2.Ms. Velarmathi Tevar instructed the way attendance is to be recorded using new system.

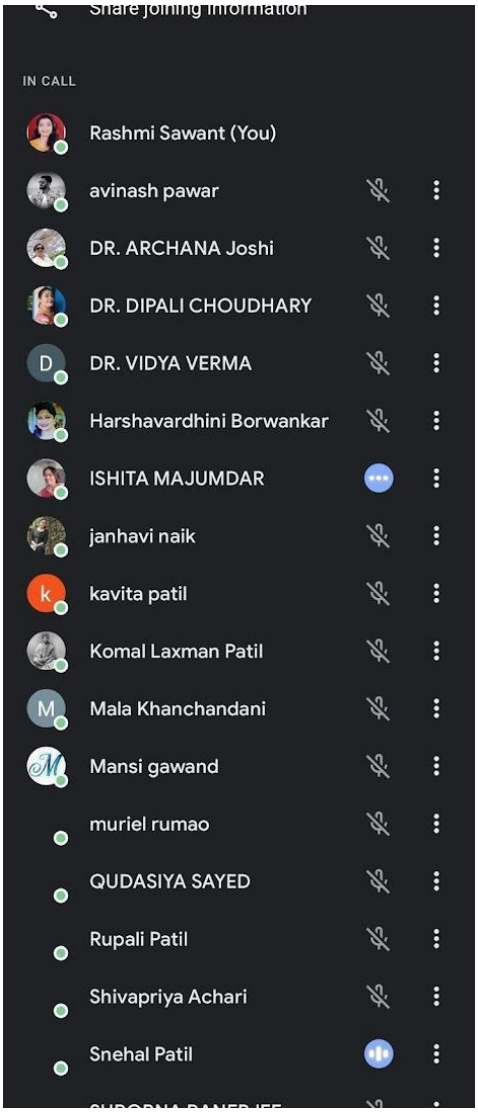
3.The access to attendance sheet will be given by Velarmathi Tevar madam.

4.It works only through laptop, though same can be worked out using phone. The video is shared by Ms. Ishita Majumdar madam.

5. The link for the add on extension will be posted in Whatsapp group.

Meeting was adjourned at 5:30 pm with HODs' permission.

Following members attended the meeting


Share joining information
IN CALL
Rashmi Sawant (You)
avinash pawar
DR. ARCHANA Joshi
DR. DIPALI CHOUDHARY
DR. VIDYA VERMA
Harshavardhini Borwankar
ISHITA MAJUMDAR
janhavi naik
kavita patil
Komal Laxman Patil
Mala Khanchandani
Mansi gawand
muriel rumao
QUDASIYA SAYED
Rupali Patil
Shivapriya Achari
Snehal Patil

6) 27/08/2021
Minutes of meeting

A meeting was scheduled on Friday, 27th August, 2021 at 10:00 am with all the staff members from the Arts department with an agenda of cleaning doubts while using kiwi browser on android phones for maintaining attendance record. Following points were discussed.

1. Ms. Ishita Majumdar madam addressed all the heads of departments and staff and presented the agenda of the meeting.
2. Mr. Girish Jamnekar and Mr. Mubeen Shaikh, both from the department of Biotechnology were invited to help the staff who were facing the difficulties while using kiwi browser on android in order to maintain attendance.
3. Ms. Vijaya Shirsat, Ms. Rupali Patil, Ms. Vidya Verma, Ms. Rashmi Sawant, Ms. Mala Khanchandani, Ms. Mansi Gawand presented to them the difficulties they were facing and the hosts answered their questions with demonstration.
4. The major take away were as follows:
    a. Kiwi browser to be used only for attendance, Use regular meet app for presentation and lecture.
    b. While pasting the data in attendance cell, make sure to select "Paste values"
    c. The August attendance data is to be shared to know if the system is being implemented correctly.
    d. The backdated attendance record can added by adding A and P, but it can be done later, as and when needed.
5. Following links were given by the hosts for the ease and convenience of the staff.
    a. https://chrome.google.com/webstore/detail/google-meet-attendance-li/appcnhiefcidclcdjeahgklghghihfok?hl=en
    b. https://sites.google.com/vivacollege.org/attendancesystemviva/home
    c. https://sites.google.com/vivacollege.org/attendancesystemviva/students-profile-name/arts-science-commerce-non-b-com-profile
    d. https://sites.google.com/vivacollege.org/attendancesystemviva/home

The Meeting was adjourned at 11:30 am with the chair's permission.

Following members attended the meeting

ï»¿"* Meet - gjv-bjph-zjn"
* Meeting code: gjv-bjph-zjn
* Created on 2021-08-27 10:58:04
* by https://chrome.google.com/webstore/detail/google-meet-attendance-li/appcnhiefcidclcdjeahgklghghihfok
Full Name
DR. ARCHANA Joshi
DR. DIPALI CHOUDHARY
DR. VIDYA VERMA
Girish Jamnekar

ISHITA MAJUMDAR
Komal Laxman Patil
Mala Khanchandani
Mansi gawand
Mohammed Mubeen Shaikh
Qudasiya K. Sayed
Rashmi Sawant
Rupali Patil
SUBORNA BANERJEE
Snehal Patil
VIJAYA SHIRSAT
avinash pawar
janhavi naik
kavita patil

Recording of the meeting :
https://drive.google.com/file/d/13cL452qizm6Q5mBgTV2SPmiU95DIJCws/view

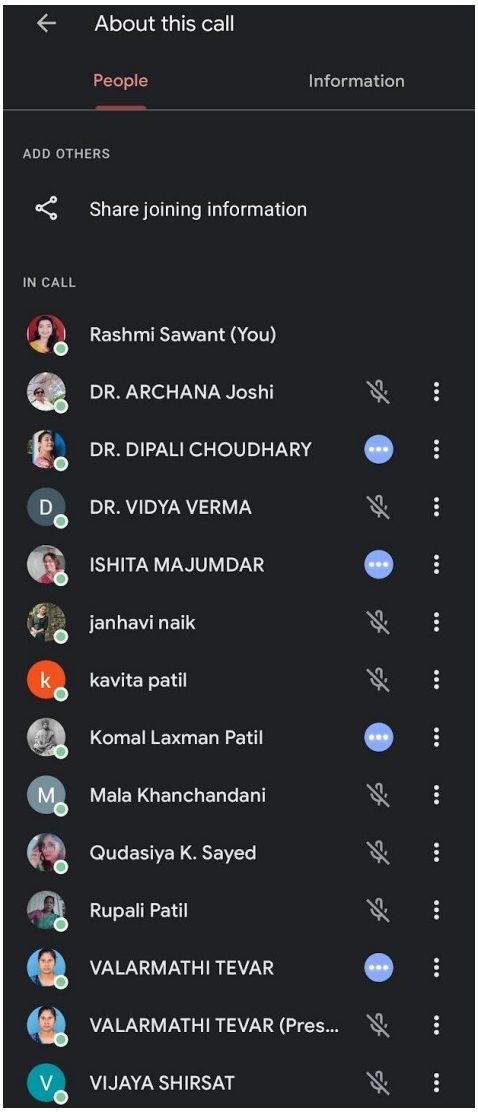
7)19/08/2021
Minutes of meeting

A meeting was scheduled on Friday, 19th August, 2021 at 4:30 pm with all the staff members from the Arts department with an agenda of introducing revised version of maintaining attendance record in AY 2021-22.
Following points were discussed.

1. Ms. Ishita Majumdar madam addressed all the heads of departments and staff and presented the agenda of the meeting.
2. Ms. Ishita Majumdar madam explained how to take attendance on android phone.
3. Download kiwi browser .
4. Search (left top corner) "chrome web store", click and install.
5. Google.meet.com. and log in with college I'd
6. New meet. - page - blue icon - copy link and send
7. Open desktop site. - options - sheet.
8. Madam will be sending a recording of the procedure.
9. Glitch - not compatible with all phones - as reported by few of the staff.
10. Glitch 2 - can't use classroom link.
11. Glitch 3 - can't use same link throughout the week or month as every lecture needs new link to be created.
12. Ms. Velarmathi Tevar madam introduced how to maintain attendance using laptop or desktop.
13. Madam has already made changes in main sheets and created new attendance sheets for every subject combination.
14. Add lecturer's name in appropriate column as per time table,Copy and paste special in data block.
15. All the staff need to maintain attendance in the format given by the attendance committee.
16. Madam has prepared user id for all the TYBA students. Students will have to copy paste from that sheet and make changes.
17. Students must change their user id as per new format.
18. Madam shared the attendance sheets with respective lecturers.
19. All the staff members are to collect names of students who can not access their Coll email ids.
20. Ms. Rashmi Sawant will be preparing a Google form to collect this data and will be posting it in the staff whatsApp group. Staff can give suggestions to improve it.

    Meeting was adjourned at 5:50 pm with HODs' permission.

    Following members attended the meeting


About this call
People
Information
ADD OTHERS
Share joining information
IN CALL
Rashmi Sawant (You)
DR. ARCHANA Joshi
DR. DIPALI CHOUDHARY
DR. VIDYA VERMA
ISHITA MAJUMDAR
janhavi naik
kavita patil
Komal Laxman Patil
Mala Khanchandani
Qudasiya K. Sayed
Rupali Patil
VALARMATHI TEVAR
VALARMATHI TEVAR (Pres...
VIJAYA SHIRSAT

8) 24/09/2021

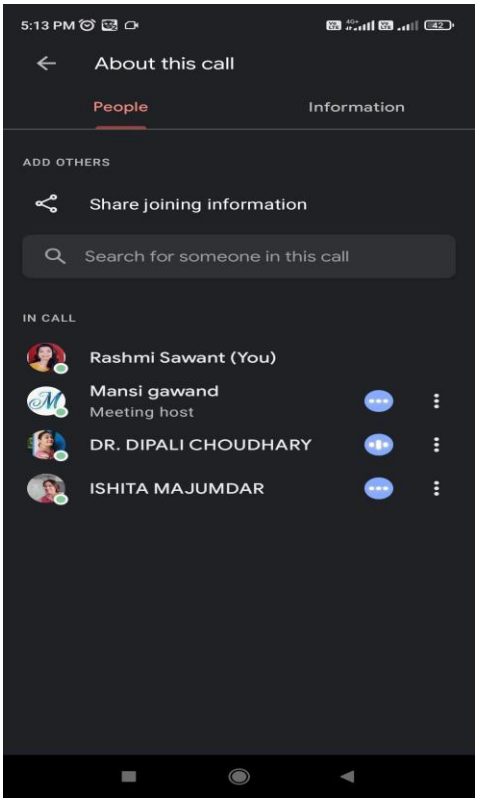
Minutes of meeting

A meeting was scheduled on Friday, 24th September, 2021 at 5:00 pm with all heads of departments from the Arts faculty with an agenda of begining FYBA sem I 2021 Following points were discussed.

1. Ms. Ishita Majumdar madam addressed all the heads of departments and staff and presented the agenda of the meeting.
2. From 27th September, FYBA lectures should start.
3. Rashmi Sawant is to collect contact numbers of all students from the office.
4. Class teachers to create groups
5. FYBA class teacher to be the same
6. Class teachers will create classroom and Whatsapp groups
7. Orientation on 28th September
8. Rest of the staff will be contacted tomorrow, on 25th September at 5:00 pm

The Meeting was adjourned at 5:30 pm with the everyone's permission.

Following members attended the meeting



9) 25/09/2021:-

Minutes of meeting

A meeting was scheduled on Saturday, 25th September, 2021 at 5:00 pm with all the staff from the Arts faculty with an agenda of beginning FYBA sem I 2021. Following points were discussed.

1. Ms. Ishita Majumdar madam addressed all the heads of departments and staff and presented the agenda of the meeting.
2. From 27th September, FYBA lectures should start. However, it was unanimously decided that Arts lectures will commence from 30th September.
3. Class teachers were deputed as follows: Mar mdm- Vijaya Shirsat madam, Eng mdm A - Kavita Patil madam, Eng mdm B - Vidya Verma madam
4. Class teachers will create WhatsApp groups and classrooms for respective divisions.
5. Time table will be the same as last year.
6. Orientation for FYBA will be conducted on Wed 29th September, 2021 from 8:00 am to 9:30 am ECO-HIS-POL (Eng mdm - Qudasiya Sayed and Velarmathi Tevar) (Mar mdm - Harshavardhani Borwankar and Rupali Patil) and 10:00 am to 11:30 am other combinations (Rashmi Sawant and Vidya Verma)
7. Class teachers need to create a WhatsApp group and give the link of the same to their respective students.
8. Class teachers can access their portal and retrieve email address and phone numbers. Copy and paste these details to the senders list and send the following drafted message to them.

   Message to be sent to students can be

   Dear student,

   Welcome to FYBA in VIVA College of Arts Commerce and Science for the academic year 2021-22.

   Your regular online lectures will begin soon.

   You are instructed to join WhatsApp group of your class by clicking on (link of the WA group)

   Important notices and instructions will be given to you through this group.

   For more information, feel free to contact me on (in case)

   See you soon. Happy learning.

9. Thee roll call list can be accessed using this link https://docs.google.com/spreadsheets/d/1-PFjjcD0vWyqS3aSpZOs_PlsJZ3NxlKbFx7Qt_IF29s/edit?usp=drivesdk
10. Class teachers are required to create these groups and add concurrent students by Monday, 27th September.

The Meeting was adjourned at 6:30 pm with everyone's permission.

Attendance link
https://docs.google.com/spreadsheets/d/1AvE4r9S855jaIvmnDH80uVvgA7SkJHlcYztFVHfxhdg/edit?usp=drivesdk

Meet recording link :
https://drive.google.com/file/d/16uvb_QxDjJSDgThXTYzsrpgLWWgSXqz1/view?usp=drive_web

10) 16th December, 2021

Minutes of meeting

A meeting was scheduled on Thursday, 16th December, 2021 at 4:00 pm with all the staff from the Arts faculty with an agenda of conducting FYBA sem I examination. Following points were discussed. Link: https://meet.google.com/jmj-zqvk-hudj

1. Ms. Ishita Majumdar madam addressed all the heads of departments and staff and presented the agenda of the meeting.
2. For HoD's signature, students need to take take appointment through class teachers need to communicate with students that for
3. FYBA sem I examination begins from 17th January 2022
4. Syllabus completion till 12th January, 2022
5. A fresh question bank of 250 is to be made.
6. While filling an online examination bill, the exam chief conductor and chairperson are not to be filled by staff. Staff members are to claim bills for MCQ prepared, answers prepared, translation made. Claim for uploading question papers made only for those question papers that have been actually uploaded, not for all question papers made.

The Meeting was adjourned at 4:45 pm with HoDs' permission and everyone's consensus.

Avinash Pawar

DR. ARCHANA Joshi

DR. VIDYA VERMA

Harshavardhini
Borwankar

ISHITA MAJUMDAR

Komal Laxman Patil

Mala Khanchandani

Mansi gawand

Qudasiya K. Sayed

Rashmi Sawant

Rupali Patil

SUBORNA
BANERJEE

Snehal Patil

VIJAYA SHIRSAT

janhavi naik

kavita patil

DEPARTMENTAL MEETINGV

1) 16TH JUNE 2021 05:00 P.M.

Attendance:

- Ms. Mansi Gawand.
- Ms. Rupali Patil.
- Ms. HarshavardhiniBorwankar.
- Ms. Valarmathi Tevar

2) 30TH SEPT 2021 05:00 P.M.

Attendance:

- Ms. Mansi Gawand.
- Ms. Rupali Patil.
- Ms. HarshavardhiniBorwankar.
- Ms. Valarmathi Tevar

3) 08TH NOV 2021 07:00 P.M.

Attendance:

- Ms. Mansi Gawand.
- Ms. Rupali Patil.
- Ms. HarshavardhiniBorwankar.
- Ms. Valarmathi Tevar

4) 25TH OCT 2021 05:00 P.M.

- Ms. Mansi Gawand.
- Ms. Rupali Patil.
- Ms. HarshavardhiniBorwankar.
- Ms. Valarmathi Tevar

04/02/19

Department of Political Science is going to arrange the last staff meeting of the academic year 2018-19. at the room no ~~20~~ 501

This line we discuss following points.

1) Regarding intercollegiate elocution competition
2) Study Tour. Nasik
3) Porsion Complition
4) TYBA Project
5) Syllabus

Signature of Staff

1) Mrs Ishita Majumdar —
2) Mr Kond Patil -
3) Mrs Vijaya Shirsat -

Department of Political Science is going to
arrange the tour staff visit
the academic year 2018-19 to the
following

These are the documents to be
produced

1) Report of the activities visited
   in detail
2) Study Tour report
3) Photo copies
4) TOR Proposal
5) Syllabus

Signature of Staff

1) Mrs Babita Meghwanshi
2) Mr. Komal Patil
3) Mrs Kalpana Sankhla

23:08 17%
Document (26)

DEPARTMENT MEETING RECORD. 2019-20

1.20/01/2020..Time 11a.

Departmental meeting has been organised.

Following points were discussed

a.Regarding Decipline

B.Taking lecture on time

C.Taking project of TYBA.

D.Bidhan bhavan visit.

All staff members prosent in the meeting.

2. 14/03/2020 Time : 10.00 a.m. http://meet.google.com/fmo-ybnk-xii Time : 10.00 a.m.

DEPT. had organised a meeting through Google Meet with the above link.

Following points were discussed.

1. To inform the TY students regarding TYBA online Lectures.
2. To Create a Google Classroom for TYBA Class.
3. Lectures will be conducted through Google Meet Platform

Print Layout Headings Edit Share Read Aloud

Political- Science
Department

Minit's Book
of Departmental
Meeting.

Minutes for Meeting for
Academic Year
2018 – 19

04/02/19

Department of Political Science is going to arrange the last staff meeting of the academic year 2018-19 at the room no ~~20~~ 501

This time we discuss following points.

1) Regarding intercollegiate elocution Competition
2) Study Tour: Nasik
3) Portion Completion
4) TYBA Project
5) Syllabus

Signature of Staff

1) Mrs Ishita Majumdar -
2) Mr Kokad Patil -
3) Mrs Vijaya Shirsat -

24/11/19

2nd Departmental meeting took place on 24th November.

Venue of meeting - 301

Headed by - Mrs Ishita Majumdar (HOD)

· Agendas are following

1) Examination Process was Discussed
2) Paper assessment allotted
3) Vidhan Bhavan Visit

1) Vidhan Bhavan visit was finalised

2) Paper assessment was allotted

3) Examination Process was discussed

Charged by Mrs Sakshi Nagpure
Following

1) Regarding C.L.R. Inn
2) Regarding Arrival & Departure Time
3) Regarding Report of TICA
4) Regarding Study Tour
5) Regarding

Signature of the Teacher

1) Mrs Sakshi Nagpure -
2) Mr Komal Patil -
3) Mrs Vijaya Shirat -

04/02/19

Department of Political Science is going to arrange the last staff meeting of the academic year 2018-19. at the room no ~~20~~ 501

This time we discuss following points.

1) Regarding intercollegiate elocution competition
2) Study Tour. Nasik
3) Porsion Complition
4) TYBA Project
5) Syllabus

Signature of Staff

1) Mrs Ishita Majumdar —
2) Mr Kond Patil -
3) Mrs Vijaya Shirsat -

05/07/18

First departmental meeting took place on 05th July 2018. Meeting was held for staffmembers of Pol Sc Dept Venue Room no - 501

It was charged by Head of the Department Mrs Sulbha Majumdar to discuss the following agendas

1) Timetable was discussed
2) Allotment of Lectures
3) Departmental Programme
4) Accademic Calender
5) Regarding discipline.

Signatures of Teachers

1) Mrs Sulbha Majumdar — Sm
2) Mr Kond Patil — Kpatil
3) Mrs Vijaya Shirsat — Shirsat

Minutes of the meeting

Entire Arts Faculty meeting Regarding FYBA Orientation is organized on 25/8/22 in Arts staff Room No. 628.

The following members attended the meeting

1) Dr Nilima Bhagwat.
2) Dr Archana Joshi — 25th Aug 2022
3) Ms. Vijaya Shirsat.
4) Ms. Rashmi Sawant.
5) Ms. Janhavi Naik
6) MS. Rupali P. Patil
7) Mr. Komal Laxman Patil. — 25/8/22
8) Mrs. Ashita Nagwanda
9) Mrs. Mansi Gawand
10) Dr. Dipali Choudhary
11) Ms. Harshavardhini Arvind Borwankar — HABorwankar
12) Ms Glorita Pereira
13) Valarmathi Tevar — Valarmathi
14) Sudasna Sayed
15) Kavita J. Patil — 25/08/2022
16) Dr. Vidya P. Verma — 25/08/22
17) Subarna S. Banerjee

The following points were discussed

1. Duties were alloted to staff members.
2. Syllabus and Paper Paper were discussed.
3. Regarding students opportunities and Career guidance were disussed.

Principal Sign

HOD Sign

Arts Faculty meeting

28th Nov 22

Here Arts faculty meeting was conducted in staff room (628) at 8.50 to discuss regarding new working timetable on 29 November 2022.

Following members were present

1)	Dr Nilima Bhagwat	Eco Dept	NB 28/11/22
2)	Janhavi P Naik	His Dept	Janhavi P Naik
3)	Dr Vidya P Vasu	English	Vidya
4)	Rashmi Sawant	Psychology	RSawant
5)	Vijaya N Shirsat	Political Science	VShirsat
6)	Dr. Zeba Siddiqui		
7)	Dr. Dipali Chaudhary	History Dept	Chaudhary
8)	Dr Ishita Majumdar	Political Sci	
9)	Mansi Lawand	Economics	

Principal Sign

HOD Sign

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.Y B.A lectures and class incharge finalization.

Following members were present

1	Dr Nilima Bhagwat	Eco Dept	NB 5/12/22
2	Janhavi P. Naik	His Dept	Janhavi
3	Dr Vidya P. Verma	English	Vidya
4	Rashmi Sawant	Psychology	RSS
5	Vijaya N. Shirsat	Political science	~~VNShirsat~~
6.	Rupali Prashil Patil	Eco Dept.	RPP
05	Prof Ishita Majmudar	Pol-Sc	IM
9.	Prof. Komal Laxman Patil.	Pol. Sci.	KLPatil 05/12
10.	Prof. Priyanka D. Bangera	F.C	Bangera 05/12/22
11.	Dr. Zeba Siddiqui	English	Siddiqui 05-12-22
12	Mrs. Mansi Gaweesd	Eco	
13	Dr. Dipali Choudhary	History	~~Choudhary~~ 05/12/22
14	Prof. Kavita y. Patil.	History	05/12/2022
15	Mrs Valarmathi Tevar	Eco	Valarmathi 05/12/22
16.	Harshavardhini Arvind Borwankar	Economics	HArborwankar 05/12/22
17.	Mala Khanchandani	History	Mala 5/12/22
18.	~~Dr. Jha~~		

Following

- Class incharge was finalised.
- lectures were allotted.
- discussion on proper attendance of Students
-

Principal Sign

H.OD

Bhaskar Waman Thakur College of Arts, Kesharbai Dayaland Patil College of Commerce, Vidhya Vasudev Patil College of Science, Virar (W)

Arts Department meeting 21-Feb-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 Nilima Bhagwat
2. Vijaya N. Shirsat
3. Dr. Vidya P. Varma
4. Mrs. Mansi Gaurand
5. Mrs. Kavita y. Patil.
6. Ms. Valarmathi Tevar
7. Harshavardhini Arvind Borwankar
8. Janhavi P. Naik
9. Dr. Reba Siddiqui
10. Prof. Komal Laxman Patil.
11. Rakhee Sawant
12. Dr. Ashwini Majumdar

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 SY Syllabus Completion date were finalized.

Principal Sign

HOD Sign

Bhagwat Vidyadaan Prasarak Mandal's Waman Keshav Thakur College of Commerce & Science

Minutes for Meeting for

Academic Year

2018 – 19

05/07/18

AKSHAY

First departmental meeting took place on 05th July 2018. Meeting was held for staffmembers of Pol-Sc Dept. Venue Room no - 501

It was charged by Head of the Department Mrs Ishita Majumdar to discuss the following agendas.

1) Timetable was discussed
2) Alotment of Lectures
3) Departmental Programme
4) Accademic Calender
5) Regarding discipline.

Signatures of Teachers

1) Mrs Ishita Majumdar — Ishita
2) Mr Komal Patil — Komal
3) Mrs Vijaya Shirsat — Shirsat

Approved

Principal's Sign

Friends

HoD Sign

24/11/18

AKSHAY

2nd Departmental ~~meeting~~ meting took place on 24th November.

Venue of meeting – 501

Headed by – Mrs Ishita Mejumdar (HOD)

Agendas are following.

1) Examination Process was Discussed
2) Paper assessment allotted
3) Vidhan Bhavan Visit.

Approved

Principal's Sign

Mejumdar
HOD Sign

19/12/18

AKSHAY

Political-Science dept of Arts faculty have arranged a meeting for staff members of Political-Sc Dept on 19th of December 2018 in room no 501.

Charged by Mrs Ishita Majumdar Following

1) Regarding CL & DL
2) Regarding Arrival & Departure Time
3) Regarding Project of TYBA
4) Regarding Study Tour.

Signature of the Teacher

1) Mrs Ishita Majumdar — Im
2) Mr Komal Patil — Kpatil
3) Mrs Vijaya Shirat — VShirat

Approved

Principal Sign

Majumdar

HoD Sign

04/02/19

AKSHAY

Department of Political Science is going to arrange the ~~last~~ staff meeting of the accademic year 2018-19. at the room no ~~20~~ 501

This line we discuss following points.

1) Regarding intercollegicle elocution Competition
2) Study Tour. Nasik
3) Porsion Complition
4) TYBA Project
5) Syllabus.

Signature of Staff

1) Mrs Ishita Majumdar —
2) Mr Kokal Patil -
3) Mrs Vijaya Shirsat -

Principals Sign

Majumdar
HOD Sign

AKSHAY

Hunits of

Pol-SC Dept

2019 — 20

26/6/2019

AKSHAY

Minutes of the meeting

First departmental meeting took place on 26 Wed June 2019

It was chaired by the Head of the department Mrs. Ishita Majumdar's to discuess the following agendas

1. Timetable was discussed
2. Teachers were allouted to the teachers.
3. Teaching plan was discussed
4. Acadamic calender was planned
5. Discipline agenda :- Steict action Rules were discussed in the meeting

Signature of staff

1.) Prof Ishita Majumdar

2.) Mr. Komal Patil

3.) Mrs Vijaya Shirsat

Approved

Principals Sign

HOD Sign

11/7/2019

AKSHAY

Minutes of the meeting

Second Departmental meeting took place on 11th September 2019

Venue of meeting - G28

guided ~~Needed~~ by - Mrs Ishita Majumdar (HOD)

Agendas are following

1. Examination process was discussed
2. paper assessment alloted
3. vidhan Bhavan visit.

Signature of staff

1) Assit. Prof. Ishita Majumdar Majumda

2) Assit. Prof. Komal Patil Kpatil

3) Assit. Prof. Vijaya Shirsat ~~Vbhirsat~~

Principal's Sign

Majumda

HOD Sign

28/11/2019

AKSHAY

Minutes of the meeting

Third Depaetmental meeting took place on 28th November.

Vanue of meeting - 628

Guided by Mrs Ishita Majumdar

1. Discussion regarding discipline
2. Discussion regarding High Court Visit
3. Syllabus of 2nd term
4. Complision of the syllabus
5. Regarding refference books in the dept as well as college library

Signature of Staff

1) Assit Prof. Ishita Majumdar

2) Assit. Prof. Komal Patil

3) Assit. Prof. Vijaya N. Shirsat.

Principal's Sign

HoD Signs

12/2/2020

AKSHAY

Minutes of the meeting

Forth Departmental meeting took place on 12th Feb. 2020

Vanue of meeting - 628

gaided by Mrs. Ishita Majudar.

Department of Political science is going to arrenge the last staff meeting of acadamic yeae 2019-20.

This time discuss following points.

1. Regarding intercollegiete competition.
2. study toue Nashik.
3. Possition postes competion.
4. TYBA Project
5. syllabus.

Signature of staff

1) Assit. Prof. Ishita Majumdae — Imajumda

2) Assit. Prof. Komal. L. Patil — Kpatil

3) Assit. Prof. Vijaya N. Shirsat

Approved

Principal's Sign

Imajumdar

HOD Sign

23/6/2020

AKSHAY

Minutes of the meeting

First departmental meeting took place on 25th Tuesday June 2020

It was chaired by the Head of the department mrs. Ishita Majumdar to discuess the following agendas.

1. Timetable was discussed.
2. Teachers were allouted to the teachers.
3. Teaching Plan was discussed
4. Acadamic calender was planned
5. Disipline agenda - steict action Rules were were discussed in the meeting.

Signature of staffmember

1) Assit. Prof. Ishita Majumdar — Imajumdar

2) Assit. Prof. Komal L. Patil — Kpatil

3) Assit. Prof. Vijaya N. Shirsat — Shirsat

Approved

Principal's Sign

Imajumdar

HoD Sign

11/21/2020

AKSHAY

Minutes of meeting

Second Departmentel meeting took on 11th sep. 2020 Friday

vanue of meeting - 628

guided by Mrs Ishita Majumdar (HOD)

Agendas are following

1. Examination process was discussed.
2. paper assessment alloted
3. vidhan Bhavan visit

Signature of staff

1) Assit. Prof. Ishita Majumdar
2) Assit. Prof. Komal L. Patil
3) Assit. Prof. Vijaya N. Shirsat

Principal's Sign

HOD Sign

9/11/2020

AKSHAY

Minutes of the meeting.

Thired Departmental meeting took place on 9th November. Monday 2020

venue of meeting - 628

Guided by Mrs Ishita Majumdar.

1. Discussion regarding discipline
2. Discussion regarding high court visit.
3. ~~Disc~~ ~~Diss~~ o
4. Syllabus of 2nd team
5. compilision of the syllabus.
6. Ragarding refreance books in the light as well as college library.

Signature of staff

1) Assit. Prof. Mrs Ishita Majumdar Majumdar

2) Assit. Prof. Komal L. Patil Kpatil

3) Assit. Prof. Vijaya N. Shirsat

Principal Sign

HoD Sign

7/11/21 AKSHAY

Minutes of the meeting

Fourth Departmental meeting took place on 1st Feb Feb-2021 saturday.

Venue of meeting - 628

guided by Mrs. Ishita Majumdar

Department of political science is to arrenge the last staff meeting of accadamic year 2020-21

This time discuss following points.

1. Regarding intercollegiete competition
2. study
3. poster competition
4. TYBA Project
5. syllabus.

Signture of Staff.

1. Assit. Prof. Mrs. Ishita Majumdar Majumdar
2. Assit. Prof. Komal L. Padil
3. Assit. Prof. Vijaya N. Shirsat. Khursat

Approved

Principal Sign

HOD Sign

28/06/22

AKSHAY

Minutes of meeting

First Departmental meeting took place on 28th June 2022 Tuesday. Room no. 628

This time discuss following points.

1. Discuss the department calendar.
2. The workload given by the previous HOD was maintained.
3. Disuss about department events.
4. The departments calendar was disucussed.

Singntuee of staff

1. Assit. Prof. Vijaya N. Shiesat
2. Assit. Prof. Ishita Mujumdar
3. Assit. Prof. Komal Patil.

Principal Sign

HOD Sign

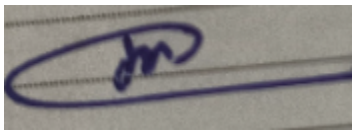
FACULTY OF ARTS
DEPARTMENT MEETING RECORD. 2020-21

1) 14/08/2020 Time : 10.00 a.m. http://meet.google.com/fmo-ybnk-xii Time : 10.00 a.m.

DEPT. had organised a meeting through Google Meet with the above link.
Following points were discussed.

1. To inform the TY students regarding TYBA online Lectures.
2. To Create a Google Classroom for TYBA Class.
3. Lectures will be conducted through Google Meet Platform

H.O.D ECONOMICS DEPARTMENT

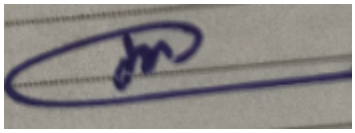


2) 18/08/2020 Time : 10.00 a.m. https://meet.google.com/ory-pgjm-pwj

DEPT. had organised a meeting through Google Meet with the above link.
Following points were discussed.

1. To inform the SY students regarding SYBA online Lectures.
2. To Create a Google Classroom for SYBA Class.
3. Lectures will be conducted through Google Meet Platform

H.O.D ECONOMICS DEPARTMENT



3) 27/08/2020 Time 8:50 p.m. https://meet.google.com/wtw-ycbe-ppk

SUBJECT: Regarding offline duty for admission.

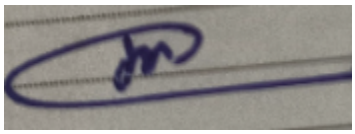
1. Admission Duties

For S.Y.B.A. and T.Y.B.A.
ATKT / Gap students
Kavita patil - Tuesday, Thursday and Saturday.
Komal patil - Monday, Wednesday and Friday.

Admission duty for F.Y.B.A. Duty Time : 10 A.M. to 2 P.M.
28 August - Janhavi Naik
29 August - Vijaya shirsat
31 August - Harshavardhini Borwankar
1 September - Valarmathi Tevar
2 September - Rashami savant.
3 September - Vidya Varma
4 September - Qhudsiya Sayad.
5 September - Rupali patil.

2. To Circulate the Institutional e-mail IDs to students.

H.O.D ECONOMICS DEPARTMENT



4) **06/09/2020 Time: 11.00 a.m.** https://meet.google.com/yga-amff-pju

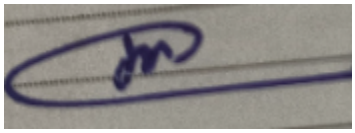
DEPT. had organised a meeting through Google Meet with the above link.
Following points were discussed.

1) Many gap students have taken admission in S.Y.B.A. & T.Y.B.A.

But their institutional email id is not generated

2) To inform the students to fill this form: https://forms.gle/8hknEUVhPCxXpi5N8

H.O.D ECONOMICS DEPARTMENT



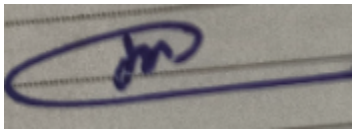
5) 20/09/2020 Time: 11.00 a.m. https://meet.google.com/rcc-oimf-fsa

DEPT. had organised a meeting through Google Meet with the above link.
Following points were discussed.

1) A guidance session for the staff on How to use power builder for Google forms creation is arranged at 3.00 p.m.

2) All the staff members were informed about the online lectures' Timetable and informed them to verify it with master time table.

H.O.D ECONOMICS DEPARTMENT



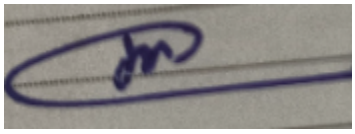
6) **19/12/2020 Time: 11.00 a.m.** https://meet.google.com/jwy-pgoe-vuq

DEPT. had organised a meeting through Google Meet with the above link.
Following points were discussed.

1. T.Y.B.A. Sem V exam will be conducted through online mode.
2. Auto - Proctor is to be added while creating the exam link.
3. T.Y.B.A. Class Incharge should take the Mock Test of T.Y.B.A. sem V exam.
4. Exam Link will be provided to the students through the students' portal.
5. To Inform the students to download their SEM V hall ticket through the students' portal.

Data of Meetings Conducted from January 2021- March 2021 is kept in hardcopy. It is kept in college.

H.O.D ECONOMICS DEPARTMENT



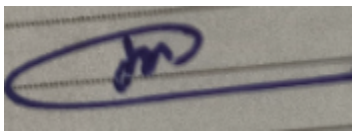
7) 13/02/2021: time :-9:30 am

Minutes of the meeting

Following are the minutes of a meeting held on 13th February, 2021 at 9:30 am in room number 620 with all the staff members from Departments of Arts.

1. Regular lectures to be conducted from 15th February, 2021 as per the instructions given by college authorities and guidelines received from University of Mumbai.
2. The syllabus covered in these lectures should be made available online in any possible way (recording or live telecasting) to students who could not attend these lectures.
3. Students attending lectures physically in college must follow safety precautions like wearing masks, carrying personal sanitizers, maintaining safe physical distance, etc. All students need to download the Aarogya setu app on their phones.
4. Students are to be informed about the following schedule for the regular lectures to be conducted in college.

H.O.D ECONOMICS DEPARTMENT

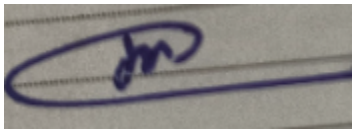


8) **01/04/2020 Time: 11.00 a.m.** https://meet.google.com/jwy-pgoe-vuq

DEPT. had organised a meeting through Google Meet with the above link.
Following points were noted:

1. All the staff members were informed about the paper settings of all Economics Papers of Regular and ATKT exams of all semesters which are going to be held in April and May 2021.
2. All the staff members were informed about the online conduction of all Regular and ATKT exams of all semesters which are going to be held in April and May 2021.
3. Exams will be held through Google Forms and Link of the Exam Paper for SEM II and IV for Regular Students will be posted in respective class' Google Classroom.

H.O.D ECONOMICS DEPARTMENT



9) 02/05/2020 Time: 7.00 p.m. https://meet.google.com/jwy-pgoe-vuq

DEPT. had organised a meeting through Google Meet with the above link.
Following points were noted:

1. All the staff members of the Dept. were informed about the internal Audit of Term II of the Academic Year 2020-21.
2. Members were informed that they have to update the required data the Department's Drive

10) 03/07/21-22 time :- 5:30 pm

Metting regarding Admission & eligibility

Eligibility syba students...Siya..Eco. Hist p..1..To 50

Psycho hist lit..

Vidya...Lit..hist..Ps

Psycho lit ps

Harshu..Eco hist ps..51 ti 132

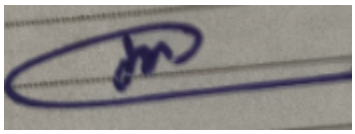
Lit eco host

Syba marathi..1.to 50..Komal

51..To 133..Rupali

.https://meet.google.com/ydd-eavk-bnj

H.O.D ECONOMICS DEPARTMENT



11) 15/06/21-22 time :- 5:00 pm

https://meet.google.com/aks-qzwu-rab

Orientation for TYBA Admission procedure*

Schedule:

Wednesday, 16th June, 2021

10.00am Eco His Ps

10.30am Lit His Ps

11.00am Lit His Psy

11.15am Lit Ps Psy

11.30am Eco Lit His

Links for each session will be different and will be provided 15 mins before the session

All students are instructed to attend the session as per your own group

SYBA English Admission Instruction Session

10.00am Eco His Ps Qudasiya

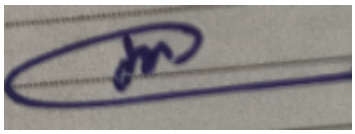
10.30am Lit His Ps Vidya ma'am

11.00am Lit His Psy Rashmi ma'am

11.15am Lit Ps Psy Rashmi ma'am

11.30am Eco Lit His Valarmathi

H.O.D ECONOMICS DEPARTMENT



12) 26/7/2021: H. O. D metting

Meet - ccc-gajs-vvr, Meeting code: ccc-gajs-vvr

* Created on 2021-06-26 07:24:02

*https://chrome.google.com/webstore/detail/google-meet-attendance-li/appcnhiefcidclcdjeahgklghghihfok
Minutes of Meeting

A meeting was scheduled on 26th June, 2021 at 7:30 pm on google meet platform using following link: https://meet.google.com/ccc-gajs-vvr

The following points were discussed regarding the national conference planned to be held in September 2021

1. Confirmation of keynote speakers from department of Arts
The attendees would speak to their respective contacts and give their nominees a day after.

2. Decision about referee
The 2 nominated members from department for scrutiny were

1. Ms. Harshavardhini Borwankar, Department of Economics
2. Ms. Vidya Varma, Department of English
3. Ms. Qudasiya Sayad, Department of History

Their consent will be sought by the respective heads of the departments.

One referee would be the keynote speaker and another would be from VIVA IMM

3. Confirmation of Advisory panel member from Arts Not decided.

The meeting was hosted by Ms. Manasi Gawand, Head, Department of Economics and following staff members were present.

1) Dr. Dipali Chaudhary
2) Ms. Ishita Majumdar
3) Ms. Rashmi Sawant

Full Name First Seen Time in Call

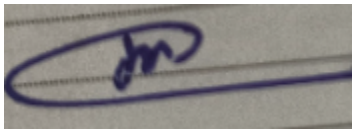
DR.DIPALI C6H/2O6U/D20H2A1R7Y:3050:38:19

ISHITAMAJU6/M26D/A2R021 7:3010:41:35

Mansi gawa6n/d26/2021 7:2060:47:18

Rashmi Saw6a/n2t6/2021 7:2040:50:49

H.O.D ECONOMICS DEPARTMENT



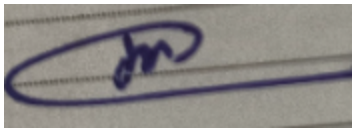
13) 09/07/21-22 time :- 5:00 pm

Regarding Admission

meetinglink: https://meet.google.com/qme-eyif-vif To join by phone instead, dial (US) +1 646-543-4901 and enter this PIN: 184 446 389#

https://meet.google.com/qme-eyif-vif

H.O.D ECONOMICS DEPARTMENT



14) 07/08/21-22 time :- 4:30 pm

https://meet.google.com/pwn-ajoj-etx

Minutes of meeting

A meeting was scheduled on Saturday, 7th August, 2021 at 4:30 pm with all the staff members from the Arts department with an agenda of maintaining attendance record in AY 2021-22

Following points were discussed.

1.All the staff need to maintain attendance in format given by attendance committee.

2.Ms. Velarmathi Tevar instructed the way attendance is to be recorded using new system.

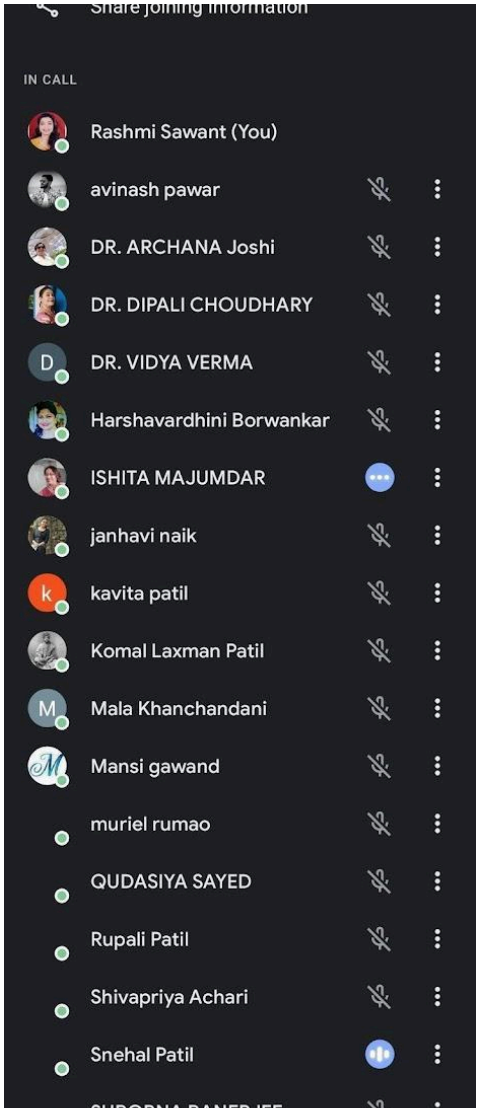
3.The access to attendance sheet will be given by Velarmathi Tevar madam.

4.It works only through laptop, though same can be worked out using phone. The video is shared by Ms. Ishita Majumdar madam.

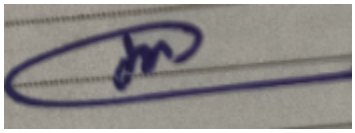
5. The link for the add on extension will be posted in Whatsapp group.

Meeting was adjourned at 5:30 pm with HODs' permission.

Following members attended the meeting



H.O.D ECONOMICS DEPARTMENT



AKSHAY

Academic Year

2019 - 2020

A staff meeting of Dept. of Economics was held on 13/07/2019 in room No. 628 at 11:00 am. Following members were present for the Meeting.

Name of the Staff members. Sign

1. Prof. Mansi Gawand
2. Prof. Rupali Patil
3. Prof. Harshavardhini Borwankar
4. Prof. Vallarmathi Tevar.

Following Points will be discussed in the Meeting.

(1) Workload was distributed to the staff member
(2) staff members were informed to open their library account
(3) staff members were informed to keep make requisition of library books
(4) members were informed to conduct variour activites in dept. during the academic year.
(5) orientation programme will be counducted in the second week of the August
(6) ID should be compulsory worn in the college campus
(7) orientation programme will be conducted in the ~~second~~ second week of August for FYBA students

Approved

principal sign

H.O.D sign

AKSHAY

A meeting of the staff members of Department of Economics was held on 03/08/19 in Room No. 628 at 11:00 am. Following staff members were present for the meeting.

Name of the staff.

1. Prof. Mansi Gawand
2. Prof. Rupali Patil
3. Prof. Harshvardhini Borwankar
4. Prof. Valarmathi Tevar.

Sign
Patil
HBorwankar
Valarmathi

Following points were finalised in the meetings -

(I) Attendance sheet should be properly maintained by subject teacher.

(II) maintaning proper record of leetures in the log/green book

(III) filling up the C.L, D.L, M.L form on regular basis

(IV) Distribution of workload among the teachers

(V) staff members weare informed to give the projects topics to TYBA sem V students

Approved

principal sign

H.o.D sign

A meeting of all the staff members of Dept. of Economics was held on 27/09/19 in room no. 628 at 11:00 am
Following staff members were present for the meeting.

Name of the staff.	Sign
1. Prof. ~~Rupa~~ Mansi Gawand.	
2. Prof. Rupali Patil	
3. Prof. Harshavardhini Borwankar	Harshwankar
4. Prof. Vallarmathi Tevar	Vaba

Following points were finalised in the meeting:—

1. To inform the students, regarding ~~dip~~ departmental activites
2. movie screeing will be heled in the 2nd week of sept
3. work was distributed among staff members regarding Tecnical arrangents & permission
4. staff members were informed to paper setting of sem III Subject wise paper setter were finalised
5. Examination regarding rules were informed to the staff members
6. Awareness program. arrange by students
7. syllabus completion date was finalised i.e. 2nd week of septembe

Approved

principal sign

H.O.D sign

11/12/2019

A Meeting of all the staff Members of dept of Economics was held on 11/12/2019 in Room No. 628 at 11:00 a.m.

Following staff members were present for the meeting.

	Name of the staff	Sign
1)	Mrs. Mansi Gawand	
2)	Mrs. Rupali Patil	
3)	Ms. Harshavardhini A. Borwankar	
4)	Ms. Valarmathi Tevar	

Following points will be discussed in the meeting:—

1) work regarding "Arthasta" inter-collegiate competition was distributed.
2) RBI visit is finalized in 4th week of January.
3) Teachers were informed to the students regarding maintaining discipline in class.
4) Result analysis work is distributed among teachers

Approved

principle sign

H.O.D sign

10/01/2020.

AKSHAY

A Meeting of all the staff Members of Dept. of Economics was held on 10/01/2020 at 11.00 a.m. in room no. 628. ~~at 11:00~~ following staff members were present for the meeting.

Name of the staff	Sign
1) Mansi Gawand	
2) Rupali Patil	
3) Harshavardhini Arvind Borwankar	HBorwankar
4) Valarmathi Tevar	Valarmathi

(1) work was distributed among with staff members regarding industrial visit -
(2) project submission date for TY BA sem VI was finalised ie. last week of January
(3) syllabus compliation date was finalised
(4) paper setter & paper assement work distributed among the teacher.

Approved

principal sign.

H.O.D sign

01/03/2019.

AKSHAY

A meeting of all the staff members of Dept. of Economics was held on 01/03/2019 in room no. 532 at 9.00 a.m.

Following staff members were present for the meeting:-

Sr.	Name of the staff	Sign
1)	Mrs. Mansi Gawand.	
2)	Mrs. Rupali Patil	
3)	Ms. Harshavardhini Arvind Bonvankar	HABonvankar
4)	Ms. Valarmathi Tevar	Valarmathi

* Following points ~~were discussion~~ will be discussed in the meeting:-

1) Syllabus completion of Sem II, IV and sem ~~3~~ VI.
2) Smooth conduct of sem II, IV and sem VI exams.
3) Discussion regarding Industrial Visit at Nashik.
4) A discussim regarding examination duties.
5) Discussion regarding submission of documents of paper presentation and workshop attended.

* Members discussed the following points along with their HOD.

1) Syllabus completion date was finalised i.e. 15th March 2019.
2) Rules regarding ~~ex~~ smooth conduct of exams were ~~not~~ discussed.
3) Exam duties were alloted to the members of the dept.
4) Staff members submitted their documents regarding paper presentation, certificates of workshop, seminars attended.

20/02/2019

AKSHAY

A Meeting of all the staff members of Dept. of Economics was held on 20/02/2019 in room no. 532 at 10.00 a.m.

The following staff members were present for the meeting.

Name of the Staff	Sign
1) Mrs. Mansi Gawand	
2) Mrs. Rupali Patil	
3) Ms. Harshavardhini Arvind Borwankar	HABorwankar
4) Mrs. Valarmathi Tevar	

Following points will be discussed in the meeting.

1) Discussim regarding Industrial Visit which will be held in March at Nashik.
2) Discussim regarding analysis of sem I and III result.
3) Discussim regarding remedial lectures of sem I and sem III ~~at~~ ATKT exams.
4) Discussim regarding project submission of sem VI in elective course papers.

* Following points were finalised in the meeting:-
1) For IV: place Nashik was finalised.
2) Report regarding analysis of sem I and sem III was submitted.
3) Dates of remedial lectures for sem I and sem III for ATKT students was ~~fixed~~ finalised i.e. 1st week of March.
4) Project submission date for T.Y.B.A. (Sem VI) was finalised i.e. 05/03/2019.

12/01/2019.

AKSHAY

A meeting ~~at~~ of all the staff members of Dept. of Economics was held on 12/01/2019 in room no. 501 at 12:00 a.m..

Following staff members were present for the meeting.

	Name of the staff	Sign
1)	Mrs. Mansi Gawand	
2)	Mrs. Rupali Patil.	
3)	Ms. Harshavardhini Arvind Borwankar	HABorwankar
4)	Ms. Valarmathi Tevar	Valarmathi

* Following points ~~will be~~ discussed in the meeting.

1) Discussion regarding organising an Intercollegiate PPT competition.

2) Distribution of various responsibilities to the students and teachers regarding arrangement of of the PPT competition.

3) Discussion regarding analysis of sem I and sem III result.

4) Discussion regarding setting of question papers for additional exam of sem I and sem III.

* Following points were finalised :-

1) Work was distributed to all staff members regarding Notice, permission, technical settings, announcements, Judges management.

2) Analysis of sem I and III results done.

3) Question paper setters were finalised according to subject and papers.

11/12/2018

AKSHAY

A meeting of all the staff members of dept. of Economics was held ~~in~~ on 11/12/2018 in room no. 501 at 11.00 a.m.
Following staff members were present for the meeting :-

Name of the staff	Sign
1) Mrs. Mansi Gawand	
2) Mrs. Rupali Patil	
3) Ms. Harshavardhini A. Borwankar	HABorwankar
4) Ms. Valarmathi Tevar.	Valarmathi

* Following points ~~were~~ will be discussed in the meeting.

1) Discussion regarding paper correction and rules, result.

2) Discussion regarding smooth conduct of various activities in following term of academic year 2018-19.

3) Discussion regarding BSE visit.

4) Discussion regarding maintaing discipline in the class.

5) Discussion regarding ~~motiva~~ encouraging students to take part in various cultural activities conducted by College.

* Following points were finalised in the meeting :-

1) Paper correction rules were informed to the members.
2) BSE visit was finalised in 3rd week of January.
3) Teachers were informed to inform the students regarding maintaining discipline in class.

01/10/2018

AKSHAY

A meeting of all the staff members of Dept. of Economics was held on 01/10/2018. in room no. 501 at 11.00 a.m.

Following staff members were present for the meeting.

Name of the Staff	Sign
1) Mrs. Mansi Gawand	
2) Mrs. Rupali Patil	
3) Ms. Harshavardhini A. Bowankar	H Bowankar
4) Ms. Valarmathi Tevar	

Following points will be discussed:-

1) Discussion regarding a social activities which will be conducted by the students.
2) Deciding the social activities like tree plantation, awareness programme.
3) Arrangement of a flower making workshop.
4) Distributing responsibilities for the flower making workshop.
5) Setting of ATKT exam papers.
6) Taking permission of conducting awareness programme in School.
7) Discussion regarding smooth conduct of sem I, III and IV examination.

Following Points were finalised:-

1) To inform Students regarding social activities like tree plantation, cleanliness programme.
2) Flower making workshop will be conducted in 2nd week of October.
3) Subjectwise paper setters were finalised for ATKT exams.
4) Examination regarding rules were informed to the staff members.

AKSHAY

A meeting of all the staff members of Dept. of Economics was held ~~in~~ on 15/09/2018 in room no. 501 at 11.00 a.m.
Following staff members were present for the meeting.

Name of the staff	Sign
1) Mrs. Mansi Gawand	
2) Mrs. Rupali Patil	
3) Ms. Harshavardhini A. Borwankar	HABorwankar
4) Ms. Valarmathi Tevar	Valarmathi

Following points will be discussed in the meeting:-

1) Distribution of various responsibilities of Logo Making Competition.
2) Arrangement of various work for logo making.
3) Maintaining discipline in the class during lectures.
4) Making students compulsory for wearing IDs.
5) Regarding punctuality in the college.

* Following points were finalised in the meeting:-
1) Logo making competition will be held in September
2) Work regarding logo making competition was distributed among the members i.e. permission letters, seating arrangement, stationary.
3) Staff members were informed to wear ID.
4) Staff should be informed to wear ID by staff members.

01/08/2018

AKSHAY

A meeting of all the staff members of Dept. of Economics was held on 01/08/2018 in room no. 501 at 11.00 a.m. Following staff members were present for the meeting.

Name of the staff	Sign
1) Mrs. Mansi Gawand	
2) Mrs. Rupali Patil	
3) Ms. Harshavardhini A Bowankar	HBowankar
4) Ms. Valarmathi Tevar	Valarmathi

* Following points will be discussed in the meeting:-
1) Arrangement of Movies Screening for Economics Students.
2) Distribution of work for Movies Screening.
3) Discussion regarding orientation programme for F4BA students.
4) Collection of all the data for orientation programme.
5) Preparation of PPT for the orientation programme.
6) Guiding the F4BA students regarding all the curricular activities in the following academic year.

* Following points were finalised in the meeting:-
1) Work of moving screening was distributed among members ie. permission, letters, technical work.
2) Date of arrangement of orientation programme was finalised i.e. in second week of August.
3) Members were informed to inform the students regarding various activities run by the dept.

4) Members were informed to open their library account.

07/07/2018

AKSHAY

A meeting of all the staff members of Dept. of Economics was held on 07/07/2018. in room no. 501 at 11.00 a.m. Following staff members were present for the meeting.

Name of the staff	Sign.
1) Prof. Mansi Gawand	
2) Prof. Rupali Patil	
3) Prof. Harshavardhini Borwankar	HBorwankar
4) Prof Valarmathi Tevar	Valarmathi

Following points ~~are~~ will be discussed in the meeting:-

1) Discussion about arrangment of Movie Screening.
2) Distribution ~~of~~ of work for arrangement of movie screening.
3) Discussion regarding analysis of (T.Y.B.A)(Sem VI) ~~res~~ result of previous year.
4) Discussion regarding ~~orientati~~ orientation programme ~~of~~ for F.Y.B.A. students.
5) Discussion regarding distribution of paper setting work of ATKT exam (60:40, 75:25).

* Following points were finalised in the meeting:-
1) Movie screening will be held in ~~se~~ third week of July ~~20~~.-Movie name 'Raid'
2) Work was distributed among staff members regarding Technical arrangements and permission regarding
3) Work of T.Y.B.A. (Sem VI) result analysis distributed.
4) Subject wise paper setters for ~~exam~~ (60:40 and 75:25) ATKT exams were finalised.

AKSHAY

9) Admission duty will be alloted to the staff members.

10) Staff members should keep the proper records of their paper presentations and workshop attended.

11) Discussion regarding orientation programme for F.Y.B.A. Class.

12) Discussion regarding new group in subject combination.

* Following points were discussed and finalised :-

1) Workload was distributed to the staff members (FY, SY, TY)
2) Staff members were informed to open their library account.
3) Staff members were informed to ~~keep~~ make requisition regarding their required books.
4) Members were informed to conduct various activities in dept. during the academic year.
5) Orientation programme will be conducted in the second week of August.

30/06/2018

AKSHAY

A Meeting of all the staff members ~~of~~ of Dept. of Economics was held on 30/06/18 2018 in room no. 501 at 11:00am. Following staff members were present for the meeting.

Name of the staff	Sign
1) Prof. Mansi Gawand	
2) Prof. Rupali Patil	
3) Prof. Harshavardhini Bonwankar	HBonwankar
4) Prof. Valarmathi Tevar	Valarmathi

Following points are to be discussed in the meeting:-

1) Distribution of workload.
2) Attendance sheet should be properly maintained by subject teacher.
3) Maintaining ~~per~~ proper record of lectures in log book.
4) Filling up the C.L, D.L, M.L. form on regular basis.
5) ID should be compulsorily worn in the college campus.
6) Staff members should open their library account.
7) Staff members should give requisition of new books to the library if ~~the~~ they want, which is needed for new syllabus.
8) Discussim about various activities are to be taken in this new academic year.

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 & responsibilities from the previous head, Dr. Dipali Choudhary to the new head Prof. Janhavi Naik.
2) The Academic Activity calender 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 — Hchoudhary
2) Prof. Janhavi Naik. (H.O.D.) — Janhavi Naik
3) Sudasiya Sayed
4) Mala Khanchandani

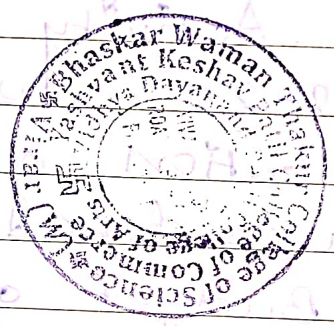
Resolutions :-

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

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.



Principal Sign

HOD Sign

Departmental Meeting.

AKSHAY

12th Sep 2022

The Second departmental meeting was conducted by the departmt Head to discuss the following Agendas :-

1. Submission of Sem I and Sem III ATKT Question Papers (75:25)
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 :-

a) Dr. Deepali Choudhary (Head) Actually

b) Prof. Janhavi Naik (H.O.D) Janhavi

c) Prof. Sudasrija Saved.

d) Prof. Mala Khanchandani. Mala.

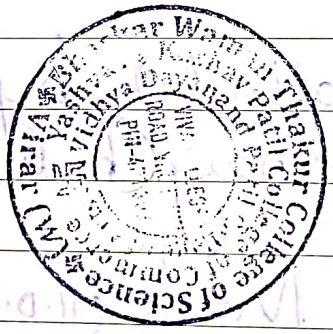
Resolutions :

(1) ATKT : 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 alotted.



Approved

Principal Sign

HOD Sign

Departmental Meeting.

AKSHAY

29th Nov 2022.

The following topics were discussed by the head, 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 Notadhy

2) Prof Jankavi Naik (H.O.D) Jnhaiwaik

3) Prof. Qudasia Sayed.

4) Prof Mala Khanchandani Mala

Principal Sign

HOD Sign

AKSHAY

Academic

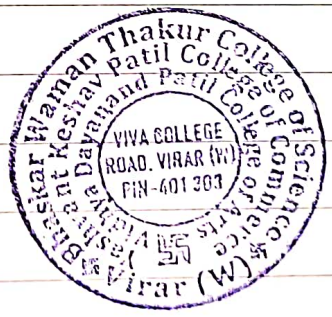
Year

2021 - 2022

- The Department meeting was not Conducted due to the Pandemic.

Principal sign

HOD sign.



ACADEMIC

YEAR.

2020 - 2021.

Department Meeting

29/June/2020

AKSHAY

An Online meeting was conducted via Google Meet to discuss the following

Agenda :-

1) Conducting lectures online
2) Orientation of students to online classes.
3) Online Departmental activity
4) Allotment of lectures.

Resolution :-

1) lectures were to be conducted online via google meet Platform, with Cameras & mikes on mute for students. and all sessions to be recorded.
2) Students to be alotted official student id to use for attending online classes via google classrooms.
3) Department to conduct Online Quiz as departmental activity.
4) Online time table of lectures allotted to the staff members.

Meeting attended by

1) Dr. Dipali Choudhary (H.O.D) HChoudhary
2) Janhavi Naik Janhavi Naik
3) Mala Khanchandani Mala
4) Sudesnya Sayed Sayed.

Department Meeting

06/oct/2020

AKSHAY

An Online department meeting was conducted to discuss the following

Agenda :-

1) Conducting online exams for semester I, III & V Regular & II, IV, VI ATKT exams.

2) Supervision for online Exams

3) Syllabus Completion & Paper Setting

4) Departmental Activities :

Resolutions :-

1) schedule & standard operating procedure for the online Exams discussed

2) Supervision & dates for exams discussed & allotted

3) checked for completion of syllabus & paper setting alloted to staff.

4) Departmental activities Report Submitted

The meeting was chaired by Dr. Dipali Choudhary (H.O.D) Choudhary

Attended by

1) Prof. Janhavi Naik Janhavi Naik

2) Prof. Sudesya Sayed

3) Prof. Mala Khanchandani

~~Signature~~

Principal Sign

HOD Sign

Department Meeting

AKSHAY

1/Dec/20

An online Google Meeting was conducted by the head of the department Dr. Dipali choudhary to discuss the following

Agenda :-

1) Conducting online Semester III, IV & VI lectures
2) Departmental Activities
3) Teaching Plan & lecture schedule
4) Allotment of lectures & Assignment

Resolutions :-

1) lecture schedule & time table allotted
2) Departmental Activities for the term planned.
3) lectures to be conducted online via google meet.
4) Timely completion of Syllabus

Attended by :-

1) Dr. Dipali Choudhary (H.O.D) Hchoudhary
2) Janhavi Naik Janhavi Naik
3) Sudasiya Sayed Sayed
4) Mala Khanchandani Mala

Department Meeting

AKSHAY

22/Feb/21.

An online meeting was conducted to discuss the following

Agenda :-

1) Conducting online Exams for semester ~~II, IV~~ & ~~VI~~ Regular & ~~I, III & V~~ ATKT.
2) Supervision & Timely declaration of result
3) Paper setting & conducting Mock Test
4) Syllabus completion & revision lectures

Resolutions :-

1) Exams to be conducted online via google meet Platform.
2) Teachers allotted papers to set & supervision duties
3) Mock Test to be conducted to guide students through exam pattern
4) submission of Assignment & Completion of syllabus.
5) Timely submission of marksheets & declaration of Results.

The Meeting was attended by

1) Dr. Dipali Choudhary (H.O.D) HChoudhary

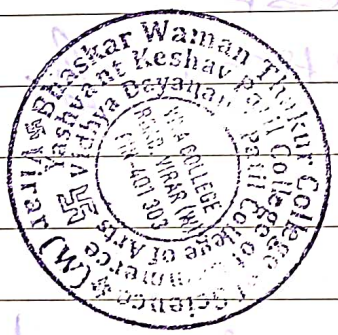
2) Prof Jahnavi Naik Jahnavi Naik

3) Prof. Sudarya Sayyed

4) Prof Mala Khanchandani Mal

Principal Sign

HChoudhary
HOD Sign



AKSHAY

FOR
THE
ACADEMIC
YEAR
2019 - 2020

Department Meeting

AKSHAY

24th June 2019

A meeting was set up by the head of Dept. Prof Dipali Choudhary and attended by the staff members.

Agenda :-

1) lecture schedule & Teaching Plan
2) Academic Calender & Activities to be undertaken
3) Orientation program for FYBA students.
4) Attst / Additional papers. Submission
5) Admission duties

Resolutions

1) Individual Timetable & Teaching plans Submitted
2) Tentative year plan made & Skit and Elocution Competition planned for first half.
3) Orientation Lecture planned for FYBA
4) Additional question papers set up.
5) Admission duties for late Comers alloted.

The meeting was attended & resolutions accepted by the

Following:

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

Vasantrao Waman Thakur College of Science & Commerce
Bhaskar Keshav Patil College of Arts
Vidya Dayanand Patil Trust's
VIVA COLLEGE
ROAD, VIRAR (W)
PIN-401 303
Virar (W)

Principal Sign

HOD Sign

Department Meeting

01/Oct/2019

AKSHAY

The head of the department Dr. Dipali Choudhary conducted a meeting with the department members with regards to the upcoming Semester I, III & V Regular & Semester II, IV & VI ATKT Exams. The following points were covered.

1) Submission dates of the question papers
2) Dates & supervision duties alotted to staff.
3) Completion of correction & date to announce results.
4) Activity Report for the first half.

The Meeting was attended by

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

Viva College Road, Virar (W) PIN-401 303

Principal Sign

Hchoudhary

HOD Sign

Resolutions :-

1) Question Papers for FC, History were submitted on the said dates.
2) Supervision dates & ~~sorted~~ list of papers to correct allotted.
3) Result dates finalised & Corrections submitted on said date.
4) All Activity reports & photos submitted

Department Meeting

AKSHAY

2/Dec/2019.

A department meeting was conducted on the said date by the department head to discuss the following agenda.

1) Teaching Plan for the Second & Fourth Semester
2) Declaration of Results.
3) Conducting departmental Activities
4) Assignments & project work

Resolutions :-

1) Workload & teaching Plan distributed to the staff members
2) Marksheets verified & Results submitted for timely declaration of the results.
3) Study tours, movie screening planned as activities to engage students. interest
4) List of Assignment & kind of Project to be allotted discussed.

The meeting was attended by the following

1) Pr.1 Dipali Choudhary (H.O.D) HDchoudhary
2) Prof. Janhavi Naik Janhavi Naik

3) Prof. Sudasya Sayed

4) Prof. Mala Khanchandani

Waman Thakur College of Science & Shri. Keshav Patil College of Commerce & Shri. Dayanand Patil College of Arts
Vidhya Vikas Virar (W)
VIVA COLLEGE
ROAD, VIRAR (W)
PIN-401 303

Principal Sign

HOD Sign

Department Meeting

AKSHAY

2/Mar/2020

The end of Term Meeting was conducted by the head of Department to discuss the following

Agenda :-

1) Conduction of Semester ~~II~~, ~~IV~~ & ~~VI~~ Regular & Semester ~~I~~, ~~III~~, ~~V~~ ~~Arrr~~ exams.
2) Completion of syllabus & departmental activities
3) Correction of Papers & Timely Results.
4) Internals Project & Marklist

Resolutions :-

1) ~~#~~ Question Papers & Supervision dates for the exams distributed among staff members.
2) Submission of departmental Activity Report & year end Teaching plans.
3) Correction dates & papers allotted to staff along with last date for marksheet Submission
4) Marklist of Internals Submitted.

The session was attended by

1) Dr. Dipali Choudhary (H.O.D) Dchoudhary

2) Prof Janhavi Naik Janhavi Naik

3) Prof Sudesiya Sayed Sayed

4) Prof Mala Chandchandani Mala

Bhartiya Vidya Prasarak Samaj's
Late Waman Thakur College of Science
& Late Keshav Patil College of Commerce
& Late Dayanand Patil College of Arts
VIVA COLLEGE
ROAD, VIRAR (W)
PIN-401 303
Virar (W)

Approved
Principal Sign

Dchoudhary
HOD Sign

AKSHAY

FOR

THE

ACADEMIC

YEAR

2018 - 2019

Department Meeting

AKSHAY

2 July 2018

A departmental Meeting was Conducted by Prof Dipali Choudhary, to discuss various agendas pertaining the new academic Year 2018-19.

The following topics were discussed:

1) Academic Year Plan & activities for the Year 2018-19
2) Organising Orientation Program for the FYBA Students
3) Allotment of Lectures & Setting up of the Time table
4) Timely conducting lectures & completion of Syllabus.

The Meeting was attended by

1) Prof Dipali Choudhary (Head) DChoudhary
2) Prof Janhavi Naik Janhavi Naik
3) Prof. Qudsiya Sayed Sayed
4) Prof. Mala Khanchandani Mala

Principal Sign

Bhaskar Waman Thakur College of Science & Commerce (M) Virar
Yashvant Keshav Patil College of Arts
Vidhya Dayanand Patil College of Commerce
VITA COLLEGE ROAD, VIRAR (W.) PIN-401 303

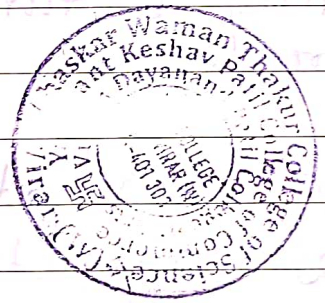
HOD Sign

Resolutions :-

1) Academic plan was prepared
2) Departmental activities scheduled
3) Orientation Program for Fy b.a Students fixed
4) Individual Time Tables allotted
5) last date of Completion of Syllabus set

Approved

principal sign.



Recommended

H.O.D

Departmental Meeting

AKSHAY

23/Sept/2018

The Second departmental Meeting was conducted by the department head, to discuss the following agendas:-

1) Submission of Sem II & ~~III~~ IV ATKT Question Papers (75:25)
2) Teaching plan of the 1st Term.
3) Activity Report of the events conducted in the History Dept.
4) Exam schedules, Supervision details & basic Instructions related to exams were given.

The Meeting was attended by

1) Prof Dipali Chowdhary (Head) Notionally
2) Prof Janhavi Naik Janhavi
3) Prof Sudasya Sayed Sayed
4) Prof Mala Khanchandani Mala

Approved
Principal Sign

Dipali Choudhary
HOD Sign

Resolutions :—

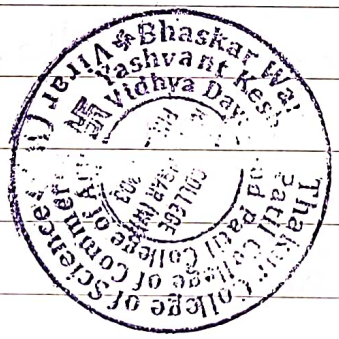
1) Atkt 75:25 question papers submitted

2) Teaching Plans for first half submitted

3) Activity Reports of departmental activities submitted

4) Exam schedule & supervision duties allotted

Principal.



H.O.D

Department Meeting

AKSHAY

9/Dec/2018

The following topics were dissussed by the Head, Prof Dipali Choudhary in the departmental Meeting Conducted today

1) Teaching Plan for the Second & Fourth Semester
2) Timely declaration of Results of Sem II & III
3) Conducting Educational Tours, for the Students
4) Holding Remedial lectures for weak Students.
5) Submission of Project work for TYBA Students.

The Meeting was attended by

1) Prof Dipali Choudhary (Head) Nobody
2) Prof Janhavi Naik Janhavi Naik
3) Prof Sudasiya Sayed Sayed
4) Prof Mala Khanchandani Mala

Principal Sign

HOD Sign

Resolutions :—

1) Teaching Plan for 2nd & 4th Term submitted

2) Dates for declaration of Sem 3 & 4 result & distribution of Results set

3) Educational Excursion of Vasai Fort & Museum planned

4) Remedial lecture schedule for ATKT students set up

5) TYBA Internals project list submitted

Approved
Principal Sign

Jaman Thakur College of Science & Commerce, Keshav Patil College of Arts, Dayanand Patil College of Arts
VIVA COLLEGE ROAD, VIRAR (W) PIN-
Virar (W)

HOD Sign

Department Meeting

AKSHAY

17/Feb/2019.

The final Meeting for the academic year 2018-19 was conducted by the department head to discuss the various topics.

1) Submission of Question Papers for ATKT Students
2) Allotment of supervision duties & Basic exam instructions
3) Final Academic Report & departmental Activities Report to be submitted
4) Timely Correction & Submission of Results.

The Meeting was attended by

1) Prof Dipali Choudhary (H.O.D) Nchoudhary
2) Prof Janhavi Naik Janhavi
3) Prof ~~Dipali Choudhary~~ Qudasiya Syed Syed.
4) Prof Mala Khanchandani Mala

Principal Sign

HOD Sign

Resolutions :—

1) Atkt ; question papers Submitted
2) Supervision duties alloted
3) Academic Report of departmental activities submitted
4) Dates for correction & submission of Results alotted.

Department of Political Science

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.

Principal Sign

HOD Sign

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 alloted to the staff
Movie Screen, High Court visit, Elocution Competitions, Politics Study Course 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.

Principal Sign

HOD Sign

minutes of the meeting

Entire Arts Faculty meeting Regarding FYBA Orientation is organized on 25/8/22 in Arts staff Room No. 628.

The following members attended the meeting

1) Dr Nilima Bhagwat.
2) Dr Archana Joshi — 25th Aug 2022
3) Ms. Vijaya Shirsat.
4) Ms. Rashmi Sawant.
5) Ms. Tanhavi Naik
6) MS. Rupali P. Patil — 25/8/22
7) Mr. Komal Laxman Patil. — 25/8/22
8) Mrs. Ashita Nagwanda
9) Mrs. Mansi Gawand
10) Dr. Dipali Choudhary
11) Ms. Harshavardhini Arvind Borwankar
12) Ms Glorita Pereira
13) Valarmathi Tevar
14) Sudasna Sayed
15) Kavita g. patil — 25/08/2022
16) Dr. Vidya P. Verma — 25/08/22
17) Subarna S. Banjee

The following points were discussed

1. Duties were alloted to staffs members.
2. Syllabus and Paper Paper were discussed.
3. Regarding students opportunities and Career guidance were discussed.

Principal Sign

HOD Sign

22nd Nov 22

The first meeting of the second term was held in the department of political science on 22nd November 2022 ~~in~~ at 7.45 AM in room 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.

1) Vijaya N- Shirsat ~~Shirsat~~ 22/2/22

2) Dr Ishita Majumde 22/2/22

Principal Sign

HOD Sign

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 28/11/22
2	Janhavi P. Naik	His Dept	Janhavi Naik
3	Dr. Vidya P. Veera	English	Vidya
4	Rashmi Sawant	Psychology	RSSawant
5	Vijaya N. Shirsat	Political Science	Shirsat
6	Dr. Zeba Siddiqui.		
7	Dr. Dipali Chaudhary	History Dept	Chaudhary
8	Dr Ishita Majumdar	Political Scie	
9	Mansi Tawade	Economics	

Principal Sign

HOD Sign

Bhaskar Waman Thakur College of Science & Vidya Keshav Patil College of Arts & Vasudev Devanand Patil College of Commerce Virar (W)

Arts Faculty meeting 5th Dec 2022

Entire Arts faculty meeting was conducted in staff room (628) at 9.30 on 5th Dec 2022 to decide F.Y. B.A lectures and class incharge finalization.

Following members were present

1	Dr Nilima Bhagwat	Eco Dept	NB
2	Janhavi P. Naik	His Dept	Janhavi
3	Dr Vidya L. Nema	English	Vidya
4	Rashmi Sawant	Psychology	Rsw
5	Vijaya N. Shirsat	Political science	Shirsat
6.	Rupali Prashil Patil	Eco Dept.	fpp
05	Prof Ishita Majmudar	Pol-Sc	
9.	Prof. Komal Laxman Patil.	Pol. Sci.	Patil 05/12
10.	Prof. Priyanka D. Bangera	F.C	Bangera 05/12/22
11.	Dr. Zeba Siddiqui	English	Siddiqui 05-12-22
12	Mrs. Mansi Gaweesd	Eco	
13	Dr. Dipali Choudhary	History	Choudhary 05/12/22
14	Prof. Kavita y. Patil.	History	05/12/2022
15	Mrs Valarmathi Tevar	Eco	Valarmathi 05.12.22
16.	Harshavardhini Arvind Borwankar	Economics	HABorwankar 05/12/22
17.	Mala Khanchandani	History	Mala 5/12
18.			

Following

- Class incharge was finalised.
- lectures were allotted.
- discussion on proper attendance of Students
-

Principal Sign

H.OD

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. Nilima Bhagwat — NB 21/2/23
2. Vijaya N. Shirsat
3. Dr. Vidya P. Verma
4. Mrs. Mansi Gaurand
5. Mrs. Kavita y. Patil.
6. Mrs. Valarmathi Tevar — 21/2/2023
7. Harshavardhini Arvind Borwankar — HABorwankar
8. Janhavi P. Naik — 21/02/23
9. Dr. Reba Siddiqui
10. Prof. Komal Laxman Patil. — 20/2/23
11. Rachana Sawant — RS
12. Dr. Sheetal Majumdar

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 SY Syllabus Completion date were finalized.

Principal Sign

HOD Sign

Babasaheb Waman Thakur College of Science & Commerce
Late Keshavrao Ratan Patil College of Arts

Minutes for Meeting for

Academic Year

2018 – 19

05/07/18

AKSHAY

First departmental meeting took place on 05th July 2018. Meeting was held for staffmembers of Pol-Sc Dept. Venue Room no - 501

It was charged by Head of the Department Mrs Ishita Majumdar to discuss the following agendas.

1) Timetable was discussed
2) Alotment of Lectures
3) Departmental Programme
4) Accademic Calender
5) Regarding discipline.

Signatures of Teachers

1) Mrs Ishita Majumdar — Ishita
2) Mr Komal Patil — Komal
3) Mrs Vijaya Shirsat — Shirsat

Approved

Principal's Sign

Friends

HoD Sign

24/11/18

AKSHAY

2nd Departmental ~~meeting~~ meting took place on 24th November.

Venue of meeting – 501

Headed by – Mrs Ishita Mejumdar (HOD)

Agendas are following.

1) Examination Process was Discussed
2) Paper assessment allotted
3) Vidhan Bhavan Visit.

Approved

Principal's Sign

Mejumdar
HOD Sign

19/12/18

AKSHAY

Political-Science dept of Arts faculty have arranged a meeting for staff members of Political-Sc Dept on 19th of December 2018 in room no 501.

Charged by Mrs Ishita Majumdar Following

1) Regarding CL & DL
2) Regarding Arrival & Departure Time
3) Regarding Project of TYBA
4) Regarding Study Tour.

Signature of the Teacher

1) Mrs Ishita Majumdar — Im
2) Mr Komal Patil — Kpatil
3) Mrs Vijaya Shirat — VShirat

Approved

Principal Sign

Majumdar

HoD Sign

04/02/19

AKSHAY

Department of Political Science is going to arrange the ~~last~~ staff meeting of the accademic year 2018-19. at the room no ~~20~~ 501

This line we discuss following points.

1) Regarding intercollegicle elocution Competition
2) Study Tour. Nasik
3) Porsion Complition
4) TYBA Project
5) Syllabus.

Signature of Staff

1) Mrs Ishita Majumdar —
2) Mr Kokal Patil -
3) Mrs Vijaya Shirsat -

Principals Sign

Majumdar
HOD Sign

AKSHAY

Hunits of

Pol-SC Dept

2019 — 20

26/6/2019

AKSHAY

Minutes of the meeting

First departmental meeting took place on 26 Wed June 2019

It was chaired by the Head of the department Mrs. Ishita Majumdar's to discuess the following agendas

1. Timetable was discussed
2. Teachers were allouted to the teachers.
3. Teaching plan was discussed
4. Acadamic calender was planned
5. Discipline agenda :- Steict action Rules were discussed in the meeting

Signature of staff

1.) Prof Ishita Majumdar

2.) Mr. Komal Patil

3.) Mrs Vijaya Shirsat

Approved

Principals Sign

HOD Sign

11/7/2019

AKSHAY

Minutes of the meeting

Second Departmental meeting took place on 11th September 2019

Venue of meeting - G28

guided ~~Needed~~ by - Mrs Ishita Majumdar (HOD)

Agendas are following

1. Examination process was discussed
2. paper assessment alloted
3. vidhan Bhavan visit.

Signature of staff

1) Assit. Prof. Ishita Majumdar Majumda

2) Assit. Prof. Komal Patil Kpatil

3) Assit. Prof. Vijaya Shirsat ~~Vbhirsat~~

Principal's Sign

Majumda

HOD Sign

28/11/2019

AKSHAY

Minutes of the meeting

Third Depaetmental meeting took place on 28th November.

Vanue of meeting - 628

Guided by Mrs Ishita Majumdar

1. Discussion regarding discipline
2. Discussion regarding High Court Visit
3. Syllabus of 2nd term
4. Complision of the syllabus
5. Regarding refference books in the dept as well as college library

Signature of Staff

1) Assit Prof. Ishita Majumdar

2) Assit. Prof. Komal Patil

3) Assit. Prof. Vijaya N. Shirsat.

Principal's Sign

HoD Signs

12/2/2020

AKSHAY

Minutes of the meeting

Forth Departmental meeting took place on 12th Feb. 2020

Vanue of meeting - 628

gaided by Mrs. Ishita Majudar.

Department of Political science is going to arrenge the last staff meeting of acadamic yeae 2019-20.

This time discuss following points.

1. Regarding intercollegiete competition.
2. study toue Nashik.
3. Possition postes competion.
4. TYBA Project
5. syllabus.

Signature of staff

1) Assit. Prof. Ishita Majumdae — Imajumda

2) Assit. Prof. Komal. L. Patil — Kpatil

3) Assit. Prof. Vijaya N. Shirsat

Approved

Principal's Sign

Imajumdar

HOD Sign

23/6/2020

AKSHAY

Minutes of the meeting

First departmental meeting took place on 25th Tuesday June 2020

It was chaired by the Head of the department mrs. Ishita Majumdar to discuess the following agendas.

1. Timetable was discussed.
2. Teachers were allouted to the teachers.
3. Teaching Plan was discussed
4. Acadamic calender was planned
5. Disipline agenda - steict action Rules were were discussed in the meeting.

Signature of staffmember

1) Assit. Prof. Ishita Majumdar — Imajumdar

2) Assit. Prof. Komal L. Patil — Kpatil

3) Assit. Prof. Vijaya N. Shirsat — Shirsat

Approved

Principal's Sign

Imajumdar

HoD Sign

11/21/2020

AKSHAY

Minutes of meeting

Second Departmentel meeting took on 11th sep. 2020 Friday

vanue of meeting - 628

guided by Mrs Ishita Majumdar (HOD)

Agendas are following

1. Examination process was discussed.
2. paper assessment alloted
3. vidhan Bhavan visit

Signature of staff

1) Assit. Prof. Ishita Majumdar
2) Assit. Prof. Komal L. Patil
3) Assit. Prof. Vijaya N. Shirsat

Principal's Sign

HOD Sign

9/11/2020

AKSHAY

Minutes of the meeting.

Thired Departmental meeting took place on 9th November. Monday 2020

venue of meeting - 628

Guided by Mrs Ishita Majumdar.

1. Discussion regarding discipline
2. Discussion regarding high court visit.
3. ~~Disc~~ ~~Diss~~ o
4. Syllabus of 2nd team
5. compilision of the syllabus.
6. Ragarding refreance books in the light as well as college library.

Signature of staff

1) Assit. Prof. Mrs Ishita Majumdar Majumdar

2) Assit. Prof. Komal L. Patil Kpatil

3) Assit. Prof. Vijaya N. Shirsat

Principal Sign

HoD Sign

7/11/21 AKSHAY

Minutes of the meeting

Fourth Departmental meeting took place on 1st Feb Feb-2021 saturday.

Venue of meeting - 628

guided by Mrs. Ishita Majumdar

Department of political science is to arrenge the last staff meeting of accadamic year 2020-21

This time discuss following points.

1. Regarding intercollegiete competition
2. study
3. poster competition
4. TYBA Project
5. syllabus.

Signture of Staff.

1. Assit. Prof. Mrs. Ishita Majumdar Majumdar
2. Assit. Prof. Komal L. Padil
3. Assit. Prof. Vijaya N. Shirsat. Khursat

Approved

Principal Sign

HOD Sign

28/06/22

AKSHAY

Minutes of meeting

First Departmental meeting took place on 28th June 2022 Tuesday. Room no. 628

This time discuss following points.

1. Discuss the department calendar.
2. The workload given by the previous HOD was maintained.
3. Disuss about department events.
4. The departments calendar was discussed.

Singntuee of staff

1. Assit. Prof. Vijaya N. Shiesat
2. Assit. Prof. Ishita Mujumdar
3. Assit. Prof. Komal Patil.

Principal Sign

HOD Sign

Minutes of the meeting

Entire Arts Faculty meeting Regarding FYBA Orientation is organized on 25/8/22 in Arts staff Room No. 628.

The following members attended the meeting

1) Dr Nilima Bhagwat.
2) Dr Archana Joshi — 25th Aug 2022
3) Ms. Vijaya Shirsat.
4) Ms. Rashmi Sawant.
5) Ms. Janhavi Naik
6) MS. Rupali P. Patil
7) Mr. Komal Laxman Patil. — 25/8/22
8) Mrs. Ashita Nagwanda
9) Mrs. Mansi Gawand
10) Dr. Dipali Choudhary
11) Ms. Harshavardhini Arvind Borwankar — HABorwankar
12) Ms Glorita Pereira
13) Valarmathi Tevar — Valarmathi
14) Sudasna Sayed
15) Kavita J. Patil — 25/08/2022
16) Dr. Vidya P. Verma — 25/08/22
17) Subarna S. Banerjee

The following points were discussed

1. Duties were alloted to staff members.
2. Syllabus and Paper Paper were discussed.
3. Regarding students opportunities and Career guidance were disussed.

Principal Sign

HOD Sign

Arts Faculty meeting

28th Nov 22

Here Arts faculty meeting was conducted in staff room (628) at 8.50 to discuss regarding new working timetable on 29 November 2022.

Following members were present

1)	Dr Nilima Bhagwat	Eco Dept	NB 28/11/22
2)	Janhavi P Naik	His Dept	Janhavi P Naik
3)	Dr Vidya P Vasu	English	Vidya
4)	Rashmi Sawant	Psychology	RSawant
5)	Vijaya N Shirsat	Political Science	VShirsat
6)	Dr. Zeba Siddiqui		
7)	Dr. Dipali Chaudhary	History Dept	Chaudhary
8)	Dr Ishita Majumdar	Political Sci	
9)	Mansi Lawand	Economics	

Principal Sign

HOD Sign

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.Y B.A lectures and class incharge finalization.

Following members were present

1	Dr Nilima Bhagwat	Eco Dept	NB 5/12/22
2	Janhavi P. Naik	His Dept	Janhavi
3	Dr Vidya P. Verma	English	Vidya
4	Rashmi Sawant	Psychology	RSS
5	Vijaya N. Shirsat	Political science	~~VNShirsat~~
6.	Rupali Prashil Patil	Eco Dept.	RPP
05	Prof Ishita Majmudar	Pol-Sc	IM
9.	Prof. Komal Laxman Patil.	Pol. Sci.	KLPatil 05/12
10.	Prof. Priyanka D. Bangera	F.C	Bangera 05/12/22
11.	Dr. Zeba Siddiqui	English	Siddiqui 05-12-22
12	Mrs. Mansi Gaweesd	Eco	
13	Dr. Dipali Choudhary	History	~~Choudhary~~ 05/12/22
14	Prof. Kavita y. Patil.	History	05/12/2022
15	Mrs Valarmathi Tevar	Eco	Valarmathi 05/12/22
16.	Harshavardhini Arvind Borwankar	Economics	HArborwankar 05/12/22
17.	Mala Khanchandani	History	Mala 5/12/22
18.	~~Dr. Jha~~		

Following

- Class incharge was finalised.
- lectures were allotted.
- discussion on proper attendance of Students
-

Principal Sign

H.OD

Bhaskar Waman Thakur College of Arts, Kesharbai Dayaland Patil College of Commerce, Vidhya Vasudev Patil College of Science, Virar (W)

Arts Department meeting 21-Feb-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 Nilima Bhagwat
2. Vijaya N. Shirsat
3. Dr. Vidya P. Varma
4. Mrs. Mansi Gaurand
5. Mrs. Kavita y. Patil.
6. Ms. Valarmathi Tevar
7. Harshavardhini Arvind Borwankar
8. Janhavi P. Naik
9. Dr. Reba Siddiqui
10. Prof. Komal Laxman Patil.
11. Rakhee Sawant
12. Dr. Ashwini Majumdar

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 SY Syllabus Completion date were finalized.

Principal Sign

HOD Sign

Bhagwat Vidyadaan Prasarak Mandal's Waman Keshav Thakur College of Commerce & Science

Minutes for Meeting for

Academic Year

2018 – 19

05/07/18

AKSHAY

First departmental meeting took place on 05th July 2018. Meeting was held for staffmembers of Pol-Sc Dept. Venue Room no - 501

It was charged by Head of the Department Mrs Ishita Majumdar to discuss the following agendas.

1) Timetable was discussed
2) Alotment of Lectures
3) Departmental Programme
4) Accademic Calender
5) Regarding discipline.

Signatures of Teachers

1) Mrs Ishita Majumdar — Ishita
2) Mr Komal Patil — Komal
3) Mrs Vijaya Shirsat — Shirsat

Approved

Principal's Sign

Friends

HoD Sign

24/11/18

AKSHAY

2nd Departmental ~~meeting~~ meting took place on 24th November.

Venue of meeting – 501

Headed by – Mrs Ishita Mejumdar (HOD)

Agendas are following.

1) Examination Process was Discussed
2) Paper assessment allotted
3) Vidhan Bhavan Visit.

Approved

Principal's Sign

Mejumdar
HOD Sign

19/12/18

AKSHAY

Political-Science dept of Arts faculty have arranged a meeting for staff members of Political-Sc Dept on 19th of December 2018 in room no 501.

Charged by Mrs Ishita Majumdar Following

1) Regarding CL & DL
2) Regarding Arrival & Departure Time
3) Regarding Project of TYBA
4) Regarding Study Tour.

Signature of the Teacher

1) Mrs Ishita Majumdar — Im
2) Mr Komal Patil — Kpatil
3) Mrs Vijaya Shirat — VShirat

Approved

Principal Sign

Majumdar

HoD Sign

04/02/19

AKSHAY

Department of Political Science is going to arrange the ~~last~~ staff meeting of the accademic year 2018-19. at the room no ~~20~~ 501

This line we discuss following points.

1) Regarding intercollegicle elocution Competition
2) Study Tour. Nasik
3) Porsion Complition
4) TYBA Project
5) Syllabus.

Signature of Staff

1) Mrs Ishita Majumdar —
2) Mr Kokal Patil -
3) Mrs Vijaya Shirsat -

Principals Sign

Majumdar
HOD Sign

AKSHAY

Hunits of

Pol-SC Dept

2019 — 20

26/6/2019

AKSHAY

Minutes of the meeting

First departmental meeting took place on 26 Wed June 2019

It was chaired by the Head of the department Mrs. Ishita Majumdar's to discuess the following agendas

1. Timetable was discussed
2. Teachers were allouted to the teachers.
3. Teaching plan was discussed
4. Acadamic calender was planned
5. Discipline agenda :- Steict action Rules were discussed in the meeting

Signature of staff

1.) Prof Ishita Majumdar

2.) Mr. Komal Patil

3.) Mrs Vijaya Shirsat

Approved

Principals Sign

HOD Sign

11/7/2019

AKSHAY

Minutes of the meeting

Second Departmental meeting took place on 11th September 2019

Venue of meeting - G28

guided ~~Needed~~ by - Mrs Ishita Majumdar (HOD)

Agendas are following

1. Examination process was discussed
2. paper assessment alloted
3. vidhan Bhavan visit.

Signature of staff

1) Assit. Prof. Ishita Majumdar Majumda

2) Assit. Prof. Komal Patil Kpatil

3) Assit. Prof. Vijaya Shirsat ~~Vbhirsat~~

Principal's Sign

Majumda

HOD Sign

28/11/2019

AKSHAY

Minutes of the meeting

Third Depaetmental meeting took place on 28th November.

Vanue of meeting - 628

Guided by Mrs Ishita Majumdar

1. Discussion regarding discipline
2. Discussion regarding High Court Visit
3. Syllabus of 2nd term
4. Complision of the syllabus
5. Regarding refference books in the dept as well as college library

Signature of Staff

1) Assit Prof. Ishita Majumdar

2) Assit. Prof. Komal Patil

3) Assit. Prof. Vijaya N. Shirsat.

Principal's Sign

HoD Signs

12/2/2020

AKSHAY

Minutes of the meeting

Forth Departmental meeting took place on 12th Feb. 2020

Vanue of meeting - 628

gaided by Mrs. Ishita Majudar.

Department of Political science is going to arrenge the last staff meeting of acadamic yeae 2019-20.

This time discuss following points.

1. Regarding intercollegiete competition.
2. study toue Nashik.
3. Possition postes competion.
4. TYBA Project
5. syllabus.

Signature of staff

1) Assit. Prof. Ishita Majumdae — Imajumda

2) Assit. Prof. Komal. L. Patil — Kpatil

3) Assit. Prof. Vijaya N. Shirsat

Approved

Principal's Sign

Imajumdar

HOD Sign

23/6/2020

AKSHAY

Minutes of the meeting

First departmental meeting took place on 25th Tuesday June 2020

It was chaired by the Head of the department mrs. Ishita Majumdar to discuess the following agendas.

1. Timetable was discussed.
2. Teachers were allouted to the teachers.
3. Teaching Plan was discussed
4. Acadamic calender was planned
5. Disipline agenda - steict action Rules were were discussed in the meeting.

Signature of staffmember

1) Assit. Prof. Ishita Majumdar — Imajumdar

2) Assit. Prof. Komal L. Patil — Kpatil

3) Assit. Prof. Vijaya N. Shirsat — Shirsat

Approved

Principal's Sign

Imajumdar

HoD Sign

11/21/2020

AKSHAY

Minutes of meeting

Second Departmentel meeting took on 11th sep. 2020 Friday

vanue of meeting - 628

guided by Mrs Ishita Majumdar (HOD)

Agendas are following

1. Examination process was discussed.
2. paper assessment alloted
3. vidhan Bhavan visit

Signature of staff

1) Assit. Prof. Ishita Majumdar
2) Assit. Prof. Komal L. Patil
3) Assit. Prof. Vijaya N. Shirsat

Principal's Sign

HOD Sign

9/11/2020

AKSHAY

Minutes of the meeting.

Thired Departmental meeting took place on 9th November. Monday 2020

venue of meeting - 628

Guided by Mrs Ishita Majumdar.

1. Discussion regarding discipline
2. Discussion regarding high court visit.
3. ~~Disc~~ ~~Diss~~ o
4. Syllabus of 2nd team
5. compilision of the syllabus.
6. Ragarding refreance books in the light as well as college library.

Signature of staff

1) Assit. Prof. Mrs Ishita Majumdar Majumdar

2) Assit. Prof. Komal L. Patil Kpatil

3) Assit. Prof. Vijaya N. Shirsat

Principal Sign

HoD Sign

7/11/21 AKSHAY

Minutes of the meeting

Fourth Departmental meeting took place on 1st Feb Feb-2021 saturday.

Venue of meeting - 628

guided by Mrs. Ishita Majumdar

Department of political science is to arrenge the last staff meeting of accadamic year 2020-21

This time discuss following points.

1. Regarding intercollegiete competition
2. study
3. poster competition
4. TYBA Project
5. syllabus.

Signture of Staff.

1. Assit. Prof. Mrs. Ishita Majumdar Majumdar
2. Assit. Prof. Komal L. Padil
3. Assit. Prof. Vijaya N. Shirsat. Khursat

Approved

Principal Sign

HOD Sign

28/06/22

AKSHAY

Minutes of meeting

First Departmental meeting took place on 28th June 2022 Tuesday. Room no. 628

This time discuss following points.

1. Discuss the department calendar.
2. The workload given by the previous HOD was maintained.
3. Disuss about department events.
4. The departments calendar was discussed.

Singntuee of staff

1. Assit. Prof. Vijaya N. Shiesat
2. Assit. Prof. Ishita Mujumdar
3. Assit. Prof. Komal Patil.

Principal Sign

HOD Sign

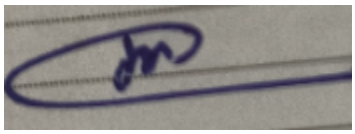
FACULTY OF ARTS
DEPARTMENT MEETING RECORD. 2020-21

1) 14/08/2020 Time : 10.00 a.m. http://meet.google.com/fmo-ybnk-xii Time : 10.00 a.m.

DEPT. had organised a meeting through Google Meet with the above link.
Following points were discussed.

1. To inform the TY students regarding TYBA online Lectures.
2. To Create a Google Classroom for TYBA Class.
3. Lectures will be conducted through Google Meet Platform

H.O.D ECONOMICS DEPARTMENT

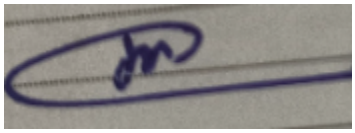


2) 18/08/2020 Time : 10.00 a.m. https://meet.google.com/ory-pgjm-pwj

DEPT. had organised a meeting through Google Meet with the above link.
Following points were discussed.

1. To inform the SY students regarding SYBA online Lectures.
2. To Create a Google Classroom for SYBA Class.
3. Lectures will be conducted through Google Meet Platform

H.O.D ECONOMICS DEPARTMENT



3) 27/08/2020 Time 8:50 p.m. https://meet.google.com/wtw-ycbe-ppk

SUBJECT: Regarding offline duty for admission.

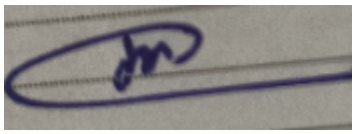
1. Admission Duties

For S.Y.B.A. and T.Y.B.A.
ATKT / Gap students
Kavita patil - Tuesday, Thursday and Saturday.
Komal patil - Monday, Wednesday and Friday.

Admission duty for F.Y.B.A. Duty Time : 10 A.M. to 2 P.M.
28 August - Janhavi Naik
29 August - Vijaya shirsat
31 August - Harshavardhini Borwankar
1 September - Valarmathi Tevar
2 September - Rashami savant.
3 September - Vidya Varma
4 September - Qhudsiya Sayad.
5 September - Rupali patil.

2. To Circulate the Institutional e-mail IDs to students.

H.O.D ECONOMICS DEPARTMENT



4) **06/09/2020 Time: 11.00 a.m.** https://meet.google.com/yga-amff-pju

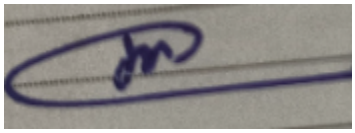
DEPT. had organised a meeting through Google Meet with the above link.
Following points were discussed.

1) Many gap students have taken admission in S.Y.B.A. & T.Y.B.A.

But their institutional email id is not generated

2) To inform the students to fill this form: https://forms.gle/8hknEUVhPCxXpi5N8

H.O.D ECONOMICS DEPARTMENT



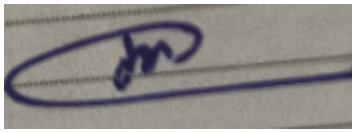
5) 20/09/2020 Time: 11.00 a.m. https://meet.google.com/rcc-oimf-fsa

DEPT. had organised a meeting through Google Meet with the above link.
Following points were discussed.

1) A guidance session for the staff on How to use power builder for Google forms creation is arranged at 3.00 p.m.

2) All the staff members were informed about the online lectures' Timetable and informed them to verify it with master time table.

H.O.D ECONOMICS DEPARTMENT



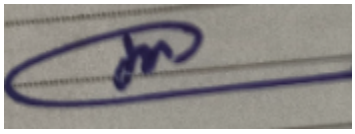
6) **19/12/2020 Time: 11.00 a.m.** https://meet.google.com/jwy-pgoe-vuq

DEPT. had organised a meeting through Google Meet with the above link.
Following points were discussed.

1. T.Y.B.A. Sem V exam will be conducted through online mode.
2. Auto - Proctor is to be added while creating the exam link.
3. T.Y.B.A. Class Incharge should take the Mock Test of T.Y.B.A. sem V exam.
4. Exam Link will be provided to the students through the students' portal.
5. To Inform the students to download their SEM V hall ticket through the students' portal.

Data of Meetings Conducted from January 2021- March 2021 is kept in hardcopy. It is kept in college.

H.O.D ECONOMICS DEPARTMENT



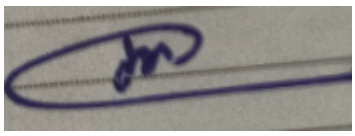
7) 13/02/2021: time :-9:30 am

Minutes of the meeting

Following are the minutes of a meeting held on 13th February, 2021 at 9:30 am in room number 620 with all the staff members from Departments of Arts.

1. Regular lectures to be conducted from 15th February, 2021 as per the instructions given by college authorities and guidelines received from University of Mumbai.
2. The syllabus covered in these lectures should be made available online in any possible way (recording or live telecasting) to students who could not attend these lectures.
3. Students attending lectures physically in college must follow safety precautions like wearing masks, carrying personal sanitizers, maintaining safe physical distance, etc. All students need to download the Aarogya setu app on their phones.
4. Students are to be informed about the following schedule for the regular lectures to be conducted in college.

H.O.D ECONOMICS DEPARTMENT

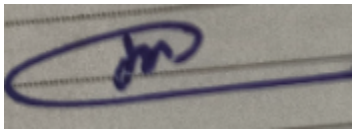


8) **01/04/2020 Time: 11.00 a.m.** https://meet.google.com/jwy-pgoe-vuq

DEPT. had organised a meeting through Google Meet with the above link.
Following points were noted:

1. All the staff members were informed about the paper settings of all Economics Papers of Regular and ATKT exams of all semesters which are going to be held in April and May 2021.
2. All the staff members were informed about the online conduction of all Regular and ATKT exams of all semesters which are going to be held in April and May 2021.
3. Exams will be held through Google Forms and Link of the Exam Paper for SEM II and IV for Regular Students will be posted in respective class' Google Classroom.

H.O.D ECONOMICS DEPARTMENT



9) 02/05/2020 Time: 7.00 p.m. https://meet.google.com/jwy-pgoe-vuq

DEPT. had organised a meeting through Google Meet with the above link.
Following points were noted:

1. All the staff members of the Dept. were informed about the internal Audit of Term II of the Academic Year 2020-21.
2. Members were informed that they have to update the required data the Department's Drive

10) 03/07/21-22 time :- 5:30 pm

Metting regarding Admission & eligibility

Eligibility syba students...Siya..Eco. Hist p..1..To 50

Psycho hist lit..

Vidya...Lit..hist..Ps

Psycho lit ps

Harshu..Eco hist ps..51 ti 132

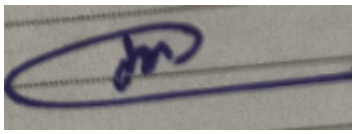
Lit eco host

Syba marathi..1.to 50..Komal

51..To 133..Rupali

.https://meet.google.com/ydd-eavk-bnj

H.O.D ECONOMICS DEPARTMENT



11) 15/06/21-22 time :- 5:00 pm

https://meet.google.com/aks-qzwu-rab

Orientation for TYBA Admission procedure*

Schedule:

Wednesday, 16th June, 2021

10.00am Eco His Ps

10.30am Lit His Ps

11.00am Lit His Psy

11.15am Lit Ps Psy

11.30am Eco Lit His

Links for each session will be different and will be provided 15 mins before the session

All students are instructed to attend the session as per your own group

SYBA English Admission Instruction Session

10.00am Eco His Ps Qudasiya

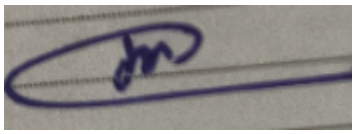
10.30am Lit His Ps Vidya ma'am

11.00am Lit His Psy Rashmi ma'am

11.15am Lit Ps Psy Rashmi ma'am

11.30am Eco Lit His Valarmathi

H.O.D ECONOMICS DEPARTMENT



12) 26/7/2021: H. O. D metting

Meet - ccc-gajs-vvr, Meeting code: ccc-gajs-vvr

* Created on 2021-06-26 07:24:02

*https://chrome.google.com/webstore/detail/google-meet-attendance-li/appcnhiefcidclcdjeahgklghghihfok
Minutes of Meeting

A meeting was scheduled on 26th June, 2021 at 7:30 pm on google meet platform using following link: https://meet.google.com/ccc-gajs-vvr

The following points were discussed regarding the national conference planned to be held in September 2021

1. Confirmation of keynote speakers from department of Arts
The attendees would speak to their respective contacts and give their nominees a day after.

2. Decision about referee
The 2 nominated members from department for scrutiny were

1. Ms. Harshavardhini Borwankar, Department of Economics
2. Ms. Vidya Varma, Department of English
3. Ms. Qudasiya Sayad, Department of History

Their consent will be sought by the respective heads of the departments.

One referee would be the keynote speaker and another would be from VIVA IMM

3. Confirmation of Advisory panel member from Arts Not decided.

The meeting was hosted by Ms. Manasi Gawand, Head, Department of Economics and following staff members were present.

1) Dr. Dipali Chaudhary
2) Ms. Ishita Majumdar
3) Ms. Rashmi Sawant

Full Name First Seen Time in Call

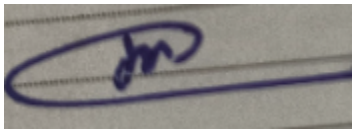
DR.DIPALI C6H/2O6U/D20H2A1R7Y:3050:38:19

ISHITAMAJU6/M26D/A2R021 7:3010:41:35

Mansi gawa6n/d26/2021 7:2060:47:18

Rashmi Saw6a/n2t6/2021 7:2040:50:49

H.O.D ECONOMICS DEPARTMENT



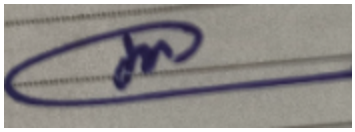
13) 09/07/21-22 time :- 5:00 pm

Regarding Admission

meetinglink: https://meet.google.com/qme-eyif-vif To join by phone instead, dial (US) +1 646-543-4901 and enter this PIN: 184 446 389#

https://meet.google.com/qme-eyif-vif

H.O.D ECONOMICS DEPARTMENT



14) 07/08/21-22 time :- 4:30 pm

https://meet.google.com/pwn-ajoj-etx

Minutes of meeting

A meeting was scheduled on Saturday, 7th August, 2021 at 4:30 pm with all the staff members from the Arts department with an agenda of maintaining attendance record in AY 2021-22

Following points were discussed.

1.All the staff need to maintain attendance in format given by attendance committee.

2.Ms. Velarmathi Tevar instructed the way attendance is to be recorded using new system.

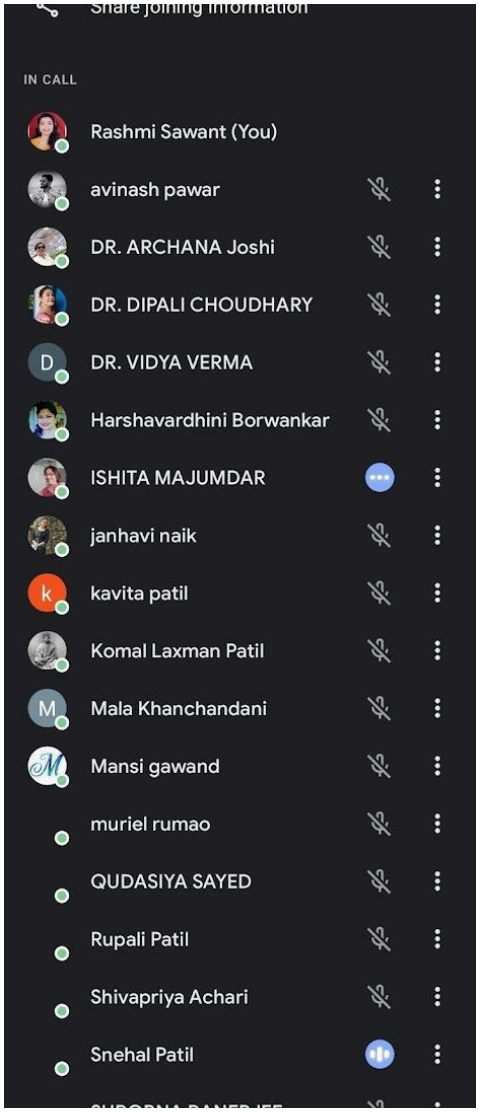
3.The access to attendance sheet will be given by Velarmathi Tevar madam.

4.It works only through laptop, though same can be worked out using phone. The video is shared by Ms. Ishita Majumdar madam.

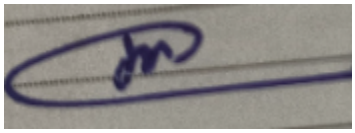
5. The link for the add on extension will be posted in Whatsapp group.

Meeting was adjourned at 5:30 pm with HODs' permission.

Following members attended the meeting



H.O.D ECONOMICS DEPARTMENT



AKSHAY

Academic Year

2019 - 2020

A staff meeting of Dept. of Economics was held on 13/07/2019 in room No. 628 at 11:00 am. Following members were present for the Meeting.

Name of the Staff members. Sign

1. Prof. Mansi Gawand
2. Prof. Rupali Patil
3. Prof. Harshavardhini Borwankar
4. Prof. Vallarmathi Tevar.

Following Points will be discussed in the Meeting.

(1) Workload was distributed to the staff member
(2) staff members were informed to open their library account
(3) staff members were informed to keep make requisition of library books
(4) members were informed to conduct variour activites in dept. during the academic year.
(5) orientation programme will be counducted in the second week of the August
(6) ID should be compulsory worn in the college campus
(7) orientation programme will be conducted in the ~~second~~ second week of August for FYBA students

Approved

principal sign

H.O.D sign

AKSHAY

A meeting of the staff members of Department of Economics was held on 03/08/19 in Room No. 628 at 11:00 am. Following staff members were present for the meeting.

Name of the staff.

1. Prof. Mansi Gawand
2. Prof. Rupali Patil
3. Prof. Harshvardhini Borwankar
4. Prof. Valarmathi Tevar.

Sign
Patil
HBorwankar
Valarmathi

Following points were finalised in the meetings -

(I) Attendance sheet should be properly maintained by subject teacher.

(II) maintaning proper record of leetures in the log/green book

(III) filling up the C.L, D.L, M.L form on regular basis

(IV) Distribution of workload among the teachers

(V) staff members weare informed to give the projects topics to TYBA sem V students

Approved

principal sign

H.o.D sign

A meeting of all the staff members of Dept. of Economics was held on 27/09/19 in room no. 628 at 11:00 am
Following staff members were present for the meeting.

Name of the staff.	Sign
1. Prof. ~~Rupa~~ Mansi Gawand.	
2. Prof. Rupali Patil	
3. Prof. Harshavardhini Borwankar	Harshwankar
4. Prof. Vallarmathi Tevar	Vaba

Following points were finalised in the meeting:—

1. To inform the students, regarding ~~dip~~ departmental activites
2. movie screeing will be heled in the 2nd week of sept
3. work was distributed among staff members regarding Tecnical arrangents & permission
4. staff members were informed to paper setting of sem III Subject wise paper setter were finalised
5. Examination regarding rules were informed to the staff members
6. Awareness program. arrange by students
7. syllabus completion date was finalised i.e. 2nd week of septembe

Approved

principal sign

H.O.D sign

11/12/2019

A Meeting of all the staff Members of dept of Economics was held on 11/12/2019 in Room No. 628 at 11:00 a.m.

Following staff members were present for the meeting.

	Name of the staff	Sign
1)	Mrs. Mansi Gawand	
2)	Mrs. Rupali Patil	
3)	Ms. Harshavardhini A. Borwankar	
4)	Ms. Valarmathi Tevar	

Following points will be discussed in the meeting:—

1) work regarding "Arthasta" inter-collegiate competition was distributed.
2) RBI visit is finalized in 4th week of January.
3) Teachers were informed to the students regarding maintaining discipline in class.
4) Result analysis work is distributed among teachers

Approved

principle sign

H.O.D sign

10/01/2020.

AKSHAY

A Meeting of all the staff Members of Dept. of Economics was held on 10/01/2020 at 11.00 a.m. in room no. 628. ~~at 11:00~~ following staff members were present for the meeting.

Name of the staff	Sign
1) Mansi Gawand	
2) Rupali Patil	
3) Harshavardhini Arvind Borwankar	HBorwankar
4) Valarmathi Tevar	Valarmathi

(1) work was distributed among with staff members regarding industrial visit -
(2) project submission date for TY BA sem VI was finalised ie. last week of January
(3) syllabus compliation date was finalised
(4) paper setter & paper assement work distributed among the teacher.

Approved

principal sign.

H.O.D sign

01/03/2019.

AKSHAY

A meeting of all the staff members of Dept. of Economics was held on 01/03/2019 in room no. 532 at 9.00 a.m.

Following staff members were present for the meeting:-

Sr.	Name of the staff	Sign
1)	Mrs. Mansi Gawand.	
2)	Mrs. Rupali Patil	
3)	Ms. Harshavardhini Arvind Bonvankar	HABonvankar
4)	Ms. Valarmathi Tevar	Valarmathi

* Following points ~~were discussion~~ will be discussed in the meeting:-

1) Syllabus completion of Sem II, IV and sem ~~3~~ VI.
2) Smooth conduct of sem II, IV and sem VI exams.
3) Discussion regarding Industrial Visit at Nashik.
4) A discussim regarding examination duties.
5) Discussion regarding submission of documents of paper presentation and workshop attended.

* Members discussed the following points along with their HOD.

1) Syllabus completion date was finalised i.e. 15th March 2019.
2) Rules regarding ~~ex~~ smooth conduct of exams were ~~not~~ discussed.
3) Exam duties were alloted to the members of the dept.
4) Staff members submitted their documents regarding paper presentation, certificates of workshop, seminars attended.

20/02/2019

AKSHAY

A Meeting of all the staff members of Dept. of Economics was held on 20/02/2019 in room no. 532 at 10.00 a.m.

The following staff members were present for the meeting.

Name of the Staff	Sign
1) Mrs. Mansi Gawand	
2) Mrs. Rupali Patil	
3) Ms. Harshavardhini Arvind Borwankar	HABorwankar
4) Mrs. Valarmathi Tevar	

Following points will be discussed in the meeting.

1) Discussim regarding Industrial Visit which will be held in March at Nashik.
2) Discussim regarding analysis of sem I and III result.
3) Discussim regarding remedial lectures of sem I and sem III ~~at~~ ATKT exams.
4) Discussim regarding project submission of sem VI in elective course papers.

* Following points were finalised in the meeting:-
1) For IV: place Nashik was finalised.
2) Report regarding analysis of sem I and sem III was submitted.
3) Dates of remedial lectures for sem I and sem III for ATKT students was ~~fixed~~ finalised i.e. 1st week of March.
4) Project submission date for T.Y.B.A. (Sem VI) was finalised i.e. 05/03/2019.

12/01/2019.

AKSHAY

A meeting ~~at~~ of all the staff members of Dept. of Economics was held on 12/01/2019 in room no. 501 at 12:00 a.m..

Following staff members were present for the meeting.

	Name of the staff	Sign
1)	Mrs. Mansi Gawand	
2)	Mrs. Rupali Patil.	
3)	Ms. Harshavardhini Arvind Borwankar	HABorwankar
4)	Ms. Valarmathi Tevar	Valarmathi

* Following points ~~will be~~ discussed in the meeting.

1) Discussion regarding organising an Intercollegiate PPT competition.

2) Distribution of various responsibilities to the students and teachers regarding arrangement of of the PPT competition.

3) Discussion regarding analysis of sem I and sem III result.

4) Discussion regarding setting of question papers for additional exam of sem I and sem III.

* Following points were finalised :-

1) Work was distributed to all staff members regarding Notice, permission, technical settings, announcements, Judges management.

2) Analysis of sem I and III results done.

3) Question paper setters were finalised according to subject and papers.

11/12/2018

AKSHAY

A meeting of all the staff members of dept. of Economics was held ~~in~~ on 11/12/2018 in room no. 501 at 11.00 a.m.
Following staff members were present for the meeting :-

Name of the staff	Sign
1) Mrs. Mansi Gawand	
2) Mrs. Rupali Patil	
3) Ms. Harshavardhini A. Borwankar	HABorwankar
4) Ms. Valarmathi Tevar.	Valarmathi

* Following points ~~were~~ will be discussed in the meeting.

1) Discussion regarding paper correction and rules, result.

2) Discussion regarding smooth conduct of various activities in following term of academic year 2018-19.

3) Discussion regarding BSE visit.

4) Discussion regarding maintaing discipline in the class.

5) Discussion regarding ~~motiva~~ encouraging students to take part in various cultural activities conducted by College.

* Following points were finalised in the meeting :-

1) Paper correction rules were informed to the members.
2) BSE visit was finalised in 3rd week of January.
3) Teachers were informed to inform the students regarding maintaining discipline in class.

01/10/2018

AKSHAY

A meeting of all the staff members of Dept. of Economics was held on 01/10/2018. in room no. 501 at 11.00 a.m.

Following staff members were present for the meeting.

Name of the Staff	Sign
1) Mrs. Mansi Gawand	
2) Mrs. Rupali Patil	
3) Ms. Harshavardhini A. Bowankar	H Bowankar
4) Ms. Valarmathi Tevar	

Following points will be discussed:-

1) Discussion regarding a social activities which will be conducted by the students.
2) Deciding the social activities like tree plantation, awareness programme.
3) Arrangement of a flower making workshop.
4) Distributing responsibilities for the flower making workshop.
5) Setting of ATKT exam papers.
6) Taking permission of conducting awareness programme in School.
7) Discussion regarding smooth conduct of sem I, III and IV examination.

Following Points were finalised:-

1) To inform Students regarding social activities like tree plantation, cleanliness programme.
2) Flower making workshop will be conducted in 2nd week of October.
3) Subjectwise paper setters were finalised for ATKT exams.
4) Examination regarding rules were informed to the staff members.

AKSHAY

A meeting of all the staff members of Dept. of Economics was held ~~in~~ on 15/09/2018 in room no. 501 at 11.00 a.m.
Following staff members were present for the meeting.

Name of the staff	Sign
1) Mrs. Mansi Gawand	
2) Mrs. Rupali Patil	
3) Ms. Harshavardhini A. Borwankar	HABorwankar
4) Ms. Valarmathi Tevar	Valarmathi

Following points will be discussed in the meeting:-

1) Distribution of various responsibilities of Logo Making Competition.
2) Arrangement of various work for logo making.
3) Maintaining discipline in the class during lectures.
4) Making students compulsory for wearing IDs.
5) Regarding punctuality in the college.

* Following points were finalised in the meeting:-
1) Logo making competition will be held in September
2) Work regarding logo making competition was distributed among the members i.e. permission letters, seating arrangement, stationary.
3) Staff members were informed to wear ID.
4) Staff should be informed to wear ID by staff members.

01/08/2018

AKSHAY

A meeting of all the staff members of Dept. of Economics was held on 01/08/2018 in room no. 501 at 11.00 a.m. Following staff members were present for the meeting.

Name of the staff	Sign
1) Mrs. Mansi Gawand	
2) Mrs. Rupali Patil	
3) Ms. Harshavardhini A Bowankar	HBowankar
4) Ms. Valarmathi Tevar	Valarmathi

* Following points will be discussed in the meeting:-
1) Arrangement of Movies Screening for Economics Students.
2) Distribution of work for Movies Screening.
3) Discussion regarding orientation programme for F4BA students.
4) Collection of all the data for orientation programme.
5) Preparation of PPT for the orientation programme.
6) Guiding the F4BA students regarding all the curricular activities in the following academic year.

* Following points were finalised in the meeting:-
1) Work of moving screening was distributed among members ie. permission, letters, technical work.
2) Date of arrangement of orientation programme was finalised i.e. in second week of August.
3) Members were informed to inform the students regarding various activities run by the dept.

4) Members were informed to open their library account.

07/07/2018

AKSHAY

A meeting of all the staff members of Dept. of Economics was held on 07/07/2018. in room no. 501 at 11.00 a.m. Following staff members were present for the meeting.

Name of the staff	Sign.
1) Prof. Mansi Gawand	
2) Prof. Rupali Patil	
3) Prof. Harshavardhini Borwankar	HBorwankar
4) Prof Valarmathi Tevar	Valarmathi

Following points ~~are~~ will be discussed in the meeting:-

1) Discussion about arrangment of Movie Screening.
2) Distribution ~~of~~ of work for arrangement of movie screening.
3) Discussion regarding analysis of (T.Y.B.A)(Sem VI) ~~res~~ result of previous year.
4) Discussion regarding ~~orientati~~ orientation programme ~~of~~ for F.Y.B.A. students.
5) Discussion regarding distribution of paper setting work of ATKT exam (60:40, 75:25).

* Following points were finalised in the meeting:-
1) Movie screening will be held in ~~se~~ third week of July ~~20~~.-Movie name 'Raid'
2) Work was distributed among staff members regarding Technical arrangements and permission regarding
3) Work of T.Y.B.A. (Sem VI) result analysis distributed.
4) Subject wise paper setters for ~~exam~~ (60:40 and 75:25) ATKT exams were finalised.

AKSHAY

9) Admission duty will be alloted to the staff members.

10) Staff members should keep the proper records of their paper presentations and workshop attended.

11) Discussion regarding orientation programme for F.Y.B.A. Class.

12) Discussion regarding new group in subject combination.

* Following points were discussed and finalised :-

1) Workload was distributed to the staff members (FY, SY, TY)
2) Staff members were informed to open their library account.
3) Staff members were informed to ~~keep~~ make requisition regarding their required books.
4) Members were informed to conduct various activities in dept. during the academic year.
5) Orientation programme will be conducted in the second week of August.

30/06/2018

AKSHAY

A Meeting of all the staff members ~~of~~ of Dept. of Economics was held on 30/06/18 2018 in room no. 501 at 11:00am. Following staff members were present for the meeting.

Name of the staff	Sign
1) Prof. Mansi Gawand	
2) Prof. Rupali Patil	
3) Prof. Harshavardhini Bonwankar	HBonwankar
4) Prof. Valarmathi Tevar	Valarmathi

Following points are to be discussed in the meeting:-

1) Distribution of workload.
2) Attendance sheet should be properly maintained by subject teacher.
3) Maintaining ~~per~~ proper record of lectures in log book.
4) Filling up the C.L, D.L, M.L. form on regular basis.
5) ID should be compulsorily worn in the college campus.
6) Staff members should open their library account.
7) Staff members should give requisition of new books to the library if ~~the~~ they want, which is needed for new syllabus.
8) Discussim about various activities are to be taken in this new academic year.

Meeting was held on 14/09/2022. Departmental meeting was conducted by HOD Shahin Mahidd in room no. 527 at 11:00 AM.

1) Teachers were asked to reach the classroom for lectures in time.

2) class teachers for respective classes were alloted and their duties were alloted.

3) Teachers should hold maximum on practical exposure of the students.

4) NAAC files to be updated timely and teacher incharges were alloted for the same.

5) Dates for sem I, sem III were given

6) Defaulter list to prepared at the end of the every month.

7) faculty should maintain time punchality no frequent late coming early going

8) Class teachers should convey all the information to the students.

9) Departmental file should be maintained by the respective teachers.

(Principal)

Scanned with CamScanner

Date:- 14/09/2022

Following teachers were Presented for the departmental Meeting.

1. Mrs. Shahin Mahida
Course-Coordinator – 14/9/22
2. Mrs. Neelu Sharma – 14/9/22
3. Mrs. Tejpli Patil – 14.9.2022
4. Mrs. Aradhana Joshi – 14/09/22
5. Mr. Mohsin Shaikh – 14/9/22
6. Ms. Alina D'costa – 14/09/2022
7. Mr. Mahesh Jagtap 14/09/2022
8. Ms. Ruksar Shaikh 14/09/2022
9. Mr. Balkrishna Veer 14/9/22
10. Mr. Pravin Patil Absent
11. Mr. Avinash Pawar 14/9/2022
12. Mr. ~~Mahesh B Jagtap~~

(Principal)

Meeting was held on 6/11/2022. Meeting was conducted by H.O.D. Shaheen Mahida in room no. 527 at 11:00 Am. Following points were discussed:

1) After Diwali break college reopens.

2) Departmental work was distributed.

3) Faculties were told to update their personal files

4) Defaulter list should be cross checked by respective class teachers.

5) Xpressions 2023 was discussed regarding budget, teacher incharge

6) Planning of 2 day seminar by Alumni, plan and structure was decided.

7) Strict actions to be taken against defaulters.

(Principal)

Following Teachers were present for the Meeting held on 6/1/2022.

1) Mrs. Shahin Mahida
Course- co-ordinator

2) Mrs. Neeti Sharma.

3) Mrs. Tenpti Patil

4) Mrs. Aradhana Joshi

5) Mr. Mohsin Shaikh

6) Ms. Ahna D'costa 6/1/22

7) Mr. Mahesh Jaglap

8) Ms. Rukhsar Shaikh

9) Mr. Balkrishna Meer

10) Mr. Pravin Patil

(Principal)

Scanned with CamScanner

meeting was held on 10/01/2023. Meeting was conducted by HOD Mrs. Shahin mahida at Room no. 527 at 11:30 AM. following points were discussed

1) The meeting was related the xpressions 2023 and flash mob to be conducted.

2) Student Incharge and theme for the event was discussed.

3) plan and structure for the event was discussed by the faculties to be implemented

4) Dates for trial events was discussed
xpression 2023
flash mob.

(Principal)

Following teachers were present for the meeting held on 10/01/2023

1) Mrs. Shahin Mahida
Louise - Co-ordinator

2) Mrs. Neetu Sharma.

3) Mrs. Tejpli Patil

4) Mrs. Aradhana Joshi

5) Mr. Mohsin Shaikh

6) Ms. Nina D'costa
10/01/23

7) Mr. Mahesh Jagtap

8) Ms. Ruksar Shaikh

9) Mr. Balkrishna Acer.

10) Mr. Pravin Patil

(Principal)

Scanned with CamScanner

meeting was held on 28/03/2023. Meeting was conducted by H.O.D. shaheh mahida at 11:00 am in Room no. 527; following points were discussed.

1) Exam time table and commencement of the exam

2) Supervision dates were given as alloted by exam dept.

3) No leaves will be entertained during exams.

(principal)

Scanned with CamScanner

Following Teachers were present for the meeting held on 28/03/2023.

1) Mrs. Shahin Mahida
Course - Co-ordinator

2) Mrs. Neetu Sharma.

3) Mrs. Tejpti Patil

4) Mr. Mohsin Shaikh

5) Mrs. Alina D'costa
28/03/23

6) Mr. Mahesh Jaglap

7) Ms. Ruksar Shaikh

8) Mr. Balkrishna Veer.

9) Mr. Pravin Patil.

(Principal)

Scanned with CamScanner

Meeting was held on. 28/04/2023. Meeting was conducted by H.O.D Thakur Mahida at 11.00 am in room no. 520. Following points were discussed.

1) The meeting was conducted for the completion of academic year 2022-23

2) Vacations were announced

3) Teachers has to report to college as an when required during vacations

4) NAAC work should be done as an when said.

5). Planning of academic year 2023-24 was discussed.

(Principal)

Scanned with CamScanner

Following teaching were present for the meeting held on 28/04/2023.

1) Mrs. Shahin Mahida
Course Coordinator

2) Mrs. Neetu Sharma

3) Mrs. Tupti Patil

4) Mr. Mohsin Shaikh

5) Mrs. Alina Dsouza 28/04/23

6) Mr. ~~Ruksar~~ Mahesh Jagtap.

7) Ms. Ruksar Shaikh

8) Mr. Balkrishna Acer

9) Mr. Pravin Patil

(Principal)

Date :- 21/06/21

Departmental Meeting was held on 21/06/2021 under the presence of course-coordinator Mrs. Neetu Sharma on Google meet.

Following Points were discussed in the meeting.

* Admission Procedure will start from 25/06/2021
* Admission of TYBAMMC will be on 25/06/2021 with full payment and if issues related full fees Payment management will look after the issue with proper hierarchy.
* SYBAMMC admissions will be on 1/07/2021 Procedure will be Online.
* Teaching Plan has to be made: TYBAMMC
  June: 1week, July: 4weeks, Aug: 4week, Sep: 4w
* Teaching Plan has to be made: SYBAMMC
  July: 4week, Aug: 4week, September: 4week
* Discussion was done about completion of syllabus... not before time nieither after time
* Guidance lecture should be conducted to make students aware about specialization (TYBAMMC)
* Discussion was done about admissions 2021-22 Teacher Incharges were appointed for the same.
  Ms. Alina D'costa (Mr. Mahesh Jagtap
* NAAC Work has to be updated, crosschecking the data before submitting for NAAC.
* Departmental Calender has to be prepared according to college academic calender

* Faculty Workload should be Prepared by Mrs. Shahin Mahida.
* Teaching Plan should be Prepared by Mr. Mahesh jaglap.
* Time table should be Prepared by Mr. Mohsin Shaikh
* Attendance Pattern should be Planned accadingly and same has to be followed by all the faculties and Mr. Balkrishna will guide all the faculties on the same.
* Personal file has to be updated
* Syllabus file has to be updated by Ms. Rupsa Shaikh, Result Analysis should be done Mrs. Shahin Mahida,
* Students Reservation details by Ms. Alina D'costa.
* Mentor-Mentee data to be maintained by Mr. Mahesh jaglap.
* New learners if any data has to be updated
* Discussion was done regarding class-teacher appointment for academic Year 2021-2022 to FYBAMMC SYBAMMC, TYBAMMC Ad + Jour English (Marathi Medium.
* Placements - Mrs. Aradhana Joshi
* SWOC - Analysis has to be changed.
* Action plan and Annual budget to be prepared by Mrs. Trupti Patil
* Tentative Teaching Plan Weeks has been given by but Co-ordinator Neetu Sharma will confirm accordingly.

* Following faculties were present for the meeting on 21/06/2021 via Google meet.

1) Mrs. Neetu Sharma - Course co-ordinator N Sharma *

2) Mrs. Shahin Mahida - Shahin

3) Mrs. Tenpli Patil - Tenpli Patil

4) Mrs. Aradhana Joshi - Arjoshi

5) Mr. Mohsin Shaikh -

6) Mr. Mahesh Jagtap -

7) Ms. Alina D'costa - Dcosta

8) Ms. Ruksar Shaikh - R Shaikh

9) Mr. Balkrishna Heer -

10) Mr. Pravin Patil -

11) Mr. Avinash Pawar -

Date:- 23/08/2021

Departmental Meeting held on 23/08/2021 on Google meet. It was conducted by course-coordinator Mrs. Neitu Sharma.

Meeting link: https://meet.google.com/yot-fkbz-ihh

Following points were discussed in the meeting.

* Teachers be clear about syllabus.
* Teachers should complete syllabus on time.
* Teachers should mail course-coordinator if lecture is not conducted.
* Teachers should keep lecture engaged make sure syllabus is completed.
* Assignment and Project to be taken before 8th sep 21
* Submit defaulters list on said time.
* Orientation details to be updated by Mrs. Shahin Mahida.
* Ms. Alina D'costa & Mrs. Mahesh jaglag should coordinate with students and do the necessary preparations
* Dates of FYBMMC online dates were discussed
* FYBMMC teaching plan should be prepared accordingly
* Dates regarding submission teaching plan was discussed.
* Teachers start uploading details for NAAC of 2020-21
* Dates were discussed regarding submissions of attendence record for the month of July-21 & Aug 21

* Orientation Notice to be displayed accordingly
* Recording, link generation and Picture orientation should be maintained accadingly
* All teachers are instructed to appoint class representative.
* Teachers screening movies/videos for students screening should be done with proper explaination and guidance.

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* Following faculties were present for the meeting on 23/01/2021 via Google meet.

1) Mrs. Neetu Sharma - Course-co-ordinator. Nsharma *

2) Mrs. Shahin Mahida - Shah

3) Mrs. Tenpli Patil - Patil 24/01/21

4) Mrs. Aradhana Joshi - Ajoshi

5) Mr. Mohsin Shaikh -

6) Mr. Mahesh Jagtap --

7) Ms. Alina D'costa - Dcosta

8) Ms. Ruksar Shaikh - Shaikh

9) Mr. Balkrishna Acer. -

10) Mr. Pravin Patil -

11) Mr. Avinash Pawar -

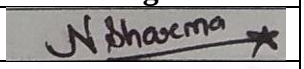
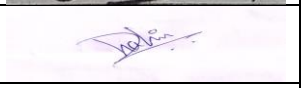
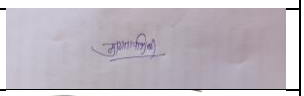
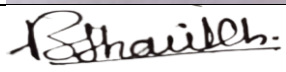
Minutes Of Meeting

Name of the Department : BMM/ BAMMC

Date	19/09/2020
Time	6 pm
Venue/Place	Google Meet
Meeting Chaired By	Neetu Sharma
Total No. of Attendees	10
Minutes Noted by	Ms. Trupti Patil

Agenda of the Meeting

1. Providing Institutional Ids to students for Google Meet
2. Nature of Attendance
3. Recording of the lectures
4. How and when to ask the students to switch on the camera

Attendees list			
Sr. No.	**Name of the Faculty**	**Post**	**Sign**
1.	Neetu Sharma	HOD	
2.	Shahin Mahida	Asstt. Professor	
3.	Trupti Patil	Asstt. Professor	
4.	Aradhana Joshi	Asstt. Professor	
5.	Mohsin Shaikh	Asstt. Professor	
6.	Alina Dcosta	Asstt. Professor	
7.	Mahesh Jagtap	Asstt. Professor	
8.	Ruksar Shaikh	Asstt. Professor	
9.	Balkrishna Aeer	Asstt. Professor	
10.	Avinash Pawar	Asstt. Professor	

Discussion on Agenda 1

Institutional Ids will be given to the students and by that id only student can join the Google Meet link

Discussion on Agenda 2

Nature of attendance was discussed.

Discussion on Agenda 3
Lectures should be recorded

Discussion on Agenda 4
Faculties can ask students to switch on the camera whenever needed.

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

Head of the department

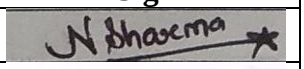
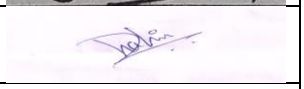
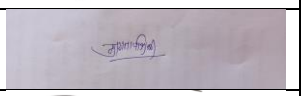
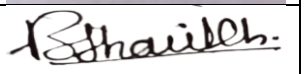
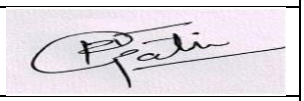
Minutes Of Meeting

Name of the Department : BMM/ BAMMC

Date	01/04/2021
Time	11am
Place	Google Meet
Meeting Chaired by	Neetu Sharma
Total No. of Attendees	11
Minutes Noted by	Trupti Patil

Agenda of the Meeting

1. Paper Pattern for Semester Exam
2. Questions should cover all the modules or not
3. How to provide the required notes to the students
4. How to create Google form for the exams
5. How and who check the students PRN and students Email Ids
6. Where to post FY and SY classes exam links
7. What about TY exam links
8. How to record the attendance of the students during the exams
9. Internal Marks of sem I to IV submission dates
10. Final Marks submission dates
11. Submission of translation of subject papers by the respective teachers

Attendees list			
Sr. No.	**Name of Faculty**	**Post**	**Sign**
1.	Neetu Sharma	HOD	
2.	Shahin Mahida	Asstt. Professor	
3.	Trupti Patil	Asstt. Professor	
4.	Aradhana Joshi	Asstt. Professor	
5.	Mohsin Shaikh	Asstt. Professor	
6.	Alina Dcosta	Asstt. Professor	
7.	Mahesh Jagtap	Asstt. Professor	
8.	Ruksar Shaikh	Asstt. Professor	
9.	Balkrishna Aeer	Asstt. Professor	
10.	Pravin Patil	Asstt. Professor	
11.	Avinash Pawar	Asstt. Professor	

Discussion on Agenda 1
Online paper pattern was discussed.

Discussion on Agenda 2
Questions from all the modules should be asked

Discussion on Agenda 3
Upload all the notes on Google Classrooms

Discussion on Agenda 4

Proper settings of Google Forms should be done

Discussion on Agenda 5
Class teachers of respective classes have to verify students have their PRN and students Email Id. If not ask students to contact and provide them with all the necessary details as soon as possible.

Discussion on Agenda 6
FYBAMMC and SYBAMMC exam links to be posted on Google classroom

Discussion on Agenda 7
TYBMM exam link will be posted on college portal

Discussion on Agenda 8
Attendance to be recorded 15 minutes prior to the examination

Discussion on Agenda 9
Internal marks from sem I to sem IV submissions should be done on or before 13th April 2021 at 9:30 am. 2 sheets of internal mark sheet have to be submitted.

Discussion on Agenda 10
Paper submission dates were discussed.

Discussion on Agenda 11
Submission of translation dated were discussed.

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

Head of the department

Minutes Of Meeting

Name of the Department : BMM/ BAMMC

Date	19/09/2020
Time	6 pm
Venue/Place	Google Meet
Meeting Chaired By	Neetu Sharma
Total No. of Attendees	10
Minutes Noted by	Ms. Trupti Patil

Agenda of the Meeting

1. Providing Institutional Ids to students for Google Meet
2. Nature of Attendance
3. Recording of the lectures
4. How and when to ask the students to switch on the camera

Attendees list			
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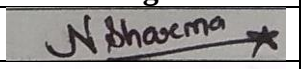
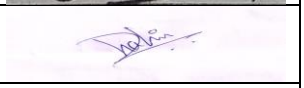
1.	Neetu Sharma	HOD	
2.	Shahin Mahida	Asstt. Professor	
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4.	Aradhana Joshi	Asstt. Professor	
5.	Mohsin Shaikh	Asstt. Professor	
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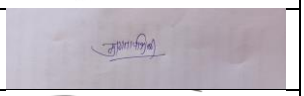
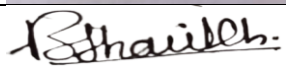
7.	Mahesh Jagtap	Asstt. Professor	
8.	Ruksar Shaikh	Asstt. Professor	
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10.	Avinash Pawar	Asstt. Professor	

Discussion on Agenda 1

Institutional Ids will be given to the students and by that id only student can join the Google Meet link

Discussion on Agenda 2

Nature of attendance was discussed.

Discussion on Agenda 3
Lectures should be recorded

Discussion on Agenda 4
Faculties can ask students to switch on the camera whenever needed.

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

Head of the department

Minutes Of Meeting

Name of the Department : BMM/ BAMMC

Date	01/04/2021
Time	11am
Place	Google Meet
Meeting Chaired by	Neetu Sharma
Total No. of Attendees	11
Minutes Noted by	Trupti Patil

Agenda of the Meeting

1. Paper Pattern for Semester Exam
2. Questions should cover all the modules or not
3. How to provide the required notes to the students
4. How to create Google form for the exams
5. How and who check the students PRN and students Email Ids
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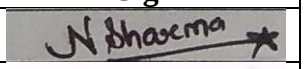
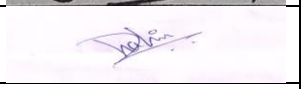
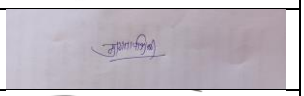
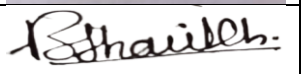
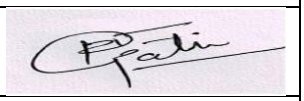
1.	Neetu Sharma	HOD	
2.	Shahin Mahida	Asstt. Professor	
3.	Trupti Patil	Asstt. Professor	
4.	Aradhana Joshi	Asstt. Professor	
5.	Mohsin Shaikh	Asstt. Professor	
6.	Alina Dcosta	Asstt. Professor	
7.	Mahesh Jagtap	Asstt. Professor	
8.	Ruksar Shaikh	Asstt. Professor	
9.	Balkrishna Aeer	Asstt. Professor	
10.	Pravin Patil	Asstt. Professor	
11.	Avinash Pawar	Asstt. Professor	

Discussion on Agenda 1
Online paper pattern was discussed.

Discussion on Agenda 2
Questions from all the modules should be asked

Discussion on Agenda 3
Upload all the notes on Google Classrooms

Discussion on Agenda 4

Proper settings of Google Forms should be done

Discussion on Agenda 5
Class teachers of respective classes have to verify students have their PRN and students Email Id. If not ask students to contact and provide them with all the necessary details as soon as possible.

Discussion on Agenda 6
FYBAMMC and SYBAMMC exam links to be posted on Google classroom

Discussion on Agenda 7
TYBMM exam link will be posted on college portal

Discussion on Agenda 8
Attendance to be recorded 15 minutes prior to the examination

Discussion on Agenda 9
Internal marks from sem I to sem IV submissions should be done on or before 13th April 2021 at 9:30 am. 2 sheets of internal mark sheet have to be submitted.

Discussion on Agenda 10
Paper submission dates were discussed.

Discussion on Agenda 11
Submission of translation dated were discussed.

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

Head of the department

Date: 21/09/2019

Unfair Means meeting

BMM Dept.

Following points were discussed with the BMM faculties by the member of unfair means committee member Mrs.Trupti Patil in presence of BMM course Co-ordinator Mrs. Neetu Sharma.

- Discussion was made regarding the students ICards if students did not receive their I cards before exams so they have to photo copy their fee receipts stick their photograph and get duly signed by the respective HOD. If not done so by the students fine would be charged
- Respective faculties should convey rules and regulations of unfair means to the student
- Students should be conveyed the importance of examination. Students should be asked to switched off the cell phone and kept in the bags if student found with possession of cell phone will be considered as copy case
- If any copying material is possesd by the students such as cheats,written on writing pads, written on benches will be considered as copy case
- If junior supervisor found any student copying it will be his call of putting the student under copy case or not
- Students should be guided properly and all the instructions should be conveyed to them in advance
- If junior supervisor puts student under copy case so he has to properly fill up the copy case form it should be cross checked and completely filled by both the parties (supervisor and student) and junior supervisor has to sign on all the pages of answer sheet with date and time of unfair means.
- In copy case form student should be asked to fill up the correct details of address and phone no.

Following faculties attended the meeting

SR.NO	NAME OF FACULTY	SIGNATURE
1	MRS.NEETU SHARMA	
2	MRS.SHAHIN MAHIDA	
3	MRS.TRUPTI PATIL	
4	MRS.ARADHANA JOSHI	
5	MR.MOHSIN SHAIKH	
6	MR.ALINA D'COSTA	
7	MR.MAHESH JAGTAP	
8	MRS.RUKSAR SHAIKH	
9	MR.BALKRISHNA AEER	
10	MR.AVINASH PAWAR	
11	MR.PRAVIN PATIL	

following were the teacher present for the meeting.

SR.NO	NAMES OF FACULTY	SIGNATURE
1	Mrs. Neetu Sharma	
2	Mrs. Shahin Mahida	
3	Mrs. Trupti Patil	
4	Mrs. Aradhana Joshi	
5	Mr. Mohsin Shaikh	
6	Mr. Mahesh Jagtap	
7	Ms. Alina D'costa	
8	Ms. Ruksar Shaikh	
9	Mr. BalKrishna Aeer	
10	Mrs. Archana Raut	

- **Name of Department : Bachelor of Mass Media (BMM)**
- **Type of meeting : Departmental Meeting**
- **Date :** 6/08/2018
- **Time :** 11:30 Am.
- **Meeting taken by: BMM co-coordinator Mrs. Neetu Sharma** and College coordinator Prof. K.P.N.K

Meeting Agenda

1) Visiting faculties should be invited and should address students.
2) Recommendation of visiting faculty confirmation a sanctioning should be done for the same.
3) Students should be given time projects for each subject from sem I to sem VI.

18/6/19

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- **Name of Department : Bachelor of Mass Media (BMM)**
- **Type of meeting : Departmental Meeting**
- **Date :** 4/08/18
- **Time :** 11:00 Am.
- **Meeting taken by: BMM co-coordinator Mrs. Neetu Sharma**

Meeting Agenda

*. NAAC Work was distributed
* NAAC file submissions last date 8th sep 2018.
* Departmental work was distributed.
* personal file should be updated by faculties.
* class teacher were allocated for TyBmm, SyBmm, TYBmm.

SR.NO	NAMES OF FACULTY	SIGNATURE
1	Mrs. Neetu Sharma	
2	Mrs. Shahin Mahida	
3	Mrs. Trupti Patil	
4	Mrs. Aradhana Joshi	
5	Mr. Mohsin Shaikh	
6	Mr. Mahesh Jagtap	
7	Mrs. Claretta Lopes	
8	Ms. Alina D'costa	
9	Ms. Ruksar Shaikh	
10	Mr. BalKrishna Aeer	
11	Mrs. Archana Raut	

18/6/19

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SR.NO	NAMES OF FACULTY	SIGNATURE
1	Mrs. Neetu Sharma	Nsharma
2	Mrs. Shahin Mahida	Shahi
3	Mrs. Trupti Patil	
4	Mrs. Aradhana Joshi	
5	Mr. Mohsin Shaikh	
6	Mr. Mahesh Jagtap	Jagtap
7	Mrs. Claretta Lopes	
8	Ms. Alina D'costa	
9	Ms. Ruksar Shaikh	Rshaikh
10	Mr. BalKrishna Aeer	Bkar
11	Mrs. Archana Raut	

- **Name of Department : Bachelor of Mass Media (BMM)**
- **Type of meeting : Departmental Meeting**
- **Date :** 31/08/2018
- **Time :** 11.30 Am.
- **Meeting taken by: BMM co-coordinator Mrs. Neetu Sharma**

Meeting Agenda

* faculties should informed before taking leave.
* faculty should maintain time punctuality no frequent late coming / early leaving
* faculties were informed about the timings if work is alloted they have to stay back.
* project & assignment submissions should begiven early.
* Defaulter list be prepared at the end of every month.

18/6/19

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Parents Teacher meeting held on 31/01/2019.
for SYBMM in room no. 5.28.

Following points were discussed.

1) SYBMM Sem III result declaration

2) To make aware Parents aware about student academic Progress.

3) Suggestion and feedback were geiven by the parents for the development of students and dept.

4) Co-ordinator of Bmm dept Mrs Neetu sharma made Parents understand the Procedures of exam and importance of academics.

N Sharma
12/2/19

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Parents - Teacher's Meeting - F4BMM - 02/02/2019

The Parents Teachers Meeting was held on feburuary 2, 2019 at 8am in room no. 621. Following points were discussed:-

1) Course co-osdinator Mrs. Neelu Sharma welcomed the parents.

2) Sem I results were announced. Toppers were felicitated.

3) Parents were informed the progress of students personally.

4) All the information of course, passing criteria was given.

5) ~~Attd~~ Attendance of students was discussed.

6) Feedback of parents was taken along with suggestions.

Sharma 12/19

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DATE : 27/02/2019

FACULTIES PRESENT FOR DEPT. MEETING		
SR.NO	NAME OF TEACHERS	SIGNATURE
1	MRS.NEETU SHARMA	N Sharma 27/2/19
2	MRS.SHAHIN MAHIDA	27/02/19
3	MRS.TRUPTI PATIL	27/02/19
4	MRS.ARADHANA JOSHI	Amjoshi 27/02/19
5	MRS.CLARETTA LOPES	27/2/19.
6	MR.MOHSIN SHAIKH	27/2/19
7	MS.MAHESH JAGTAP	27/02/19
8	MS.ALINA DCOSTA	27/02/19
9	MS.RUKSAR SHAIKH	27/02/19
10	MR.BALKRISHNA AEER	27/02/19
11	MRS. ARCHANA RAUT	ARaut 27/02/19

Meeting held in conference room.

Mrs. Neetu Sharma
Coordinator
Bmm dept.

- **Name of Department : Bachelor of Mass Media (BMM)**
- **Type of meeting : Departmental Meeting**
- **Date : 27/02/2019**
- **Time : 10: 45 am**
- **Meeting taken by: BMM co-coordinator Mrs. Neetu Sharma**

Meeting ~~Agenda~~ g meeting

1) Dates for sem II, sem IV, sem VI regular exams were given
2) Tentative ATKT sem II, III, V were given.
3) syllabus completion dates were discussed
   FyBmm - 20th march 2019.
   SyBmm - 20th march 2019.
   TyBmm - 20th march 2019.
4) Faculties were informed to complete full portion on time.
5) Decision regarding internal marks should be conveyed to the co-ordinator.
6) Decision was made for internal test for FyBmm and SyBmm. on 22/03, 23/03.
7) faculties were told to maintaine discipline
8) faculties are informed to maintain the timing of college.
9) practicals/Av lectures should be given to the students.
10) class teacher of respective classroom should convey all the information to the class.
11) Departmental file should be maintained by the respective teachers.
12)

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Date :- 15/04/19.

Meeting Was held on in seminar hall.
Principal Dr. A.P Pandey and Vice Principal
Mrs. Prajakta Paranjape Was present for
the meeting

* The meeting was held for defaulter students /parents.

* Reasons for absentism was asked.

* Intimation by Vice Principal was given to submitte pending projects and ~~Assignmen~~

J Sharma
15/4/19

Sm
18/6/19

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MINUTES OF MEETING

Name of Department: **Department of Biochemistry**

Date	14th 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(1st 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
● Staff members were allotted the respective units and were told to keep the content ready for lectures and practicals.

Discussion on Agenda 2
● Several departmental activities were asked to be planned for his semester.

Discussion on Agenda 3

- 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	30th 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

- 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

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

MINUTES OF MEETING

Date	24th January 2023
Time	2:oopm
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
● Teachers were allotted several duties for BIOBOND 2.0 so that the 2 days event is conducted smoothly.

End note
● The meeting was conducted successfully and all the agendas were discussed.

MINUTES OF MEETING

Name of Department: **Department of Biochemistry**

Date	15th June 2021
Time	12:00pm
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. Rahab Ghalib

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

Attendee List			
Sr. No	**Name of the Staff**	**Designation**	**Signature**
1.	Dr. Deepa Verma	Coordinator	
2.	Ms. Tanvi Bore	Assistant Professor	
3.	Mr. Sunil Jaisawar	Assistant Professor	
4.	Mr. Deepak Chaudhary	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

- Staff members were allotted the respective units and were told to keep the e-content ready for the same.

Discussion on Agenda 2

- Several departmental activities were asked to be planned for his semester.

Discussion on Agenda 3

- Teacher incharges were asked to make a common Google meet link for this particular semester.
- 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
● Timetable for lectures and practical were decided.

End note
● The meeting was conducted successfully and all the agendas were discussed.

MINUTES OF MEETING

Date	11th July 2021
Time	08:00pm
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. Rahab Ghalib

Agenda of meeting	
1.	Meeting was held to discuss the commencement of lectures for TY and SY.

Attendee List			
Sr. No	**Name of the Staff**	**Designation**	**Signature**
1.	Dr. Deepa Verma	Coordinator	
2.	Ms. Tanvi Bore	Assistant Professor	
3.	Mr. Sunil Jaisawar	Assistant Professor	
4.	Mr. Deepak Chaudhary	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

- Lectures to begin from 12th July 2021.
- Timetable for SY and TY was discussed.
- Teachers were allocated with their respective slots for sem III and sem V.

End note

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

MINUTES OF MEETING

Date	25th August 2021
Time	07:30pm
Place/ Venue of Meeting	Online (Google meet)
Meeting Chaired By	Dr. Deepa Verma (Coordinator- Dept. of Biochemistry)
Total no. of Attendees	08
Minutes Noted by	Ms. Rahab Ghalib

Agenda of meeting	
1.	Meeting was held to discuss the New Attendance System generation.

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

Discussion on Agenda 1

- Make the students change their name according to the required format.
- Attendance templates to be prepared by the class incharges only.
- New plugin to be used for generating attendance csv files.
- How to use the new attendance format was explained.
- Attendance to be added by respective teachers only in the data sheet.

End note

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

MINUTES OF MEETING

Date	15th September 2021
Time	05:00pm-6:00pm
Place/ Venue of Meeting	Online (Google meet)
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.	Meeting was held to decide Activities for September and October.

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

Discussion on Agenda 1

- Two activities were decided for September and October.
- Teacher Incharges were appointed.
- Different plans were discussed.

End note

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

MINUTES OF MEETING

Name of Department: **Department of Biochemistry**

Date	16th November 2021
Time	12:00pm
Place/ Venue of Meeting	Online (Google meet)
Meeting Chaired By	Dr. Deepa Verma (Coordinator- Dept. of Biochemistry)
Total no. of Attendees	05
Minutes Noted by	Ms. Rahab Ghalib

Agenda of meeting	
1.	Meeting was kept for distribution of units and practicals among the teachers(2nd Term)
2.	Planning Departmental activities
3.	Timetable for blended mode
4.	Mentor- Mentee session

Attendee List			
Sr. No	**Name of the Staff**	**Designation**	**Signature**
1.	Dr. Deepa Verma	Coordinator	
2.	Ms. Tanvi Bore	Assistant Professor	
3.	Mr. Sunil Jaisawar	Assistant Professor	
4.	Mr. Deepak Chaudhary	Assistant Professor	
5.	Ms. Rahab Ghalib	Assistant Professor	

Discussion on Agenda 1

- Staff members were allotted the respective units and practicals for the second half of this semester.

Discussion on Agenda 2

- Several departmental activities were asked to be planned for this semester.
- November activity- S.J & D.C
- December- T.B & R.G
- January- D.C & S.J
- February- R.D & N.T

Discussion on Agenda 3
● Timetable for lectures and practicals (both online and offline) were decided.

Discussion on Agenda 4
● Mentor - Mentee sessions were planned for SY and TY. ● SY in November and TY in December.

End note
● The meeting was conducted successfully and all the agendas were discussed.

MINUTES OF MEETING(TERM 01)

Name of Department: **Department of Biochemistry**

Date	8th August 2020
Time	5:30pm
Place/ Venue of Meeting	Online (Google meet)
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.	Meeting was kept for distribution of units and practicals among the teachers(1st Term)
2.	Planning Departmental activities
3.	Practical's were equally distributed.

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

Discussion on Agenda 1

- Staff members were allotted with the respective units and were told to keep the e-content ready for the same.

Discussion on Agenda 2

- Several departmental activities were planned.

Discussion on Agenda 3

- Practical calendar was planned and teachers were told to prepare e-content for the same.

End note

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

MINUTES OF MEETING

Name of Department: **Department of Biochemistry**

Date	19th August 2020
Time	5:30pm
Place/ Venue of Meeting	Online (Google meet)
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.	To discuss on conducting an Orientation session for SY and TY (regarding conduct of online lectures and practical's)

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

Discussion on Agenda 1

- It was decided to explain the students about Google classroom and Google meet.
- Plans for the same were discussed and date and time was planned.
- Each teacher was allocated with their respective duties.
- The flow of the programme was discussed.
- Date and time for the same was planned.

End note

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

MINUTES OF MEETING

Name of Department: **Department of Biochemistry**

Date	19th October 2020
Time	5:00pm
Place/ Venue of Meeting	Online (Google meet)
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.	To discuss on conducting an Orientation session for FY's (regarding conduct of online lectures and practical's)

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

Discussion on Agenda 1

- It was decided to explain the students about Google classroom and Google meet.
- Plans for the same were discussed and date and time was planned.
- Each teacher was allocated with their respective duties.
- The flow of the programme was discussed.
- Date and time for the same was planned.

End note

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

MINUTES OF MEETING

Name of Department: **Department of Biochemistry**

Date	10th November 2020
Time	11:00am
Place/ Venue of Meeting	Online (Google meet)
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.	To discuss on conducting AD-MAD Competition for students.

Attendee List

Sr. No	Name of the Staff	Designation	Signature
1.	Dr. Deepa Verma	Coordinator	
2.	Ms. Tanvi Bore	Assistant Professor	
3.	Ms. Mansi Kapadia	Assistant Professor	
4.	Mr. Sunil Jaisawar	Assistant Professor	
5.	Mr. Deepak Chaudhary	Assistant Professor	
6.	Ms. Rahab Ghalib	Assistant Professor	
7.	Dr. Nikhil Teli	Assistant Professor	
8.	Mr. Rohan D'souza	Assistant Professor	

Discussion on Agenda 1

- Themes, ideas for brochure were discussed for the same.
- Each teacher was allocated with their respective duties.
- The flow of the programme was discussed.
- Date and time for the same was planned

End note

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

MINUTES OF MEETING

Name of Department: **Department of Biochemistry**

Date	7th December 2020
Time	10:00am
Place/ Venue of Meeting	Online (Google meet)
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.	To discuss about conduct of theory and practical examination (1st Term)
2.	Preparation of question banks/papers.
3.	Preparation of marksheets

Attendee List

Sr. No	Name of the Staff	Designation	Signature
1.	Dr. Deepa Verma	Coordinator	
2.	Ms. Tanvi Bore	Assistant Professor	
3.	Ms. Mansi Kapadia	Assistant Professor	
4.	Mr. Sunil Jaisawar	Assistant Professor	
5.	Mr. Deepak Chaudhary	Assistant Professor	
6.	Ms. Rahab Ghalib	Assistant Professor	
7.	Dr. Nikhil Teli	Assistant Professor	
8.	Mr. Rohan D'souza	Assistant Professor	

Discussion on Agenda 1

Following points were discussed with staff regarding Agenda 01:

- Exam was supposed to be conducted online via Gmeet.
- The practical viva should be conducted for 10 mins and max 20 mins.
- The students should be divided into 2 batches.
- Two teachers should be allocated for conducting the exam of one batch.
- There shall be 2 sessions per day .i.e. amorning and afternoon session.

Discussion on Agenda 2

Following points were discussed with staff regarding Agenda 02:

- Questions for practicals were supposed to be prepared.
- 05 questions from each practical.
- 05 questions to be asked for 50 marks.
- 10 marks each question.
- Question banks with 60 questions per unit should be kept ready.

Discussion on Agenda 3
Following points were discussed with staff regarding Agenda 03: ● Format for marksheets was shared to respective class teachers and were informed to fill immediately after exam is conducted.

End note
● The meeting was conducted successfully and all the agendas were discussed.

MINUTES OF MEETING (TERM 02)

Name of Department: **Department of Biochemistry**

Date	4th January 2021
Time	12:00 pm
Place/ Venue of Meeting	Room no. 301
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(2nd Term)
2.	Practical's were equally distributed.

Attendee List			
Sr. No	**Name of the Staff**	**Designation**	**Signature**
1.	Dr. Deepa Verma	Coordinator	
2.	Ms. Tanvi Bore	Assistant Professor	
3.	Mr. Sunil Jaisawar	Assistant Professor	
4.	Mr. Deepak Chaudhary	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
● Staff members were allotted with the respective units and were told to keep the e-content ready for the same.

Discussion on Agenda 2
● Practical calendar was planned and teachers were told to prepare e-content for the same.

End note
● The meeting was conducted successfully and all the agendas were discussed.

MINUTES OF MEETING

Name of Department: **Department of Biochemistry**

Date	25th January 2021
Time	10:00 am
Place/ Venue of Meeting	Room no. 301
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.	To discuss on conducting MEME ON SCIENCE Competition for students.

Attendee List			
Sr. No	**Name of the Staff**	**Designation**	**Signature**
1.	Dr. Deepa Verma	Coordinator	
2.	Ms. Tanvi Bore	Assistant Professor	
3.	Mr. Sunil Jaisawar	Assistant Professor	
4.	Mr. Deepak Chaudhary	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
● Themes, ideas for brochure were discussed for the same. ● Each teacher was allocated with their respective duties. ● Date for submissions of memes was decided.

End note
● The meeting was conducted successfully and all the agendas were discussed.

MINUTES OF MEETING

Name of Department: **Department of Biochemistry**

Date	31st March 2021
Time	2:00pm
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.	To discuss about conduct of theory and practical examination (2nd Term)
2.	Preparation of question banks/papers.
3.	Preparation of marksheets

Attendee List

Sr. No	Name of the Staff	Designation	Signature
1.	Dr. Deepa Verma	Coordinator	
2.	Ms. Tanvi Bore	Assistant Professor	
3.	Mr. Sunil Jaisawar	Assistant Professor	
4.	Mr. Deepak Chaudhary	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

Following points were discussed regarding Agenda 01:

- Exam was supposed to be conducted online via Gmeet.
- The practical viva should be conducted for 10 mins and max 20 mins.
- The students should be divided into 2 batches.
- Two teachers should be allocated for conducting the exam of one batch.
- There shall be 2 sessions per day .i.e. a morning and afternoon session.

Discussion on Agenda 2

Following points were discussed regarding Agenda 02:

- Questions for practicals were supposed to be prepared.
- 05 questions from each practical.
- 05 questions to be asked for 50 marks.
- 10 marks each question.
- Question banks with 60 questions per unit should be kept ready.

Discussion on Agenda 3
Following points were discussed with staff regarding Agenda 03: ● Format for marksheets was shared to respective class teachers and were informed to fill immediately after exam is conducted.

End note
● The meeting was conducted successfully and all the agendas were discussed.

MINUTES OF MEETING

Name of Department: **Department of Biochemistry**

Date	12th May 2021
Time	12:00pm
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.	To discuss about conduct of T.Y Sem VI University exams.

Attendee List

Sr. No	Name of the Staff	Designation	Signature
1.	Dr. Deepa Verma	Coordinator	
2.	Ms. Tanvi Bore	Assistant Professor	
3.	Mr. Sunil Jaisawar	Assistant Professor	
4.	Mr. Deepak Chaudhary	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

Following points were discussed regarding the Agenda 01:

- Online exams were supposed to be conducted using Google meet platform.
- Exam link to be pasted in G-meet chat box and video call link in Google classroom.
- Links should be auto proctored.
- Student queries to be solved in G-meet call itself.
- Teachers were taught how to create auto-proctor link.

End note

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

Date : 27/07/19 Time : 9am onwards.

Meeting Agenda :- Unit distribution / workload distribution (Term 01)

Meeting Objectives discussed :-

1) Meeting was kept for distribution of units and practicals among the teachers.
2) The academic flow was discussed for Term-01.
3) Each teacher was allocated with respective units and practicals.
4) Time table was also prepared in this meeting.

List of Teachers present :-

1) Ms. Tanvi Bose -
2) Mr. Deepak Chaudhary. - Chaudhary
3) Mr. Sunil Jaiswar. - Jaiswar
4) Ms. Mansi Kapadia - M H Kapadia

Date :- 13/09/2019. Time - 10 am onwards.

Meeting Agenda :- Planning for SY and TY visit to Vivek Agro.

Meeting Objectives discussed :-

1) This meeting was planned to discussed by SY and TY students trip/visit to Vivek Agro Tourism.
2) Allotment of teachers, schedule of the trip was discussed.

Lists of teachers present :-

1) Ms. Tanvi Bove.
2) Ms. Mansi Kapadia - M. H. Kapadia
3) Mr. Deepak Chaudhary : Chaudhary
4) Mr. Sunil Jaiswar - Jaiswar

Date - 03/10/2019. Time - 9am onwards.

Meeting Agenda - Planning of Term-01 examinations.

Meeting Objectives discussed:-

1) Planning of practical exam (dates, day, time) was decided.
2) Paper setters for Sem I, III and V were decided
3) Date for submission of theory papers was finalized.
4) Each teachers were alloted with their practical exam duties
5) Last date for marksheet submission was decided.

Lists of teachers present:-

1) Ms. Tanu Bone -
2) Ms. Mansi Kapadia - M. H. Kapadia
3) Mr. Deepak Chaudhary - Chaudhary
4) Mr. Sunil Jaiswar - Jaiswar

Date - 25/11/2019. Time - 9am onwards.

Meeting Agenda - Planning for world AIDS day campaign.

Meeting objectives discussed:-

1) We discussed about how we can carry out this campaign.
2) Activities like asking questions related to AIDS, providing people in and out of the campus info. about AIDS. giving them hand made paper pins for promoting AIDS awareness was discussed.
3) Teacher's duties for this campaign was decided.

Lists of teachers present:-

1) Ms. Tanu Bore -
2) Ms. Mauri Kapadia - M. H. Kapadia
3) Mr. Deepak Chaudhary - Chaudhary
4) Mr. Sunil Jaiswar - Jaiswar

Date - 16/12/2019 Time:- 9am onwards

Meeting Agenda - Unit distribution / Workload distribution Tem

Meeting objectives discussed:-

1) Units were distributed to each teacher in this meeting.
2) Practical plans were made.
3) Practical allotments of teachers were done.
4) Final time table was designed.

List of teachers present:-

1) Mr. Tanaji Bore -
2) Mr. Deepak Chaudhary - Chaudhary
3) Mr. Sunil Jaiswar - Jaiswar
4) Ms. Rahale Ghalib - R. Ghalib

Date - 21/01/2020. Time - 11am onwards.

Meeting Agenda:- Planning for Movie Screening activity.

Meeting Objectives :-

1) We discussed about which movie should we select to show students. 'Lucy' movie was finally selected.
2) Destination (Room no. 301) or Seminar hall and Time was decided to screen the movie.
3) Teachers were alloted with duties like making brochures etc.

List of teachers present:-

1) Mr. Tanvi Bore :-
2) Mr. Rahale Ghalib K. Ghalib
3) Mr. Deepak Chaudhary. Chaudhary
4) Mr. Sunil Jaiswar - Jaiswar

Date: 04/02/2020 Date - 9am onwards

Meeting Agenda:- Meeting on 'how to conduct Term 02 examination'.

Meeting objectives discussed:-

1) Teachers were alloted to make papers of respective classes setwise.
2) Date of submission to submit papers was decided.
3) Dates for practical exams of (FY, SY and TY) were decide
4) Teachers duties for practical exam was decided
5) Last date to submit marks sheets were decided.

List of teachers present:-

1) Ms. Tanuja Bore. -
2) Mr. Rahale Ghaleb. - R Ghaleb
3) Mr. Deepak Chowdhary - Dchowdhary
4) Mr. Sunil Jaiswar - Jaiswar

Date - 08/07/2020 Time :- 9am onwards.

Meeting Agenda :- Webinar Planning.

Meeting Objectives discussed :-

1) Which resource person should we call for webinar was decided.
2) Teachers were alloted roles like whatsapp message designing, brochure making, making google forms for entries and making Telegram group
3) Script and flow was roughly decided.

List of Teachers present :- (No sign as meeting was conducted online).

Date - 20-06-2018.

Time - 11am onwards

Meeting Agenda :- Workload distribution (Term 01)

Meeting objective discussed :-

1) Units and practicals were distributed amongst teachers.
2) Academic flows was discussed
3) Time table was prepared.

List of teacher's present :-

Ms. Mansi Kapadia : M.H.K

Ms. Tanu Bore :

Ms. Shalaka Patil :

Date - 26-06-2018 Time: 9am onwards.

Meeting Agenda. Planning of Research Paper presentation event.

Meeting Objective:

1) The flow of the event was decided, date/day was decided.
2) The topic for the event was decided.
3) Teachers were alloted with duties.
4) Student duties were discussed too.

Lists of teachers present:-

Ms. Tanu Bore:

Ms. Mansi Kapadia: M.H.K

Ms. Shalaka patil:

Date:- 04-10-2018 Time:- 9am-10am.

Meeting Agenda:- Planning of Term 01 examinations

Meeting Objective:-

1) Planning of practical exams was done (day, date, time)
2) Paper setters for Sem I and III were decided.
3) Teachers were alloted with practical duties.
4) Last date for marksheet submission was decided.

Lists of teachers present:-

Ms. Mansi Kapadia: M.H.K

Mrs. Tanvi Bore:

Mrs. Shalaka Patil:

Date:- 26-11-2018 Time:- 11am onwards.

Meeting Agenda:- Planning for an event on AIDS day.

Meeting Objective:-

1) An awareness campaign was planned for AIDS day.
2) Student duties were decided.
3) Posters preparation etc work was discussed.
4) Teachers were alloted with group of students for campaign.

List of teaches present:-
Ms. Tanvi Bove:- Bove
Mr Sunil Tawar:- Tawar
Ms. Mansi Kapadia:- M.H.K

Date :- 20-12-2018 Time :- 11am onwards

Meeting Agenda: Workload Distribution (Term-02)

Meeting Objective :-

1) Time table and unit/practical distribution was done amongst teachers.
2) Teachers were told to plan activities.
3) Any issues if any of students were discussed as well.

Lists of teachers present:-
Mr. Tanvi Bore : ~~Bore~~
Mr. Sunil Jaiswar : ~~Jaiswar~~
Mr. Deepak Chaudhary: ~~Chaudhary~~

Date:- 05-07-2019 Time: 10am onwards

Meeting Agenda:- Planning for Elocution Competition on National Youth Day.

Meeting Objective:-

1) It was decided to conduct elocution competition on 12th Jan 2019.
2) Topics for the competition were decided.
3) Teacher duties were decided.

List of teachers present:-

1) Mr. Tanaji Bore : Bore
2) Mr. Sunil Jaiswar : Jaiswar
3) Mr. Deepak Chaudhary : Chaudhary

Date: 15-02-2019 Time: 10am onwards.

Meeting Agenda: Planning for Term-02 Examination.

Meeting Objective:-

1) Paper setters were decided.
2) Practical exams dates were decided.
3) Duties to teachers were allotted.
4) Last date for marksheet submission was decided

List of teachers present:-

1) Ms. Tanvi Bore:
2) Mr. Deepak Chaudhary: Chaudhary
3) Mr. Sunil Jaiswar: Jaiswar

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FORMAT FOR MINUTES OF MEETING

Name of Department: BIOTECHNOLOGY

Date	07 November 2022
Time	12:00 PM
Place/ Venue of Meeting	Biotechnology lab old college
Meeting Chaired By	Dr. Sneha More (HOD of Department of Biotechnology)
Total no. of Attendees	15
Minutes Noted by	Dr. Sneha More

Attendee List			
Sr. No	**Name of the Staff**	**Designation**	**Signature**
1.	Dr. Sneha More	HOD	
2.	Dr. Basil Dmello	Assistant Professor	
3.	Mrs. Maithilee Raut	Assistant Professor	
4.	Mrs. Glenys Dsouza	Assistant Professor	
5.	Mrs. Ashwini Patil	Assistant Professor	
6.	Mrs. Victoriya Manoranjitham	Assistant Professor	
7.	Dr. Sameer Mapari	Assistant Professor	
8.	Mr. Girish Jamnekar	Assistant Professor	
9.	Mrs. Swati Chaudhari	Assistant Professor	
10.	Dr. Amol Samant	Assistant Professor	
11	Mr. Vikas Gupta	Assistant Professor	
12	Mrs. Shweta Patil	Assistant Professor	
13	Mr. Nikhil Paradkar	Assistant Professor	
14	Mrs. Pooja Solanki	Assistant Professor	
15	Ms. Neha Churi	Assistant Professor	

Discussion

- PG and UG work distribution
- CBC meeting
- External audit data takes place
- Division wise timetable for stand alone

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- Career katta- tell students to participate
- Staff to do more research work and publish paper

Sign of HOD

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FORMAT FOR MINUTES OF MEETING

Name of Department: BIOTECHNOLOGY

Date	18 July 2022
Time	2:30
Place/ Venue of Meeting	Biotechnology lab old college
Meeting Chaired By	Dr. Sneha More (HOD of Department of Biotechnology)
Total no. of Attendees	15
Minutes Noted by	Dr. Sneha More

Attendee List

Sr. No	Name of the Staff	Designation	Signature
1.	Dr. Sneha More	HOD	
2.	Dr. Basil Dmello	Assistant Professor	
3.	Mrs. Maithilee Raut	Assistant Professor	
4.	Mrs. Glenys Dsouza	Assistant Professor	
5.	Mrs. Ashwini Patil	Assistant Professor	
6.	Mrs. Victoriya Manoranjitham	Assistant Professor	
7.	Dr. Sameer Mapari	Assistant Professor	
8.	Mr. Girish Jamnekar	Assistant Professor	
9.	Mrs. Swati Chaudhari	Assistant Professor	
10.	Dr. Amol Samant	Assistant Professor	
11	Mr. Vikas Gupta	Assistant Professor	
12	Mrs. Shweta Patil	Assistant Professor	
13	Mr. Nikhil Paradkar	Assistant Professor	
14	Mrs. Pooja Solanki	Assistant Professor	

Discussion

- plan special lectures in department
- Practical exam experts planning
- Mail questions paper for sem 3 till evening
- Requirements of class rooms and exam bills should be done
- Portion completion report made by Dr. Amol sir

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FORMAT FOR MINUTES OF MEETING

Name of Department: BIOTECHNOLOGY

Date	21 October 2022
Time	12:00 PM
Place/ Venue of Meeting	Biotechnology lab old college
Meeting Chaired By	Dr. Sneha More (HOD of Department of Biotechnology)
Total no. of Attendees	15
Minutes Noted by	Dr. Sneha More

Attendee List			
Sr. No	**Name of the Staff**	**Designation**	**Signature**
1.	Dr. Sneha More	HOD	
2.	Dr. Basil Dmello	Assistant Professor	
3.	Mrs. Maithilee Raut	Assistant Professor	
4.	Mrs. Glenys Dsouza	Assistant Professor	
5.	Mrs. Ashwini Patil	Assistant Professor	
6.	Mrs. Victoriya Manoranjitham	Assistant Professor	
7.	Dr. Sameer Mapari	Assistant Professor	
8.	Mr. Girish Jamnekar	Assistant Professor	
9.	Mrs. Swati Chaudhari	Assistant Professor	
10.	Dr. Amol Samant	Assistant Professor	
11	Mr. Vikas Gupta	Assistant Professor	
12	Mrs. Shweta Patil	Assistant Professor	
13	Mr. Nikhil Paradkar	Assistant Professor	
14	Mrs. Pooja Solanki	Assistant Professor	
15	Ms. Neha Churi	Assistant Professor	

Discussion

- discussion on ATKT students and exam papers
- If the number of papers less than 100 no need of moderations
- Teaching staff should set the papers

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- Dates decide for practical exam
- Paper setter should do proof reading before submitting the papers to exam department

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FORMAT FOR MINUTES OF MEETING

Name of Department: BIOTECHNOLOGY

Date	August 2022
Time	12:00 PM
Place/ Venue of Meeting	Biotechnology lab old college
Meeting Chaired By	Dr. Sneha More (HOD of Department of Biotechnology)
Total no. of Attendees	14
Minutes Noted by	Dr. Sneha More

Attendee List			
Sr. No	**Name of the Staff**	**Designation**	**Signature**
1.	Dr. Sneha More	HOD	
2.	Dr. Basil Dmello	Assistant Professor	
3.	Mrs. Maithilee Raut	Assistant Professor	
4.	Mrs. Glenys Dsouza	Assistant Professor	
5.	Mrs. Ashwini Patil	Assistant Professor	
6.	Mrs. Victoriya Manoranjitham	Assistant Professor	
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13	Mr. Nikhil Paradkar	Assistant Professor	
14	Mrs. Pooja Solanki	Assistant Professor	

- set questions papers for practical exam
- Submit exam bills till 15th of September
- Order exam stationary for TY exam
- Plan certification course

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Department of Biotechnology
Meeting Minutes
Academic Year 2020-2021

Program:	Biotechnology Department Meeting
Meeting Purpose:	Department meeting on completion UG classes and continuation with PG classes.
Meeting Date:	3 May 2021
Meeting Time:	8.00 pm
Meeting Location:	online Google meet
Meeting Facilitator:	Dr. Rohan Gavankar, HOD, Department of Biotechnology
Attendees:	All teaching staff of Biotechnology Department
Minutes Issued By:	Dr. Sneha More and Mrs. Victoria Manoranjitham.

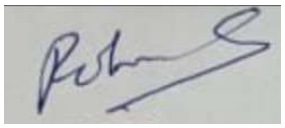
Preamble:

Discussions & the Decisions Made:

1) Discussion regarding updating and editing Google Classroom rights and links and handing it to respective class teacher and class incharges.
2) Submission of marksheets to the exam section by the following faculties.
   TY- Mrs Victoria Mr Girish and Dr Amol, Verification by Dr. Basil
   SY- Mr Sharvil and Mr Mubeen and Mr Vikas Verification by Dr. Basil
   FY - Mr Nikhil paradkar and Mrs Shweta, Practicals Dr Bhanupriya and Mrs Swati verification by Dr. Basil
   ATKT FY - Dr. Sneha More
   ATKT SY- Mrs. Ashwini
3) Teacher incharges for discussion of Teachers Feedback analysis report with students through google meet on 5th May 2021 were allotted are as follows:
   A) TYBSc by Dr. Amol, Mr. Girish, Mrs. Victoria & Mrs. Glenys.
   B) SYBSc by Mr. Sharvil, Mr. Vikas, Mrs. Ashwini, Mr. Mubeen.
   C) FYBSc by Mr. Nikhil, Dr. Bhanupriya & Mrs. Swati.
   D) MSc-I byDr. Basil & Dr. Sneha.
   C) MSc-II by Mrs. Maithilee & Dr. Sameer.
4) The appointed Teacher incharges for maintaining the attendance record for FYBSc, SYBSc, TYBSc and MSc part -I & II for the year 2020-21 were asked to prepare a Term End cumulative Percentage attendance report for each class.
5) Duties were allocated to each staff member for keeping a track on added documents and to see that each document were added correctly according to the pointers to their respective Biotechnology Department .audit folder.
6) HOD also appreciated all faculty members for timely completion of UG syllabus and examination of UG and also asked for similar commitment for PG classes.

Conclusion:

The staff members of the Department of Biotechnology took charge of the various responsibilities entrusted to them and the different activities for the academic year 2020-2021 was discussed and scheduled.



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Date: 16/6/2021, Time: 1.00 PM

Department of Biotechnology First Term meeting
Academic year 2021-2022.

- Five to six Agenda.
- **Agenda 1:** Currently no guideline for **reopening of college offline**, **Mumbai University Notice: Academic year 2021-22 starting from 14 June 2021.**
- Admission for sem 3 and sem 5 from 14 June 2021, after admission lectures will start from july 2021.
- Staff need to be available for admission and lecture online, communication with staff need to be there from 9 am to 5 pm in the morning for smooth conduction of Academic year 2021-2022. Staff members need to regularly check the notification from the college or from the department through mobile.
- **Agenda 2: Postgraduate:** MSc-II sem 4 completed the Academic year 2020-2021.
- MSc-I Sem II practical exam from First week of July 2021 (4 batches) 4 to 5 sets. . 3 students per batch, distribute 40 students, half hrs exam.
- MSc-I Sem-II, Lecture continues upto Saturday of June upto 26 June 2021.
- MSc-I Sem-II, theory from 14 July 2021, staff staying nearby college need to come to college for setting the MSc-I Sem-II theory exam.
- Undergraduate SY and TY lectures need to be started after admission and after notification from the college.
- Feedback discussion from FYBT students, and solution over the lacunas.
- Dr. Basil sir will prepare a unit selection format for teaching staff. Each staff member needs to lock the unit which they want to teach for sy sem 3 and TY sem 5.
- **Agenda 3: Practical worksheet:** There has to be a bridge worksheets made for all the practicals . incharge of it Mr. Vikas sir & Mr. Mubeen sir. Each teacher needs to fill the worksheet. Upto 1st week of July 2021. Listing part Mrs. Swati Madam and Dr. Bhanupriya madam related to SYBT for Sem-I & Sem-II. E.g Dilution, Standard graph preparation, MBRT, RRT Interpretation.
- **Agenda 4: Lesson plan** need to be ready for college format, and for department also information needed:

  PPT, YOUtube video: if it's your own video then upload on college website, what material you are uploading(ready material) ,which method of teaching (e.g question answer), Home work, special activity taken, feedback from the cohost (format), feedback from the students(google form feedback), and introspect for that lecture. Evaluation method (quiz, test, interactive session).
  - Test to be taken regularly.
  - Department Activity Month:

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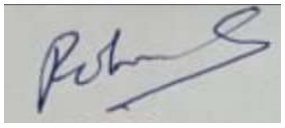
- June to July : Mr. Sharvil sir and Dr. Amol.
- August: Dr. Rohan and Mrs. Maithilee.
- September: Dr. Bhanupriya madam and Mrs.Victoria madam
- October: Mr. Girish and Dr. Basil
- November: Dr. Sameer, Mr. Vikas
- December : Mrs.Swati, Mrs. Ashwini.
- January: Mrs. Glenys and Mrs. Shweta
- February: Mr. Nikhil and Dr. Sneha,
- March: Mr. Mubeen



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Department of Biotechnology

Minutes of meeting-01/04/2021

Program:	Department Meeting
Meeting Purpose:	Planning of Exams and MSc Sem 2 Unit distribution
Meeting Date:	01/04/2021
Meeting Time:	12.00 PM
Meeting Location:	Biotechnology Laboratory (Following social distancing norms)
Meeting Facilitator:	Head, Department of Biotechnology, VIVA College, Virar
Attendees:	HoD + 15 staff members
Minutes Issued By:	Dr. Basil DMello

Preamble:

A variation in the Practical examination marks across all classes was observed during the first term and therefore there was a need for a uniform assessment process to be initiated for the betterment of students. Also, a uniform assessment process will help in providing transparency towards the evaluation scheme.

Decisions Made:

The important decisions and announcements that were made during the orientation are as follow:

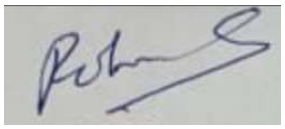
- Implementation of the new assessment and evaluation scheme for practical examinations of FY,SY and TY.
- Finalization of dates for practical examinations of FY,SY and TY.
- Unit distribution of MSc-I Semester 2.

Discussion:

- The meeting started at 12.00 noon in the biotechnology laboratory and was presided over by Dr. Rohan Gavankar, Head, Dept of Biotechnology.
- The meeting was attended by 15 staff members of the department.
- Dr. Rohan Gavankar proposed a new scheme of assessment and evaluation for practical examinations of FY,SY and TY.
    - The new scheme entailed asking a fixed set of questions for each batch which would include some problem based questions.
    - The questions will be presented to the student using google slides.
    - Each staff member was going to be assigned practical/s for preparation of a question bank from which the questions will be selected for the practical examination.
- The dates for practical examinations were decided to be as follows:
    - TY-09th,10th and 11th April 2021
    - SY-26th April to 28th April 2021

- FY- 17th , 19th and 20th April 2021
- The distribution of MSc-I Semester 2 was done in agreement with all the staff members.

Conclusion:
The new scheme of evaluation was elucidated to all the staff members. The tasks for conducting examinations were clarified and the MSc-I semester 2 units were assigned.



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Department of Biotechnology
Meeting Minutes
Academic Year 2020-2021

Program:	Biotechnology Department Meeting
Meeting Purpose:	Academic planning, Unit distributions, Allocation of responsibilities to faculty members, discussion on mode of online teaching for the year 2020-2021
Meeting Date:	16 August 2020
Meeting Time:	11.35 am
Meeting Location:	Online Google meet
Meeting Facilitator:	Dr. Rohan Gavankar, HOD, Department of Biotechnology
Attendees:	All teaching staff of Biotechnology Department
Minutes Issued By:	Dr. Sneha More and Mrs. Victoria Manoranjitham.

Preamble:

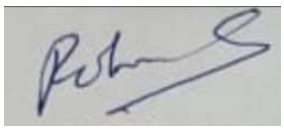
The consequences of the ongoing pandemic has made it necessary to turn to alternative modes of teaching and learning (i.e a shift from the regular traditional face to face to ONLINE MODE. In order to acquaint the staff with this forthcoming unexpected transition and to plan the distribution of the syllabus, administrative work and other co-curricular responsibilities amongst the staff. Biotechnology faculty members with all the odds have to transit learning with lots of different strategies and difficulties as well, so to bring uniformity and learn from each other in this new environment an online meeting was a prerequisite.

Discussions & the Decisions Made:

1) University circular to start lectures from 7th of August 2020. was read out by the HOD.
2) Online Lecture starting from 17 August 2020-21.
3) 17th August orientation SY BT and 18th August orientation TY BT on how to use Google meet and Google Classroom from Student's interface.
4) Three lectures per class on 19th, 20th and 21st of August 2020
5) We will weekly plan hence forth till August end.
6) Survey for the students by Google form (availability of the students, electronic gadget) In charge Maithilee Mam and Amol sir.
7) Admission for 2020-21, 49 students for TYBT, 64 Students of SYBT, FYBT still going on. (Admission data till date)
8) Any Medical leave , Study or Maternity leave etc need to be informed.
9) Mr. Sharvil, Mr. Vikas, Mr. Mubeen sir will introduce google classroom, class wise within that paper wise,while Mrs. Swati Madam will demonstrate how to submit and upload assignments on google classroom. Nikhil sir will write a report. Will be checked by Dr. Ganesh lad Sir.
10) Dr. Sneha More madam and Dr.Basil Sir to introduce google meet. (How to join a lecture through google meet. Rules to be followed during lectures, attendance and to ask the questions, problem faced during login).
11) Blended mode of learning with lesson plan. (template)

12) Learning video recording facilities available in college or if recorded at home then study videos can be previewed by a teacher from the same paper related for the background and not for the content and need to be uploaded on the youtube channel of the college or e-content portal of the institute. And share the link of that video on google classroom.
13) Teacher discretion to take attendance in between the lectures.
14) Teacher can have small test and evaluate the test and release the score
15) Head will make the classroom and then add the teachers paper wise.
16) Appointment of class teachers. MSc I and II Dr. Ganesh Lad, timetable by Dr. Basil and Dr. Ganesh Sir.
17) FYBT Classteachers Shweta Madam & Dr. Sameer sir, Practical in charge Dr. Bhanupriya & Swati Madam.
18) SYBT Class teachers Maithilee madam & Ashwini Patil Madam,Practical in charge Mubeen sir & Sharvil sir.
19) TY Class teachers Victoria madam and Glenys madam and Practical in charges Girish sir and Dr. Amol sir
20) Complains from the student FYBT : Dr.Sameer sir
21) Other activities Nikhil sir and Vikas sir
22) For any program being arranged, report writing be done by the respective convener.
23) UG timetable, UG complains : Dr. Rohan sir and Dr.Sneha Madam.
24) Attendance in charge UG: Dr. Sneha More
25) College Attendance committee member is Dr Ganesh sir only
26) Attendance in charge PG: Dr. Ganesh Lad and Dr. Basil D.
27) Evaluation of paper online / offline 2019-2020 UG or PG to be carried out by teachers.
28) Forms filled by the students need to be checked by 4 class teacher in charge.
29) Online lectures one more helper teacher will be present along with the main teacher to help her out. Need to be planned by Dr. Sneha More and Dr. Basil sir.
30) Tomorrow 17th August 2020, 10.45am we need to login.
31) Reference book to be taken from the college library through the college website. Or https://archive.org/ / https://epathshala.nic.in/ https://epgp.inflibnet.ac.in/ https://www.inflibnet.ac.in/

Conclusion:
The staff members of the Department of Biotechnology took charge of the various responsibilities entrusted to them and the different activities for the academic year 2020-2021 was discussed and scheduled.



Head of the Department

12:00 Biotechnology Laboratory

Department of Biotechnology 15 Jan 2019

Department of Biotechnology Meeting was held on 15 Jan 2019 at 12:00 in Laboratory for

MSc I & II Sem I & Sem III practical Exam

↳ Allotment of Internal Examiner & Lab Sup for MSc-I on 21 to 23 Jan 2019

- Internal Examiner - Dr. Ganesh Lad
- Lab Sup - Basil D'mello
- Expert - Vikas Sir
  Dr. Sameer Sir
  Dr. Amol Sir
  Mubeen Sir

↳ MSc - II Sem - III 28 to 30 Jan 2019

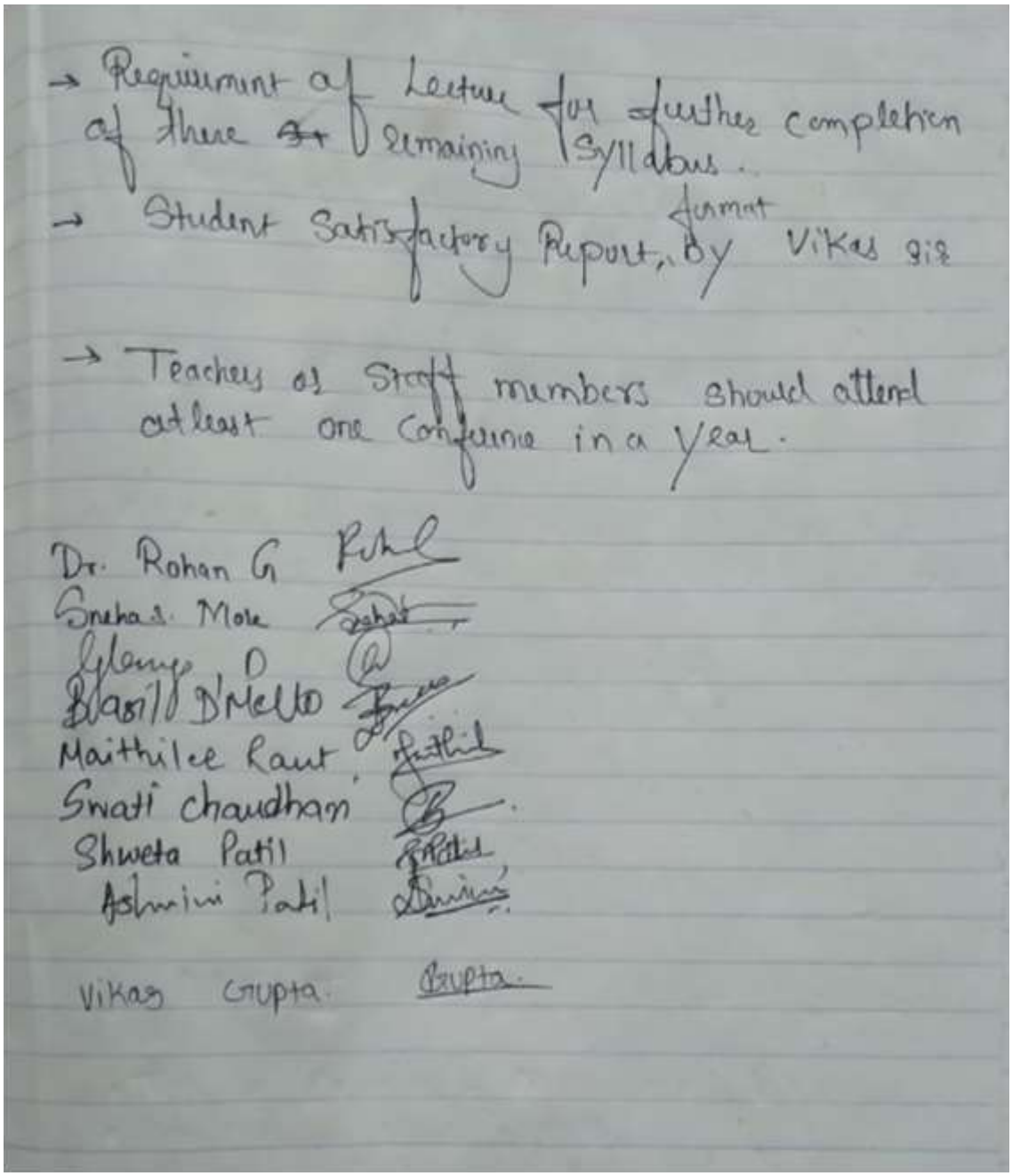
- Internal Examiner - Mubeen Sir & Vikas Sir.
- Lab Sup - Basil D'mello
- Expert - Dr. Ganesh Lad
  -

→ Defaulters List for all class by
- TY BSc Sneha More, Dr. Sameer Sir
- SY BSc Swati Maam, Vikas Sir
- FY BSc Shamil Sir, Glenys mam.

Should be submitted to Dr. Ganesh Lad. 75% attendance by student as a parameter.

→ Syllabus completion Report should be submitted by all teachers for their syllabus to respective class teachers.

Late Shri. 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, 2.69 CGPA



→ Requirement of Lecture for further completion of three ~~5+~~ remaining Syllabus.

→ Student Satisfactory Report format By Vikas Sir

→ Teachers of Staff members should attend atleast one Conference in a Year.

Dr. Rohan G
Sneha S. More
Glenys D'Mello
Blasil D'Mello
Maithilee Raut
Swati Chaudhari
Shweta Patil
Ashwini Patil

Vikas Gupta

10:00 am

Department of Biotechnology
Biotechnology Laboratory

19/6/2018

The meeting Regarding work load & Unit Distribution among staff members was held by HOD Dr. Rohan. G on 19/6/2018. Practical work load Distribution was also carried out.

Dr. Rohan. G.
Sneha.s. More
Glenys D.
Basil D'Mello
Maithilee Raut 19.06.18
Swati Chaudhari
Vikas Gupta
Ashwini Patil

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Time:- 10:00 am

Department of Biotechnology 15/11/18

Department Meeting was held on 15/11/18 at 10:00 in Laboratory for discussion of following points in the Department as follows

1] Responsibility of Staff member as Practical incharge to take care of lab cleanliness & to follow Lab saftey & cleanliness practice in the laboratory during practical & after practical.

2] prior intimation of holiday, Leave taken by Staff membes to HOD

3] Change of time for Lecture or Schedual or practical times should be informed to other Staff members from the Department via Watsapp Department Group.

4) Division of TyBsc project among all the Staff members.

each class query & Solution on it by HOD

TyBsc

1] a] prelims practical Exam for Ty Bsc to be conducted.

A] → After completion of All practicals can be Schedual., enrollment form to be filled by Student

a] Notes Should be give for topic

a] Revision of Lectures if needed by Student

a] Doubth Solving

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FyBsc

1] Equal distribution of Lectures for alloted topic to Staff members.

2] Doubt Solving

SyBsc

1) practical journals to be signed after the completion of respective practical within a week.

2) Seminar, workshop & handon training for Students.

Unit distribution, class teacher, practical distribution Exam planning ~~as~~ were discussed & Distributed.

Dr. Rohan G
Sneha S. More
Glenys P.
Basil D'Mello
Maithilee Raut
Swati Chaudhari
Shweta Patil
Ashwini Patil

Vikas L. Gupta

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Time: 12:00 Afternoon

Biotechnology Laboratory

Department of Biotechnology

15 Jan 2019

Department of Biotechnology Meeting was held on 15/Jan 2019 at 12:00 in Laboratory for

Msc I & II Sem I & Sem III practical Exam

↳ Allotment of Internal Examiner & Lab Sup for MSc-I ~~on~~ on ~~19~~ 21 to 23 Jan 2019

- Internal Examiner - Dr. Ganesh Lad
- Lab Sup - Basil D'mello
- Expert - Vikas Sir
  Dr. Sameer Sir
  Dr. Amol Sir
  Mubeen Sir

↳ MSc - II Sem - III 28 to 30 Jan 2019

- Internal Examiner - Mubeen Sir & Vikas Sir.
- Lab Sup - Basil D'mello
- Expert - Dr. Ganesh Lad
  - ~~Dharmendra~~

→ Defaulters List for all class by

- TY BSc Sneha More, Dr. Sameer Sir
- SY BSc Swati Maam, Vikas sir
- FY BSc Shaqil Sir, Glenys mam.

Should be submitted to Dr. Ganesh Lad.
75% attendance by student as a parameter.

→ Syllabus completion Report should be Submitted by all teachers for their syllabus to respective class teachers.

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→ Requirment of Lecture for further completion of there remaining Syllabus.

→ Student Satisfactory Report format by Vikas sir

→ Teachers of Staff members should attend atleast one Confernce in a year.

Dr. Rohan G Rohan

Sneha S. More Sneha

Glenys D

Basil D'Mello

Maithilee Raut Maithil

Swati Chaudhari

Shweta Patil Shpatil

Ashwini Patil Ashwini

Vikas Gupta. Gupta.

BMS DEPT (Meeting)

Date: 13/08/18

SR. No	NAME	SIGN
1	Nitin Kulkarni	
2	Padma Chari	
3	Swati Sonagra	
4	Manoj Kurup	
5	Dilip Jain	
6	Amruta Ghorpade	
7	Anand Rajawat	
8	Dipika Chavan	
9	Kadambari Agaskar	
10	Swati Patil	
11	Delcy Lopes	
12	Sarita P	
13	Shivapriya	
14	Sneha Pingulkar	
15	Alisha	
16	Sachin Kadam	—
17	Nikita Jogale	—
18	Sharmali Patil	

Date :- 13/08/18

1. The first meeting of Academic year 2018-19 held in the presence of H.O.D Nitin Kulkarni. The agenda of the meeting will be discussed further.

2. Arrangement of terms :-
I^st term - 18^th June to 5^th Nov
II^nd term - 26^th Nov to 4^th May.

3. Class Teachers.
FYA - Anand B - Kadambari C - Manoj sir.
SY Fin - Delcy. MKt - Dilip HR - Amruta.
TY Fin - Padma mam MKT - Swati. S. HR - Amruta.

4. File of applications of students medical leave is to be maintained by the class teachers.

5. SY and TY CR's are already appointed and FY CR's are to be appointed before 15^th Aug.

6. Induction ceremony of FYBMS was conducted on 2^nd Aug, 2018.

7. Tentative Exam dates :-
Sem I - 29^th Nov, 18
Sem II - 4^th Oct, 18
Sem III - 25^th Oct, 18
Sem IV - 15^th Oct, 18
Sem V - 19^th Nov, 18
Sem VI - 4^th Oct, 18

8. Students who didn't appeared for Internal test, their applications are to be maintained by the exam committee and separate assignments are to be given to those students.

9. Breaks :-
Midterm - 13th Sept to 17th Sept - Ganpati
Diwali - 6th Nov to 25th Nov
Winter - 26th Dec to 1st Jan

10. Syllabus Completion
TYBMS - 30th Sept
SYBMS - 30th Sept
FYBMS - 20th Oct

1. TYBMS new syllabus indent for new books already submitted to library.

2. Defaulter list :-
I st list has been displayed for June & July.
II nd list - Sept 1st week.
III rd list - Oct 1st week.

3. Industrial Visit will be in II nd term.
FYBMS - Silvassa - one night & 2 days (1st week of Jan).
Anand, Dilip, Savita, Swati. S/ Dipika.
SY & SY - Amritsar, Dharmashala, Delhousee (2nd week of Jan)
Anand, Dilip, Manoj sir,
Amruta, Kadambari, Smita.

4. Departmental event will be in last week of Jan.

BMS DEPT (Meeting)

Date: 24/10/18

SR. No	NAME	SIGN
1	Nitin Kulkarni	
2	Padma Chari	
3	Swati Sonagra	
4	Manoj Kurup	
5	Dilip Jain	
6	Amruta Ghorpade	
7	Anand Rajawat	
8	Dipika Chavan	
9	Kadambari Agaskar	
10	Swati Patil	
11	Delcy Lopes	
12	Sarita P	
13	Shivapriya	AB
14	Sneha Pingulkar	
15	Alisha	
16	Sachin Kadam	AB
17	Nikita Jogale	AB
18	Sharmila Patil	24/10/2018

DEPARTMENTAL MEETING.

AKSHAY

24/10/18.

1. The second meeting of Academic year 2018-19 held in the presence of H.O.D Nitin Kulkarni. The agenda of the meeting will be discussed further.

2. Record of supervision is to be maintained by the faculty.

3. TYBMS - tentative date of exam - 19/11/18.

4. Diwali vacation will be from 4th November to 18th November.

5. 2nd term workload already given to all the faculties.

6. FYBMS exam will start from 29th Nov, 2018

7. SYBMS (sem III) assessment is to be done till 8th Dec and moderation is to be done till 15th Dec.

8. FYBMS assessment is to be done till 18th Dec and moderation is to be done till 22nd Dec.

9. Following papers are to be assessed by :-
   - ⇒ FC-I - Sneha.
   - ⇒ CB - Swati Patil (Moderation)
   - ⇒ Advt - Anand (Moderation).

BMS DEPT (Meeting)

Date: 16/02/19.

SR. No	NAME	SIGN
1	Nitin Kulkarni	
2	Padma Chari	
3	Swati Sonagra	
4	Manoj Kurup	
5	Dilip Jain	
6	Amruta Ghorpade	
7	Anand Rajawat	
8	Dipika Chavan	AB.
9	Kadambari Agaskar	
10	Swati Patil	
11	Delcy Lopes	
12	Sarita P	AB.
13	Shivapriya	AB.
14	Sneha Pingulkar	
15	Alisha	
16	Sachin Kadam	AB
17	Nikita Jogale	AB.
18	Sharmila Patil	16/02/2019

DEPARTMENTAL MEETING.

AKSHAY

16/02/19.

1. The thisrd meeting of Academic year 2018-19 held in the presence of H.O.D Nibin Kulkarni. The agenda of the meeting will be discussed further.

2. Tentative Exam dates :-
   Sem II - 4th April
   Sem IV - 18th April
   Sem VI - 22nd April.
   Sem I - ATKT - 25th March.
   Sem III - ATKT - 25th March.
   Sem V - ATKT - 20th May.

3. Term end will be ~~from~~ on 4th May.

4. Syllabus completion :-
   FYBMS - 23rd March.
   SYBMS - 23rd March
   TYBMS - 3rd April.

5. Internal exam test papers is to be submitted till 22nd Feb.

6. Feedback forms is to be filled around :-
   for I st term - 22nd Feb.
   for II nd term - 10th March.

7. Leaves :-
   ⇒ Medical leave document is to be submitted on the very next day of joining.

→ Yearly only 20 leaves are allowed and at maximum level 25 leaves. If leaves exceed 25, permission is to be taken from principal.

→ DL is to be informed in advance and after coming proper document is to be submitted.

16/02/19

BMS DEPT (Meeting)

Date: 05/03/19

SR. No	NAME	SIGN
1	Nitin Kulkarni	
2	Padma Chari	
3	Swati Sonagra	
4	Manoj Kurup	
5	Dilip Jain	
6	Amruta Ghorpade	
7	Anand Rajawat	
8	Dipika Chavan	
9	Kadambari Agaskar	
10	Swati Patil	
11	Delcy Lopes	
12	Sarita P	
13	Shivapriya	AB.
14	Sneha Pingulkar	
15	Alisha	
16	Sachin Kadam	AB.
17	Nikita Jogale	AB.
18	Sharmila Patil	05/03/2019

DEPARTMENTAL MEETING

AKSHAY

05/03/19

1. The fourth meeting of Academic year 2018-19 held in the presence of H.O.D Nitin Kulkarni The agenda of the meeting will be discussed further.

2. Seating arrangements to all the faculties are given in the department.

3. TY Projects
   Approval of soft copy – 20th March
   Finalization of project – 25th March

4. FY, SY & TY Internal Test will be on 11th, 12th & 13th March. Syallabus is to be announced in the class by the respective subject teachers.

5. Exam oriented guidance session ~~xxxx~~ will be conducted by Suraj Sir for finance students (SYBMS) on 7th March

6. Guidance session for FYBMS will be conducted by Suraj Sir on 16th March for finance specialization.

7. Feedback forms for IInd term is to be filled after the internal tests.

8. Defaulter list for feb month is to be submitted to class teacher on 6th March.

05/03/19

BMS DEPT (Meeting)

Date: 03/04/19

SR. No	NAME	SIGN
1	Nitin Kulkarni	
2	Padma Chari	
3	Swati Sonagra	
4	Manoj Kurup	
5	Dilip Jain	
6	Amruta Ghorpade	
7	Anand Rajawat	
8	Dipika Chavan	—
9	Kadambari Agaskar	
10	Swati Patil	
11	Delcy Lopes	AB.
12	Sarita P	
13	Shivapriya	—
14	Sneha Pingulkar	
15	Alisha	
16	Sachin Kadam	—
17	Nikita Jogale	—
18	Sharmila Patil	—

DEPARTMENTAL MEETING.

AKSHAY

03/04/19

1. The fifth meeting of academic year 2018-19 held in the presence of H.O.D Nitin Kulkarni. The agenda of the meeting will be discussed further :-

2. Budget and academic calendar of 2019-20 already submitted in office in last week of March.

3. No staff is required for next sem (New staff).

4. Sem II - Assessment date - 23rd April.
   Moderation date - 27th April.

5. ATKT mark sheet is to be submitted till 5th March.

15/6/19

BMS DEPT (Meeting)

Date: 30/04/19.

SR. No	NAME	SIGN
1	Nitin Kulkarni	
2	Padma Chari	
3	Swati Sonagra	
4	Manoj Kurup	
5	Dilip Jain	
6	Amruta Ghorpade	AB
7	Anand Rajawat	
8	Dipika Chavan	—
9	Kadambari Agaskar	
10	Swati Patil	
11	Delcy Lopes	
12	Sarita P	AB
13	Shivapriya	—
14	Sneha Pingulkar	
15	Alisha	
16	Sachin Kadam	—
17	Nikita Jogale	—
18	Sharmali Patil	—

DEPARTMENTAL MEETING

AKSHAY

30/04/19.

1. The last meeting of Academic year 2018-19 held in the presence of H.O.D Nitin Kulkarni. The agenda of the meeting will be discussed further.

2. FYBMS result will be out till 8th May.

3. Admissions will be done online.

4. SYBMS assessment - 15th May.
   Moderation - 25th May.

5. SYBMS results will be displayed around 11th or 12th June

6. Work load already given for next sem to all faculties.

7. All teachers should be available for supervision work in May.

8. Assessment and Moderation of SY - sem II and sem IV examination is to be done in the month of May.

9. Result of sem I, II, III & IV ATKT & sem II & IV regular examination is to be declared at the earliest to facilitate admissions of SY & TY.

10. Sem V ATKT will commence from 20th May. Teachers should be available for doing supervision.

11. College reopening date for the academic year 19-20 has not been declared by university. Once declared it will be communicated to teachers.

15/6/19

BMS DEPT (Meeting)

Date: O1 0619

Sr. No NAME SIGN Nitin Kulkarni

Padma Chari Podr

Swati Sonagra wal

Manoj Kurup

Dilip Jain

Amruta Ghorpade

Anand Rajawat

8 Kadambari Agaskar

9 Swati Patil

10 Deley Lopes

11 Sarita P

12 Sneha Pingulkar

13 Claretta Lopes

14 Akshata Puralkan

15 Sachin Kadam

16 Nikita Jogale

DEPARTMENTAL MeETING AKSHAY ats o1|061

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Kodlonbarue Mam

10. Syllabus Completion
SY - 15th Sept
FY - 10th Oct
TY - 30th Sept

11. Industrial Visit - 2nd term - Feb or Jan End.
FY - Silvassa.
SY - Delhi & Agra.

12. TY Project is to be done in 1st term.

13. Departmental Event "Confluence" will be held in Jan 2020. Incharge will be Anand Sir assisted by Swati Patil Mam

14. Leave record will be maintained by Delcy Mam.

15. Limit of Leaves - Only 20 leaves.

16. Minute Book will be maintained by Swati Sonagra.

17. Room no.s for class rooms.

FY - A - 716	SY - FIN - 720	TY - FIN - 725
B - 717	MKt - 721	MKT - 723
C - 726	HR - 722	HR - 724

SY-Sapt
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VIVA COLLEGE
BMS DEPT MEETING

Date 1

Sr. No NAME SIGN Nitin Kulkani
Padma Chari
Swati Sonagra
Manoj Kurup
Dilip Jain
Amruta Ghorpade
Anand Rajawat
Kadambari Agaskar
9 Sarita P
10 11 Sneha
12 14 15 Pingulkar
Swati Patil Akshata
Deley Puralka
Lopes Nikita
Jogale
16 Sichin Kadam
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2019-20 hold

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10olile phones e! staudents should be ssith in k Jags

10. Mobile phones of students should be switch off & in their bags and even teachers should not use mobile phones during exam time.

11. Senior supervisior should show the Question Paper to the subject teacher for correction and if any changes Subject teacher should not go in any classroom by its own.

12. All assessment is to be done in Cap room only. No paper is to be bought in staffroom for assessment.

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VIVA COLLEGE

BMS DEPT MEETING

Date 03 o120.

Sr. No	NAME	SIGN
		Nitin Kulkarni
2		Swati Sonagra
4 5		Manoj Kurup
	Padma Chari	Dilip Jain
6	Amruta Ghorpade	
		Anand Rajawat
7		
		Kadambari Agaskar
8		
		Swati Patil
9		
		Delcy Lopes

10

Sarita P

11

Sneha Pinguikar

12

Akshata Puralkan buedle

14

Nikita Jogale

15

Sachin Kadam

16

|Janhavi Raut

17

18 19 Muriel Rumao Sharmila Patil -SPoti

DEPARTMENTAL MEETING.

AKSHAY

Date :- 03/01/2020.

1. The third meeting of Academic year 2019-20 held in the presence of H.O.D Nitin Kulkarni. The agenda of the meeting will be discussed further.

2. Faculties were given the duties to maintain NAAC files

i) Manoj Sir – Admission Procedure details & Feedback form and its report.

ii) Swati Patil – Dept best practices, Teachers achievement, & Student Achievement.

iii) Padma Mam – Result file & Alumni students details.

iv) Delcy Mam – List of staff & Teachers research work

v) Sneha – Time table and work load & Teachers profile file.

vi) Kadambari – List of teachers who work in different committee.

vii) Swati Sonagra – Teaching Plan

viii) Akshata – List of teachers who are pursuing PHD, M.Phil

ix) Dilip – List of students. Programme wise

x) Kadambari – Details of Scholarship / Free ship

xi) Anand – Dept. Library record.

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AKSHAY

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FC IV - Delcy 2 sets, Swati Sonagra 1 set
IT - Sneha 2 sets, Padma Mam 1 set
FIM - Nikita 2 sets, Suraj Sir 1 set
Audit - Sachin 2 sets, Suraj sir 1 set
Other subject - Respective subject teacher (3 sets).

10. Confluence will be held on 29th & 30th Jan or 1st week of Feb or 1st week of March.

11. Data related to best practices done in class is to be given to Swati Patil Mam by 10th Jan

12. PD lectures will be conducted for SYBMS by Swati Patil.

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14. Convocation will be held in 2nd or 3rd week of Jan
Incharge for :- Registration - Manoj sir
Refreshment - Kadambari
Sitting arrangements - Anand.

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BMS DEPT MEETING

Date 0203]20

Sr. No NAME

Nitin Kulkarni

Padma Chari Padr 3 Swati Sonagra

4 Manoj Kurup p

5 |Amruta

6 Ghorpade

7 |Anand

8 Rajawat

9 |Kadambari

10 Agaskar

|Swati Patil

|Dilip Jain Deley Lopes

11 Sarita P

12 |Sneha Pingulkar 14 Akshata

Puralkan Cpunallp

15 16 Nikita Jogale Sachin AB

Kadam

17 Rau Janhavi Raut

18 Rumao

Muriel

19 Sharmila Patil

alt 02los2020

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Jheld in he Pcs&dce Po)
H0.DUNin kulkani

Date :- 02/03/2020

1. The fourth meeting of Academic year - 2019-20 held in the presence of H.O.D. Nitin Kulkarni. The agenda of the meeting will be discussed further.

2. Syllabus Completion dates :-
   SY - 7th March FY - 20th March.
   TY - 15th March

3. Exam details :-

EXAM	DATES	SR.SUP	TIME	REP TIME	MARK SHEET	MODER-ATION	CONSOL-IDATED	RESULT
FY SEM I ATKT	3 to 12 MARCH	AMRUTA	8 to 10.30	7.00	19th MAR	—	26th MAR	31st MAR
SY SEM III ATKT	3 to 12 MARCH	DILIP	12 to 2.30	9.30	19th MAR	—	26th MAR	31st MAR
SY SEM IV (ATKT)	13 to 20 MARCH	DILIP	10.30 to 1.00	8.30	24 MAR	—	31st MAR	4th APR
(REG)	13 to 20 MARCH	DILIP	10.30 to 1.00	8.30	31 MAR	13 AP	24th APR	
FY SEM II (ATKT)	3 to 13 APRIL	AMRUTA	10.30 to 1.00	8.30	18th APRIL	—	23rd APRIL	25th APRIL
(REG)	3 to 13 APRIL	AMRUTA	10.30 to 1.00	8.30	25th APRIL	2nd MAY	10th MAY	15th MAY

4. TYBMS Exam will be from 16th April to 25th April.

5. [illegible] academic year is 4th May 2020.

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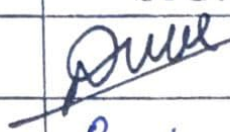
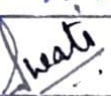
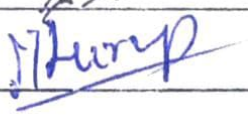
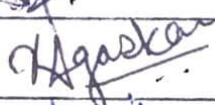
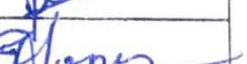
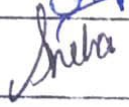
BMS DEPT (Meeting)

Date: 07/06/19

Sr. No	NAME	SIGN
1	Nitin Kulkarni	
2	Padma Chari	
3	Swati Sonagra	
4	Manoj Kurup	
5	Dilip Jain	
6	Amruta Ghorpade	
7	Anand Rajawat	
8	Kadambari Agaskar	
9	Swati Patil	
10	Delcy Lopes	
11	Sarita P	
12	Sneha Pingulkar	
13	Claretta Lopes	—
14	Akshata Puralkan	—
15	Sachin Kadam	—
16	Nikita Jogale	—

DEPARTMENTAL MEETING

AKSHAY

Date :- 07/06/19.

1. The first meeting of Academic year 2019-20 held in the presence of H.O.D Nitin Kulkarni. The agenda of the meeting will be discussed further.

2. Arrangement of terms :-
   Ist term - 06th June to 5th Nov
   (2nd Sept to 7th Sept - Ganpati Break).
   IInd term - 15th Nov to 2nd May.
   (26th Dec to 1st Jan - Winter Break).

3. Admission duties - Room No - 206.
   From 7th to 13th June.

4. Class Teachers.
   FY A - Dilip B - Manoj C - Kadambari.
   SY Fin - Delcy MKt - Anand HR - Amruta.
   TY FIN - Padma Mam MKt - Swati S. HR - Amruta.

5. Application file is to be maintained by class teachers.

6. CR is to be appointed
   SY - By 15th June TY - End of June.

7. FY Induction will be held in 1st Week of July.
   Incharge will be Swati Patil.

8. Day to day time table - Swati Sonagra & Kadambari.
   Actual Time table - Kadambari and Sneha.

9. Stores - Kadambari Mam.

10. Syllabus Completion
SY - 15th Sept
FY - 10th Oct
TY - 30th Sept

11. Industrial Visit - 2nd term - Feb or Jan End.
FY - Silvassa.
SY - Delhi & Agra.

12. TY Project is to be done in 1st term.

13. Departmental Event "Confluence" will be held in Jan 2020. Incharge will be Anand Sir assisted by Swati Patil Mam.

14. Leave record will be maintained by Delcy Mam.

15. Limit of Leaves - Only 20 leaves.

16. Minute Book will be maintained by Swati Sonagra.

17. Room no.s for class rooms.

FY - A - 716	SY - FIN - 720	TY - FIN - 725
B - 717	MKT - 721	MKT - 723
C - 726.	HR - 722	HR - 724

18. All teachers should check in the library respective subject books.

19. IQAC Reporting - Swati Patil Mam.

20. Blacklist - FY - Kadambari SY - Sneha TY - Padma Mam.

VIVA COLLEGE
BMS DEPT MEETING

Date 14/10/19.

Sr. No	NAME	SIGN
1	Nitin Kulkarni	
2	Padma Chari	
3	Swati Sonagra	
4	Manoj Kurup	
5	Dilip Jain	
6	Amruta Ghorpade	
7	Anand Rajawat	
8	Kadambari Agaskar	
9	Swati Patil	
10	Delcy Lopes	
11	Sarita P	
12	Sneha Pingulkar	
14	Akshata Puralkan	
15	Nikita Jogale	—
16	Sachin Kadam	—
17	Janhavi Raut	
18	Muriel Rumao	
19	Sharmila Patil	

DEPARTMENTAL MEETING.

AKSHAY

Date :- 14/10/19.

1. The second meeting of Academic year 2019-20 held in the presence of H.O.D Nitin Kulkarni. The agenda of the meeting will be discussed further.

2. At the time of exam ID card is compulsory for all the students.

3. All the faculties should be in respective classrooms 20 mins before the start of exam.

4. In unfair related matters exam senior supervisior should not be involved in it. The matter is to be handeled by only unfair committee member.

5. Student ID roll no and answer sheet roll no must be same. Faculties should check the ID card personally of every student.

6. Senior supervisior should inform each and every issue to H.O.D.

7. More number of supplements are not to be signed in advance.

8. While submitting the final marksheet, internal marks should also be filled. There should be no blanks in the marksheet.

9. Marks should be given to students who had not given Internal test because of medical ground.

10. Mobile phones of students should be switch off & in their bags and even teachers should not use mobile phones during exam time.

11. Senior supervisior should show the Question Paper to the subject teacher for correction and if any changes Subject teacher should not go in any classroom by its own.

12. All assessment is to be done in Cap room only. No paper is to be brought in staffroom for assessment.

VIVA COLLEGE
BMS DEPT MEETING

Date 03/01/20.

Sr. No	NAME	SIGN
1	Nitin Kulkarni	
2	Padma Chari	
3	Swati Sonagra	
4	Manoj Kurup	
5	Dilip Jain	
6	Amruta Ghorpade	
7	Anand Rajawat	
8	Kadambari Agaskar	
9	Swati Patil	
10	Delcy Lopes	
11	Sarita P	
12	Sneha Pingulkar	
14	Akshata Puralkan	
15	Nikita Jogale	
16	Sachin Kadam	
17	Janhavi Raut	
18	Muriel Rumao	
19	Sharmila Patil	03/01/2020

DEPARTMENTAL MEETING.

AKSHAY

Date :- 03/01/2020.

1. The third meeting of Academic year 2019-20 held in the presence of H.O.D Nitin Kulkarni. The agenda of the meeting will be discussed further.

2. Faculties were given the duties to maintain NAAC files
   i) Manoj Sir – Admission Procedure details & Feedback form and its report.
   ii) Swati Patil – Dept best practices, Teachers achievement, & Student Achievement.
   iii) Padma Mam – Result file & Alumni students details.
   iv) Delcy Mam – List of staff & Teachers research work
   v) Sneha – Time table and Work load & Teachers profile file.
   vi) Kadambari – List of teachers who work in different committee.
   vii) Swati Sonagra – Teaching Plan
   viii) Akshata – List of teachers who are pursuing PHD, M.Phil
   ix) Dilip – List of students - Programme wise
   x) Kadambari – Details of Scholarship / Free ship
   xi) Anand – Dept. Library record.

3. Industrial Visits :-
   FYBMS – 26th - 27th Feb (Dilip & Janhavi)
   SY & TYBMS – 7th to 14th Feb (Nitin sir, Amruta & Akshata)

4. Internal test for FY, SY & TY will be conducted on Feb 17th, 18th & 20th between 7.30 am to 9.00 am.

5. Submission of Question papers for Internal test is to be done till 31st Jan to :-
FYBMS - Amruta
SYBMS - Dilip
TYBMS - Nitin Sir
For internal test syllabus will be minimum 1 unit & maximum 2 units.

6. SYBMS - sem IV - Regular ~~date~~ exam
Exam tentative date - 15th March
Syllabus completion - 7th March

FYBMS - sem II - Regular exam
Exam date - 1st week of April
Syllabus completion - 25th March

TYBMS - sem VI - Regular Exam
Syllabus completion - 31st March.
Exam date - 16th April

7. Question papers submission :-
Sem IV - 17th Feb
Sem II - 29th Feb

8. Paper setters for FY Question papers.
POM - Kadambari 2 sets, Swati Patil 1 set
MKT - Anand 1 set, Dilip 1 set, Nitin sir 1 set
BC - ~~Muriel~~ all 3 sets by Prajakta Mam
FC - Amruta all 3 sets
BE - Swati Sonagra 2 sets, Amruta 1 set.
Law - Sharmila all 3 sets, Maths - Savita all 3 sets

9. Paper setters for SY Question papers.
BRM - Swati Patil 2 sets, Dilip 1 set
PTQM - Anand 1 set, Dilip 2 sets

AKSHAY

Eco - Manoj sir 2 sets, Nilima Mam 1 set
FC IV - Delcy 2 sets, Swati Sonagra 1 set
IT - Sneha 2 sets, Padma Mam 1 set
FIM - Nikita 2 sets, Suraj Sir 1 set
Audit - Sachin 2 sets, Suraj sir 1 set
Other subject - Respective subject teacher (3 sets).

10. Confluence will be held on 29th & 30th Jan or 1st week of Feb or 1st week of March.

11. Data related to best practices done in class is to be given to Swati Patil Mam by 10th Jan

12. PD lectures will be conducted for SYBMS by Swati Patil.

13. Internship & Placement data file is to be updated

14. Convocation will be held in 2nd or 3rd week of Jan
Incharge for :- Registration - Manoj sir
Refreshment - Kadambari
Sitting arrangements - Anand.

15. Proposed dates for result declaration of :-
SY - 15th to 20th April (Sem IV Regular Exam)
FY - May 1st week. (Sem II Regular Exam).

VIVA COLLEGE
BMS DEPT MEETING

Date 02/03/20

Sr. No	NAME	SIGN
1	Nitin Kulkarni	
2	Padma Chari	
3	Swati Sonagra	
4	Manoj Kurup	
5	Dilip Jain	
6	Amruta Ghorpade	
7	Anand Rajawat	
8	Kadambari Agaskar	
9	Swati Patil	
10	Delcy Lopes	
11	Sarita P	
12	Sneha Pingulkar	
14	Akshata Puralkan	
15	Nikita Jogale	AB
16	Sachin Kadam	
17	Janhavi Raut	
18	Muriel Rumao	
19	Sharmila Patil	02/03/2020

Date :- 02/03/2020

1. The fourth meeting of Academic year - 2019-20 held in the presence of H.O.D. Nitin Kulkarni. The agenda of the meeting will be discussed further.

2. Syllabus Completion dates :-
   SY - 7th March FY - 20th March.
   TY - 15th March

3. Exam details :-

EXAM	DATES	SR. SUP	TIME	REP TIME	MARK SHEET	MODER-ATION	CONSOL-IDATED	RESULT
FY SEM I ATKT	3 to 12 MARCH	AMRUTA	8 to 10.30	7.00	19th MAR	—	26th MAR	31st MAR
SY SEM III ATKT	3 to 12 MARCH	DILIP	12 to 2.30	9.30	19th MAR	—	26th MAR	31st MAR
SY SEM IV (ATKT)	13 to 20 MARCH	DILIP	10.30 to 1.00	8.30	24 MAR	—	31st MAR	4th APR
(REG)	13 to 20 MARCH	DILIP	10.30 to 1.00	8.30	31 MAR	13 AP	24th APR	
FY SEM II (ATKT)	3 to 13 APRIL	AMRUTA	10.30 to 1.00	8.30	18th APRIL	-	23rd APRIL	25th APRIL
(REG)	3 to 13 APRIL	AMRUTA	10.30 to 1.00	8.30	25th APRIL	2nd MAY	10th MAY	15th MAY

4. TYBMS Exam will be from 16th April to 25th April.

5. Last working day for this academic year is 4th May, 2020.

6. Admission dates :-
   SY to TY - 1st week of May (apprx).
   FY to SY - 1st week of June.

7. College for the next academic year will reopen on 8th June, 2020.

DEPARTMENTAL MEETING

AKSHAY

Date : 1st April, 2021

1. The third online meeting of Academic year 2020-21 held in the presence of H.O.D Nitin Kulkarni. The agenda of the meeting will be discussed further.

2. TYBMS Project online Viva-Voce Examination will be conducted during :-
   - Internal Examination - 5th April to 8th April.
   - External Examination - 9th April to 12th April.

3. Online Examinations will start from :-

YEAR	SEM	REG/ATKT	STARTS FROM	PLATFORM
SYBMS	IV	REG	15th April, 2021	Google Classroom
FYBMS	I	ATKT	15th April, 2021	Portal
FYBMS	II	REG	26th April, 2021	Google Classroom
SYBMS	III	ATKT	26th April, 2021	Portal
TYBMS	VI	REG	15th May, 2021	Portal
TYBMS	V	ATKT	Last week of May.	

4. Sem II, IV & VI regular exam 3 sets of Question papers is to be prepared. Sem VI Question papers to be auto-proctored.

5. Last date of submission of Question papers :-
   - Sem IV - 10th April
   - Sem II - 17th April
   - Sem VI - 30th April

DEPARTMENTAL MEETING.

AKSHAY

Date - 9/11/20.

1. The second online meeting of Academic year 2020-21 held in the presence of H.O.D Nitin Kulkarni. The agenda of the meeting will be discussed further.

2. A meeting of Heads of Department of Viva college was conducted on 5th Nov, 2020 in Conference Room, New Campus. It was informed by the Principal Sir in that meeting to communicate all the staff members that they are required to report for duty in the college post Diwali vacation.

3. The same was conveyed by the H.O.D to all staff members of Department of BMS in this meeting.

DEPARTMENTAL MEETING.

AKSHAY

Date - 17/08/20

1. The first online meeting of Academic year 2020-21 held in the presence of H.O.D Nitin Kulkarni. The agenda of the meeting will be discussed further.

2. TYBMS and SYBMS online lectures will get started. There will be 2 lectures per day & lecture schedule for TY will be from 10.00 to 10.40 & 11.00 to 11.40.

3. SYBMS lectures will start at 9.00 am.

4. For all the faculties lectures is to be taken from official email id only.

5. Students can login for the lectures from their personal gmail id.

6. As soon as students get their college id they should login for the lecture from that id.

7. For all the factulties time table will be provided. So the lectures should be conducted accordingly.

6. Submission of Marksheets.

- Internal Marksheets (all subjects)
  FY, SY & TY – 15th April.
- TYBMS Project Marksheets (Internal & External) – 17th April
- Sem IV Regular & Sem I ATKT exam – 28th April
- Sem II Regular & Sem III ATKT exam – 9th May.
- Sem VI Regular – 24th May.

DEPARTMENTAL MEETING

AKSHAY

Date :- 29th May, 2021

1. The last online meeting of Academic year 2020-21 was held in the presence of H.O.D Nitin Kulkarni on 29th May 2021. The agenda of the meeting was to take a Review of the Academic Year 2020-21, which closes on 31st May, 2021.

2. Following points were discussed :-
- At end of May 2020 we had started preparing results of academic year 2019-20 for FY & SY.
- Results of FY & SY 19-20 were declared consequently.
- TY 19-20 Internal Marks were finalized in May and June 2020.
- TY Sem VI Theory exam was conducted in Sept 2020 Online at cluster level.
- Online lectures of SY and TY were started in the month of August. All the teachers conducted the lectures very regularly and sincerely both in 1st term and 2nd term.

3. List of activities which were conducted in 2020-21 :-
- Online Induction Program for FYBMS conducted by Swati Patil Madam and assisted by Dilip Jain Sir.
- Confluence (Inter-College event) hosted by Swati Patil Madam and Anand Rajawat Sir.
- 3 Webinars were conducted by Padma Chari Mam. The Webinars were presented by alumni of Department of Management Studies (BMS).
- NAAC Internal Audit was handled by Manoj Kurup Sir and he was assisted by Sneha Pingulkar Madam.

- Reporting of all activities to IQAC was done by Swati Patil Madan.
- Orientation programme for FYBMS students for selection of Specialization in SYBMS was conducted by Manoj Kurup Sir for Finance, Anand Rajawat Sir for Marketing and Amruta Ghorpade Madam for HR.
- Online Examination & Preparation of Mark Sheets for FY, SY & TYBMS was handled by Team of Manoj Kurup, Dilip Jain, Anand Rajawat, Swati Patil and Akshata Puralkar.
- Data Entry of Marks & preparation of Result was done by Heena Shaikh.

4. ATKT Exam Sem I, Sem II & Sem III Results declared on 27th May, 2021 & FYBMS Sem II & SYBMS Sem IV Regular Exam Results declared on 28th May 2021.

5. Summer break is from 1st June to 13th June. Reopening of college is tentatively from 14th June.

6. Admission circular is not yet released by college. As received, it will be uploaded on college website & communicated to the Students.

7. Work load for next Academic Year i.e 2021-22 has been finalized for all the faculties & it is same as that of 2020-21.

BMS DEPT (Meeting)

Date:

SR. No	NAME	SIGN
1	Nitin Kulkarni	
2	Padma Chari	
3	Swati Sonagra	
4	Manoj Kurup	
5	Amruta Ghorpade	
6	Anand Rajawat	
7	Kadambari Agaskar	
8	Delcy Lopes	
9	Sarita P	
10	Sneha Pingulkar	
11	Sachin Kadam	
12	Nikita Jogale	
13	Sharmila Patil	
14	Janhavi Raut	
15	Claretta Lopes	
16	Murial	

Scanned with CamScanner

Departmental Meeting.

Date :- 1st September, 2021.

The third online meeting of Academic year 2021-22 was held in the presence of H.O.D Nitin Kulkarni.

The agenda of the Meeting was "Implementation of New Attendance System".

Prof. Sneha Pingulkar explained the procedure.

The points discussed in the meeting are as mentioned below :-

1. Information was provided of how to upload attendance in new format.

2. ~~New~~ New extension is to be added to our extension list in ~~Good~~ Google Chrome i.e, Google meet attendance list.

3. After ~~addid~~ adding the extension, as we will click on "people" option we will get option of "save attendance".

4. As we click on "save attendance" a new page of google chrome will get downloaded.

5. As the attendance sheet is downloaded in excel form, faculties have to just copy the attendance list and paste it in the drive folder.

Prepared By.

H.O.D

BMS DEPT (Meeting)

Date:

SR. No	NAME	SIGN
1	Nitin Kulkarni	
2	Padma Chari	
3	Swati Sonagra	
4	Amruta Ghorpade	
5	Kadambari Agaskar	
6	Delcy Lopes	
7	Sarita P	
8	Sneha Pingulkar	
9	Sachin Kadam	
10	Sharmila Patil	
11	Janhavi Raut	
12	Claretta Lopes	
13	Dipika Chavan	
14	Dikshanvi	
15	Murial	

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Departmental Meeting.

Date :- 3rd March, 22.

The fourth meeting of Academic year 2021-22 held in the presence of H.O.D. Nitin Kulkarni. The agenda of the meeting will be discussed further.

1. Sem IV - Regular and ATKT exam will be held online and will commence from 4th April. Timing will be from 12.00pm to 1.00pm.

2. Question Bank of 150 questions is to be prepared for each subject and 3 sets of 50 questions each to be prepared (1 mark per question). All Questions compulsory.

3. Collaborators of Question papers will be :-
   Common Subject - Sneha Mam.
   Finance - Dcay Mam
   Marketing - Swati Sonagra Mam.
   HR - Kadambari Mam.

4. Sem IV online question papers is to be submitted till 20th March to respective collaborators.

5. Final theory SY marksheets is to be prepared till 18th April, 22.

6. SYBMS sem IV Internal marksheet submission is to be done hand written i.e out of 25 marks till 25th ~~4~~ March.

7. ATKT of sem I, sem III & sem V will be held online and will commence from 25th March.

8. Collaborator for sem I ATKT will be Kadambari Mam and timing will be 9.00 am to 10.00 am.

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9. Collaborators for sem III & Sem V ATKT exam will be :-

	Sem III	Sem V
Common Subject	Sneha Mam	Sneha Mam
Finance	Delcy Mam	Delcy Mam.
Marketing	Swati Sonagra Mam	Swati Sonagra Mam
HR	Kadambari Mam	Kadambari Mam.
Timing	10.30 to 11.30	12 to 1.

10. Sem II offline Internal exams will be from 20th March to 31st March. Hard copy of Question papers is to be submitted to Padma Mam by 20th March.

11. Duties for FY Internals supervision are alloted to Claretta, Janhavi Muriel, Sarita, Dikshavi, Sharmila, Sachin & Dipika.

12. Senior supervisor for FY Internals will be Padma Mam and Anuuta Mam.

13. Reporting time for supervision for all faculties will be at 8.00 am.

14. FYBMS sem II regular exam will be offline and is expected to commence from 11th May.

15. Sem VI Project is to be finalized between 10th to 15th March. Internal viva will be conducted between 15th to 20th March, External viva will be conducted between 21st to 31st March.

16. Online exam bill is to be filled before 10th March.

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17. Syllabus completion date for :-
TYBMS – 25th March, 22.
SYBMS – 10th March, 22.
FYBMS – 25th April, 22.

18. Confluence
As per the 1st meeting, the responsibility to conduct Confluence was assigned to Prof. Anand Rajawat, Dilip Jain & Akshata Puralkar.
The duties have been revised and following teachers will be conducting the Event :-
i) Prof. Delcy Lopes.
ii) Prof. Swati Patil
iii) Prof. Janhavi Raut

19. Orientation Programme for selection of specialization
As per the 1st meeting the responsibility to conduct Orientation Programme was assigned to Prof. Manoj Kurup, Anand Rajawat & Amruta Ghorpade.
The duties have been revised and following teachers will be conducting the Event :-
i) Prof Padma Chari – Finance.
ii) Prof. Swati Sonagera – Marketing.
iii) Prof. Amruta Ghorpade – HR.

Prepared by

H.O.D

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BMS DEPT (Meeting)

Date: 12th April, 22

SR. No	NAME	SIGN
1	Nitin Kulkarni	
2	Padma Chari	
3	Swati Sonagra	
4	Amruta Ghorpade	
5	Kadambari Agaskar	
6	Delcy Lopes	
7	Sarita P	
8	Sneha Pingulkar	
9	Sachin Kadam	
10	Sharmila Patil	
11	Janhavi Raut	
12	Claretta Lopes	
13	Dipika Chavan	
14	Dikshanvi	
15	Murial	
16.	Swati Patil	

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Departmental Meeting.

Date :- 12th April, 2022.

The last meeting of Academic year 2021-22 held in the presence of H.O.D Nitin Kulkarni. The agenda of the meeting will be discussed further.

1. TYBMS exam will be held online from 4th May to 12th May. Timing will be 3pm to 5pm.

2. FYBMS exam will be held offline from 5th May to 12th May. Timing will be 8 am to 10.30 am

3. Senior Supervisor for FYBMS exams will be Nitin Kulkarni Sir, Padma Chari Mam and Swati Sonagra Mam. Amruta Ghorpade mam is the Departmental representative for Unfair Inquiry Committee.

4. 3 sets of Question papers is to be prepared along with answer keys for which 6 envelopes are being given to the subject faculties.

5. FYBMS Question paper submission date is 25th April.

6. Pattern for FY Question paper is :-
   QI - MCQ's (40 MKS).
   QII - Theory (10 MKs)
   QIII - Theory (10 MKs)
   QIV - Short Notes (Any 3 out of 5) (15 MKs).

7. FYBMS Paper Code is -
   eg: VCD ____ FYBMS Sem II BC II 2½ HRS - 75MKS.

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8. FYBMS Paper Checking details :-

Subject	Exam date	Examiner	Moderator
Marketing	5th May	Claretta & Swati Patil	Swati Sonagra
Law	6th May	Dipika & Sharmila Patil	Neetu Mam
Maths	7th May	Sarita & Bijaya Sharma	Dipashree Mam.
BC II	9th May	Muriel	Prajakta Mam
FC II	10th May	Jankavi	Swati Patil
BE	11th May	Swati Sonagra & Delcy mam	Amruta Gharpade
POMgt	12th May	Kadambari & Sneha.	Padma Chari.

9. All subjects Assessment is to be done till 20th May & Moderation till 28th May. Marksheet submission is to be done till 30th May.

10. For TYBMS exam, paper setting is to be done by respective subject teachers.

11. Collaborators for TYBMS Exam :-
Finance - Padma Mam & Delcy Mam.
Marketing - Swati Sonagra Mam.
HR - Kadambari Mam.

12. Google meet link for TYBMS Exam will be created by :-
Finance - Padma Mam & Delcy Mam.
Marketing - Swati Sonagra Mam
HR - Amruta Gharpade Mam.

13. Respective collaborators of TYBMS should submit the final marksheets by 18th May.

14. TYBMS - Re-Exam will be conducted on the same day between 5pm to 6pm.

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15. SYBMS Re-Exam is to be conducted on 14th April via Google meet, by :-
Finance - Delcy Lopes Mam
Marketing - Swati Sonagra
HR - Kadambari Agaskar

16. SYBMS Re-Exam marks is to be updated and final marksheet is to be prepared by 16th April.

17. After vacations college will reopen from appx 13th June, 22.

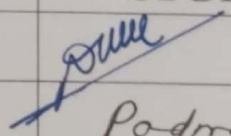
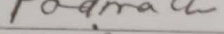
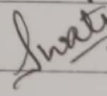
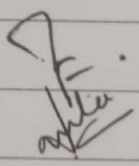
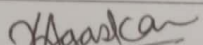
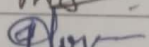
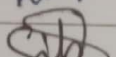
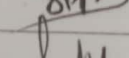
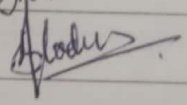
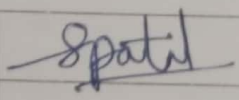
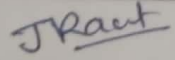
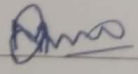
18. FYBMS Syllabus Completion date is 26th April.

Swati
Prepared By

H.O.D

BMS DEPT (Meeting)

Date:

SR. No	NAME	SIGN
1	Nitin Kulkarni	
2	Padma Chari	
3	Swati Sonagra	
4	Manoj Kurup	
5	Dilip Jain	
6	Amruta Ghorpade	
7	Anand Rajawat	
8	Kadambari Agaskar	
9	Delcy Lopes	
10	Sarita P	
11	Sneha Pingulkar	
12	Sachin Kadam	
13	Nikita Jogale	
14	Sharmila Patil	
15	Akshata Puralkar	
16	Janhavi Raut	
17	Murial	

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Departmental Meeting

Date :- 21st June, 2021

The first online meeting of the Academic Year 2021-22 was held in the presence of H.O.D. Nitin Kulkarni. The points discussed in the meeting are as mentioned below :-

1. Work load for all the faculties will be the same as that of 2020-21.

2. Class teachers for 2021-22 :-
   FYBMS : A - Manoj Sir B- Anand Sir
   C - Kadambari Mam.
   SYBMS : Fin - Dolly Madam MKt - Sneha Mam
   HR - Akshata Mam
   TYBMS : Fin - Padma Mam MKt - Swati Sonagra Mam
   HR - Amruta Mam.

3. "Department Minutes" will be maintained by Swati Sonagra Mam.

4. "Stores" will be handled by Kadambari Mam.

5. Examination documentation (Result, Result summary, Mark sheets etc.) will be done by :
   FY and SY - Amruta Madam
   TY - Padma Madam

6. Revaluation work will be handled by Swati Sonagra Madam.

7. Audit work will be done by Manoj Kurup Sir and Sneha Mam.

8. Time-table will be prepared by Sneha Mam.

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9. SYBMS and TYBMS lectures are expected to start from July.

10. Monthly Defaulter list is to be prepared and it will be handled by :-
FYBMS - Kadambari Mam
SYBMS - Sneha Mam
TYBMS - Padma Mam.

11. Attendance format is to be finalized by Manoj Sir and Sneha Mam.

12. IQAC documentation will be done by Sneha Mam.

13. Virtual TV is to be conducted in the month of August for TYBMS. Presentation part will be done by Anand Sir and Akshata Mam and technical support will be provided by Dilip Sir and Sneha Mam.

14. Webinars will be handled by Padma Mam and at least 3 webinars are to be conducted till the month of August.

15 FYBMS is expected to start from the month of September.

16. FYBMS Induction will be handled by Anand Sir, Kadambari Madam and Janhavi Raut Mam.

17. Allocation of TY Projects (in 2nd term) will be done by Nitin Kulkarni Sir.

18. Confluence which will be conducted in 2nd term will be handled by Anand Sir and assisted by Dilip Sir and Akshata Mam. It is to be conducted in the month of January or February 2022.

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19. Orientation Programme for Selection of Specialization in SYBMS will be done by :
Fin : Manoj Kurup Sir.
MKt :- Anand Rajawat Sir.
HR :- Amruta Ghorpade Mam.

20. Monthly News Letter is to be prepared covering developments in major functional areas like Finance, Economics, Sales and Marketing, Human Resource, Corporate Governance, Business Ethics and General Management. It will be handled by :-
Finance and Economics - Manoj Sir.
Sales and Marketing - Anand Sir
HR, Corporate Gov, Bus. Ethics and General Mgt - Akshata Mam.

Note - 10th July, 2022.

Due to sad demise of Mrs. Akshata Purkar, the duties assigned to her were given to following teachers :-

1. SYBMS - HR class teacher - Amruta Ghorpade.

Prepared by

H.O.D

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BMS DEPT (Meeting)

Date:

SR. No	NAME	SIGN
1	Nitin Kulkarni	
2	Padma Chari	
3	Swati Sonagra	
4	Manoj Kurup	
5	Amruta Ghorpade	
6	Anand Rajawat	
7	Kadambari Agaskar	
8	Delcy Lopes	
9	Sarita P	
10	Sneha Pingulkar	
11	Sachin Kadam	
12	Nikita Jogale	
13	Sharmila Patil	
14	Janhavi Raut	
15	Claretta Lopes	
16	Murial	

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Departmental Meeting.

Date :- 31st August, 2021.

The second online meeting of Academic year- 2021-22 was held in the presence of H.O.D. Nitin Kulkarni.

The Meeting was to discuss how to conduct the Online Internal Test and subsequently, the Online Semester & Exam. The Examination Team Members attended the Meeting. Prof. Anand Rajawat gave a demo of the procedure.

Examination Team Members :-

1. Nitin Kulkarni
2. Manoj Kurup
3. Padma Chavi
4. Swati Sonagra
5. Amruta Ghorpade
6. Sneha Pingulkar
7. Delcy Lopes.
8. Anand Rajawat
9. Kadambari Agaskar.

The points discussed in the meeting are as mentioned below :-

1. How Google Classroom is to be created.
2. How to add students in it
3. How to posts Exam Question Paper links in Google Rooms (5 minutes before the exam time).
4. Closing of links (At the end of exam time).
5. Downloading the responses as Excel file.
6. Creating a copy of the Excel file and deleting unwanted fields from it. (Required fields are :- Roll no, Name, Score Out of 20).

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7. Final copy is to be saved according to the Class, Specialization and Subject name.

8. Final copy is to be submitted within 10-12 days.

Prepared by

H.O.D

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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 & 7th 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 ~~21st 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 - Kadambari.

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 Sonagra.

7. Stores will be handled by Kadambari Mam.

8. Leave Record will be handled by Dolly Mam.

9. Minutes will be ~~kept~~ written by Swati Sonagra.

10. Audit work will be done by Swati Patil & Sneha.

11. Syllabus Completion -
T4 - 15th Sept
S4 - 15th Sept
F4 - 20th Oct.

12. Leave Application of students is to be maintained by the class teachers.

13. Defaulter list will be prepared by :-
F4 - Kadambari Mam
S4 - Sneha Mam
T4 - Swati Sonagra Mam.

14. Exam file will be maintained by :-
F4 & S4 - Amruta
T4 & Reval - Swati Sonagra.

15. Number of leaves allowed for faculties to take are 20 (8 - CL , 12 - ML)

16. IQAC will be handled by Swati Patil.

17. Department Library is to be maintained by Claretta.

18. Conference is to be conducted by Swati Patil & Deky Mam.

19. T4 Project Guides :-
FIN - Nitin Sir, Padma Mam, Amol Sir, Deky Mam, Suraj Sir.
MKT - Swati Sonagra, Swati Patil, Claretta, Sneha.
HR - Amruta, Kadambari, Dipika.

20. Remedial lectures data is to be maintained by Kadambari Mam.

21. Internal test work will be handled by -
F4 - Kadambari & Dipika.
S4 - Swati Sonagra & Swati Patil.
T4 - Amruta & Deky.

Padma
12/09/23

12/9/23

BMS DEPT (Meeting)

Date: 26/09/22

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 Keloth	
13	Dikshanvi Thakur	—
14	Valarmathi Tevar	
15	Claretta Lopes	

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 ½ 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 - Kadambari Mam
   SYBMS - Sneha Mam
   TYBMS - Swati Sonagra Mam.
8. Internal Exam marksheet of SYBMS & TYBMS is to be submitted by 7th Oct.
9. Project guides will ~~by~~ be finalized by Principal Sir.
10. Workload for next sem will be given by Principal Sir.

Padma
12/09/22

Sangeeta 12/9/22

BMS DEPT (Meeting)

Date: 26/09/22

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 Keloth	
13	Dikshanvi Thakur	—
14	Valarmathi Tevar	
15	Claretta Lopes	

Departmental Meeting

Date - 26th Sept, 2022

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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 ½ 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 - Kadambari Mam
   SYBMS - Sneha Mam
   TYBMS - Swati Sonagra Mam.
8. Internal Exam marksheet of SYBMS & TYBMS is to be submitted by 7th Oct.
9. Project guides will ~~by~~ be finalized by Principal Sir.
10. Workload for next sem will be given by Principal Sir.

Padma
12/09/22

Sangeeta 12/9/22

BMS DEPT (Meeting)

Date: 26/11/22

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 Keloth	
13	Dikshanvi Thakur	—
14	Valarmathi Tevar	

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 no 518 & 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
12/01/23

12/1/23

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 Keloth	
13	Dikshanvi Thakur	
14	Valarmathi Tevar	
15	Claretta Lopes	

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

- Result analysis concluded to be 100% in all the three classes (F.Y., S.Y. & T.Y.)

Discussion on Agenda 2

- 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.

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

- 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

- 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.

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

- Staff members were allotted the units, and were asked to prepare for offline lectures accordingly.

Discussion on Agenda 2

- 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.

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

- Completion of syllabus for theory as well as practical well before the exam. Revision to be done.

Discussion on Agenda 2

- 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.

FORMAT FOR MINUTES OF MEETING

Name of Department: BOTANY

Date	18 June 2021
Time	4:30 PM
Place/ Venue of Meeting	Online (Google Meet)
Meeting Chaired By	Dr. Deepa Verma (HOD, Department of Botany)
Total no. of Attendees	12
Minutes Noted by	Madhulika Yadav

Agenda of meeting	
1.	Result analysis
2.	Distribution of units for SEM 1, 3 and 5.
3.	Planning for commencing online lectures
4.	Creating Google classroom for respective classes
5.	Familiarizing students with online mode of lectures (Google Meet)

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.	Dr. Swarupa Agnihotri	Assistant Professor	
7.	Atul Dubey	Assistant Professor	
8.	Pratik Jagtap	Assistant Professor	
9.	Pooja Tiwari	Assistant Professor	
10.	Hensal Rodrigues	Assistant Professor	
11.	Kiran Chakral	Assistant Professor	
12.	Mansi More	Assistant Professor	

Discussion on Agenda 1
● Result analysis concluded to be 100% in all the three classes (F.Y., S.Y. & T.Y.)

Discussion on Agenda 2
● Staff members were allotted the units, and were asked to prepare for online 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 via Google meet.

Discussion on Agenda 4

• Class teachers were instructed to create Google classrooms for their respective classes. All notices and study materials to be posted in Google classroom.
Discussion on Agenda 5
• Teachers were also asked to orient the students for online mode of teaching and familiarizing the students for attending lectures on Google meet.

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

FORMAT FOR MINUTES OF MEETING

Name of Department: BOTANY

Date	25 October 2021
Time	2:00 PM
Place/ Venue of Meeting	Online (Google Meet)
Meeting Chaired By	Dr. Deepa Verma (HOD, Department of Botany)
Total no. of Attendees	12
Minutes Noted by	Madhulika Yadav

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.	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.	Dr. Swarupa Agnihotri	Assistant Professor	
7.	Atul Dubey	Assistant Professor	
8.	Pratik Jagtap	Assistant Professor	
9.	Pooja Tiwari	Assistant Professor	
10.	Hensal Rodrigues	Assistant Professor	
11.	Kiran Chakral	Assistant Professor	
12.	Mansi More	Assistant Professor	

Discussion on Agenda 1
● Completion of syllabus for theory as well as practical well before the exam. Revision to be done.

Discussion on Agenda 2
● Preparation of question papers and question bank for respective classes was discussed.

Discussion on Agenda 3
● Schedule and mode for conducting theory and practical exam 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.

FORMAT FOR MINUTES OF MEETING

Name of Department: BOTANY

Date	17 November 2021
Time	2:00 PM
Place/ Venue of Meeting	Online (Google Meet)
Meeting Chaired By	Dr. Deepa Verma (HOD, Department of Botany)
Total no. of Attendees	10
Minutes Noted by	Madhulika Yadav

Agenda of meeting	
1.	Distribution of units for SEM 2,4, and 6
2.	Smooth conduction of online lectures and practical via Google meet
3.	Conducting online activities by Department of Botany
4.	Students vaccination drive

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.	Pooja Tiwari	Assistant Professor	
8.	Hensal Rodrigues	Assistant Professor	
9.	Kiran Chakral	Assistant Professor	
10.	Mansi More	Assistant Professor	

Discussion on Agenda 1
● Staff members were allotted the units, and were asked to prepare for online lectures accordingly.

Discussion on Agenda 2
● Required PPT and teaching material and methods were discussed. Three lectures per day to be conducted for each class via Google meet.

Discussion on Agenda 3
● Various activities such as Virtual Excursion on World wetland day, Safe internet day , Poster/ slogan making on World Wildlife Day and Herbar ium workshop were discussed.

Discussion on Agenda 4

- Vaccination drive for students, as per the university guidelines in order to commence with offline lectures and practical's

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

FORMAT FOR MINUTES OF MEETING

Name of Department: BOTANY

Date	22 March 2022
Time	2:30 PM
Place/ Venue of Meeting	304 (old viva college building)
Meeting Chaired By	Dr. Deepa Verma (HOD, Department of Botany)
Total no. of Attendees	11
Minutes Noted by	Madhulika Yadav

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 (offline & Online examinations)
4.	Preparation of mark sheets

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.	Pooja Tiwari	Assistant Professor	
8.	Hensal Rodrigues	Assistant Professor	
9.	Kiran Chakral	Assistant Professor	
10.	Mansi More	Assistant Professor	
11.	Madhavi Rane	Assistant Professor	

Discussion on Agenda 1
● Completion of syllabus for theory as well as practical well before the exam. Revision to be done.

Discussion on Agenda 2
● Preparation of question papers and question bank for respective classes was discussed.

Discussion on Agenda 3
● Schedule and mode for conducting theory and practical exam 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.

FORMAT FOR MINUTES OF MEETING

Name of Department: BOTANY

Date	17th Aug 2020
Time	4:30 PM
Place/ Venue of Meeting	Online (Google Meet)
Meeting Chaired By	Dr. Deepa Verma (HOD, Department of Botany)
Total no. of Atendees	12
Minutes Noted by	Madhulika Yadav

Agenda of meeting	
1.	Distribution of units for SEM 1, 3 and 5.
2.	Planning for commencing online lectures
3.	Creati g Google classroom for resp ective classes
4.	Familiarizing students with online mode of lectures (Google Meet)

Attendee List			
Sr. No	**Name of the Staff**	**Designation**	**Signature**
1.	Dr. Deepa Verma	HOD	
2.	Dr. Rohan Gavankar	Assistant Professor	
3.	Vaibhav Satvi	Assistant Professor	
4.	Madhulika Yadav	Assistant Professor	
5.	Vinodkumar Didvana	Assistant Professor	
6.	Dr. Swarupa Agnihotri	Assistant Professor	
7.	Atul Dubey	Assistant Professor	
8.	Pratk Jagtap	Assistant Professor	
9.	Pooja Tiwari	Assistant Professor	
10.	Hensal Rodrigues	Assistant Professor	
11.	Kiran Chakral	Assistant Professor	
12.	Mansi More	Assistant Professor	

Discussion on Agenda 1
• Staff members were alllo ed the units, and were asked to prepare for online lectures accordingly.

Discussion on Agenda 2
• Required PPT and teaching material and methods were discussed. Three lectures per day to be conducted for each class via Google meet.

Discussion on Agenda 3
• Class teachers were instructed to create Google classrooms for their respecti e classes. All notces and study materials to be posted in Google classroom.

Discussion on Agenda 4
• Teachers were also asked to orient the students for online mode of teaching and familiarizing the students for atending lectures on Google meet.

End Note
The meetingwas conducted successfully and all points of agenda were discussed.

FORMAT FOR MINUTES OF MEETING

Name of Department: BOTANY

Date	5th Dec 2020
Time	2:00 PM
Place/ Venue of Meeting	Online (Google Meet)
Meeting Chaired By	Dr. Deepa Verma (HOD, Department of Botany)
Total no. of Atendees	12
Minutes Noted by	Madhulika Yadav

Agenda of meeting	
1.	Completio of theory as well as practcal syllabus
2.	Preparaton of questionpapers
3.	Conducti g theory and practi al examinaton for FY, SY and TY
4.	Preparaton of mark sheets

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.	Dr. Swarupa Agnihotri	Assistant Professor	
7.	Atul Dubey	Assistant Professor	
8.	Pratk Jagtap	Assistant Professor	
9.	Pooja Tiwari	Assistant Professor	
10.	Hensal Rodrigues	Assistant Professor	
11.	Kiran Chakral	Assistant Professor	
12.	Mansi More	Assistant Professor	

Discussion on Agenda 1
• Completio of syllabus for theory as well as practcal well before the exam. Revision to be done.

Discussion on Agenda 2
• Preparation ofquesson papers and queston bank for respecti e classes was discussed.

Discussion on Agenda 3
• Schedule and mode for conducti g theory and practcal exam was discussed.

Discussion on Agenda 4
• Preparaton of mark sheets to be done well in tme to avoid delay in declaraation of results.

End Note
The meetingwas conducted successfully and all points of agenda were discussed.

FORMAT FOR MINUTES OF MEETING

Name of Department: BOTANY

Date	12th Jan 2021
Time	2:00 PM
Place/ Venue of Meeting	Online (Google Meet)
Meeting Chaired By	Dr. Deepa Verma (HOD, Department of Botany)
Total no. of Attendees	12
Minutes Noted by	Madhulika Yadav

Agenda of meeting	
1.	Distribution of unis for SEM 2,4, and 6
2.	Smooth conduction f online lectures and practical via Go gle meet
3.	Conducti g online act vies by Department of Botany

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.	Dr. Swarupa Agnihotri	Assistant Professor	
7.	Atul Dubey	Assistant Professor	
8.	Pratk Jagtap	Assistant Professor	
9.	Pooja Tiwari	Assistant Professor	
10.	Hensal Rodrigues	Assistant Professor	
11.	Kiran Chakral	Assistant Professor	
12.	Mansi More	Assistant Professor	

Discussion on Agenda 1

- Staff members were alllo ed the units, and were asked to prepare for online lectures accordingly.

Discussion on Agenda 2

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

Discussion on Agenda 3

- Various activi es such as Virtual Excursion on World wetland day, Safe internet day and Poster/ slogan making on World Wildlife Day were discussed.

End Note
The meetingwas conducted successfully and all points of agenda were discussed.

FORMAT FOR MINUTES OF MEETING

Name of Department: BOTANY

Date	28th Mar 2021
Time	2:30 PM
Place/ Venue of Meeting	Online (Google Meet)
Meeting Chaired By	Dr. Deepa Verma (HOD, Department of Botany)
Total no. of Atendees	12
Minutes Noted by	Madhulika Yadav

Agenda of meeting	
1.	Completio of theory as well as practcal syllabus
2.	Preparaton of questionpapers
3.	Conducti g theory and practcal examinaation for FYSY and TY
4.	Preparaton of mark sheets

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.	Dr. Swarupa Agnihotri	Assistant Professor	
7.	Atul Dubey	Assistant Professor	
8.	Pratk Jagtap	Assistant Professor	
9.	Pooja Tiwari	Assistant Professor	
10.	Hensal Rodrigues	Assistant Professor	
11.	Kiran Chakral	Assistant Professor	
12.	Mansi More	Assistant Professor	

Discussion on Agenda 1
• Completio of syllabus for theory as well as practcal well before the exam. Revision to be done.

Discussion on Agenda 2
• Preparation ofquesson papers and queston bank for respecti e classes was discussed.

Discussion on Agenda 3
• Schedule and mode for conducti g theory and practcal exam was discussed.

Discussion on Agenda 4
• Preparaton of mark sheets to be done well in tme to avoid delay in declaraation of

results.

End Note
The meetingwas conducted successfully and all points of agenda were discussed.

Late Shri. 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, Virar (W)
NAAC accredited "B" Grade, 2.69 CGPA

Department meeting

DATE: 16 June 22

CHEMISTRY DEPARTMENT

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

Late Shri. 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, Virar (W)
NAAC accredited "B" Grade, 2.69 CGPA

SR. NO.	NAME OF STAFF	SIGN
1.	Dr. Jayashri G. Naphade	Gnaphade
2	Rutuja. Hemant Samant	Samant
3.	Sheetal Anil Jaiswal	Jaiswal
4.	Dr. Shraddha V8. Khamkar	Khamkar
5.	Dr. Gayatri Gadre	G.V.Gadre
6	Tanvi. A. Raul	
7	Priya Barve	
8	chetan Meher	
9.	Dipti D Gharat	Dipti
10.	Dr Sheila Powar	Powar.
11	Seema Jadhav	Gradhav.
12	Kirti Mhatre	Mhatre
13	Riyan Gardner	Gardner
14)	Shailesh Garav	
15)	Swati S. Dhumal.	Dhumal..
16)	Dr. Pramila Nagpal	Nagpal
17	Dipika Chorghe	Chorghe
18)	Deepak A. Pandey.	Pandey
19)	Rashmita B. Vaychal	Vaychal

Late Shri. 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, Virar (W)
NAAC accredited "B" Grade, 2.69 CGPA

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

Late Shri. 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, Virar (W)
NAAC accredited "B" Grade, 2.69 CGPA

SR. NO.	NAME OF STAFF	SIGN
1	Rutuja. Hemant. Sawant	
2.	Dr. Jayashri G. Kaphade	
3.	Dr. Shraddha V. Khamkar	
4.	Sheetal Anil. Jaiswal	
5	Tanvi. A. Raul	
6.	Dr. Gayatri Gadre	
7.	Priya Barve	
8	Salam Meher	
9	Sheela Pawar	
10.	Kirti Mhatre	
11	Dipti D Bharat	
12	Riyan R. Gardner	
13	Seema Jadhav.	
14	Shailesh Gurav	
15)	Swati S. Dhumal.	
16	Dr. Pramila Nagpal	
17	Dipika Chorghe	
18)	Rashmita B. Vaychal	
19)	Deepak A. Pandey	

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

Late Shri. 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, Virar (W)
NAAC accredited "B" Grade, 2.69 CGPA

SR. NO.	NAME OF STAFF	SIGN
1.	Sheetal Anil Jaiswal	
2.	Dr. Jayashri G. Naphade	
3.	Dr. Shraddha S. Khamkar	
4.	Rutuja. Hemant. Sawant	
	Tanvi Raul	
6.	Dr. Gayatri Gadre	
7	Priya Barve	
8	Chetan Meher	
9.	Dipti D Gharat	
10.	Dr. Sheetal Powar	
11	Kirti Mhatre	
12	Riyan Gardner	
13	Shailesh Gurav	
14	Seema Jadhav	
15)	Swati S. Dhumal.	
16	Dr. Pramila Nagpal	
17	Dipika Chorghe	
18)	Rashmita B. Vaychal	
19)	Deepak A. Pandey	

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	Gnaphade
2.	Sheetal Anil Jaiswal	Jaiswal
3.	Rutuja Hemant Samant	Samant
4.	Ar. Shraddha V. Khamkar.	Sshamkar
5.	Dr. Gayatri Gadre	G.V.Gadre
6	Tanvi A. Raul	
7.	Priya Barve	Barve
8.	[illegible] Mehta	
9.	Dr Sheetal Powar	Sheetal P. Patil
10	Dipti D Bharat	Parchmer
11	Riyan R. Gardner	
12	Shailesh Gurav	S.Gadhar.
13	Seema Jadhav	Bhatre
14.	Kirti Bhatre	Khumal..
15)	Swati S. Khumal.	S Nagpal
16.	Dr. Pramila Nagpal	Dchorghe
17	Dipika Chorghe	Pandey.
18)	Deepak A. Pandey.	Raykal
19)	Rashmita B. Vaykal	

Late Shri. 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, Virar (W)
NAAC accredited "B" Grade, 2.69 CGPA

Department meeting

CHEMISTRY DEPARTMENT

DATE: 25th Oct 2021

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.
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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

Head of Chemistry Department
VIVA College of Arts, Commerce & Science

SR. NO.	NAME OF STAFF	SIGN
1.	Dr. Gayatri Gadre	G.V.Gadre
2.	Dr. Jayashri Naphade	Naphade
3	Tanvi A. Raul	
4.	Rashmita B. Vaychal	Vaychal
5.	Priya S. Barve	
6.	Seema Jadhav	Jadhav
7.	Dr. Asha Dubey	
8.	Dr. Promila Nagpal	Nagpal
9.	Vipal D. Doshi	Doshi
10.	Rutuja Sawant	Sawant
11.	Swati Dhumal.	Dhumal
12.	Dr. Shraddha S. Khamkar	
13.	Sunny S. Baing	Baing
14.	Deepak A. pandy.	
15.	Sheetal. A. Jaiswal	Jaiswal
16	Riyan R. Gardner	Gardner
17.	Shrutika. V. Padhye	S.V. Padhye
18	Dr Sheital Power	Sheital
19.	Dipti D Gharat	Dipti
20	Shailesh Gurav	
21	Kirti Mhatre	Mhatre
22.	Priyanka Rodrigues	Rodrigues
23	Dipika Chorghe.	Chorghe
24.	Ajit V. Ajit	

Late Shri. 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, Virar (W)
NAAC accredited "B" Grade, 2.69 CGPA

SR. NO.	NAME OF STAFF	SIGN
1	Adv. Jyk	
2.	Kirti Mhatre	
3.	Namrata Kawale	
4.	Dipika Chorghe	
5.	Sheetal Pawar	
6.	Riyan Gardner	
7.	Swati Dhumal.	
8.	Gayatri Gadre	
9.	Shraddha S. Khamkar	
10.	Ruchita Thakur	
11	Shailesh Gurav	
12.	Sheetal A. Jaiswal	
13	Tanvi Raut	
14	Seema Jadhav	25/9/2024
15	Rutuja H. Sawant	
16	Rashmita B. Vaychal	
17	Priya S Barve	
18.	Dr. Ani Dubey	
19.	Dipti D. Ghorat	

Late Shri. 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, Virar (W)
NAAC accredited "B" Grade, 2.69 CGPA

Department meeting

CHEMISTRY DEPARTMENT

DATE: 6th March 202

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.
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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

Late Shri. 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, Virar (W)
NAAC accredited "B" Grade, 2.69 CGPA

DEPARTMENTAL MINUTES OF MEETING RECORD YEAR 2020-2021

Name of Department: Chemistry

Date	06/09/2020
Time	10:30
Place/ Venue of Meeting	Online (Google meet)
Meeting Chaired By	Ajit Ingle
Total no. of Attendees	19
Minutes Noted by	Shailesh Gurav

Agenda of meeting	
1.	Distribution of online workload.
2.	Planing for commencing online lectures.
3.	Creating google classroom for respective classes.
4.	Regarding sincerity and punctuality of duty was said.
5.	Familiarizing students with online mode of lectures (Google meet).
6.	Discussion on suggestions regarding online academic work by staff.

Attendee List

Sr. No	Name of the Staff	Designation	Signature
1	Ajit Ingle	HOD	
2	Seema Jadhav	Assistant Professor	
3	Shraddha Khamkar	Assistant Professor	
4	Gaytri Gadre	Assistant Professor	
5	Jayshri Naphde	Assistant Professor	
6	Riyan Gardner	Assistant Professor	
7	Kirti Mhatre	Assistant Professor	
8	Dipika chorghe	Assistant Professor	
9	Swati Dhumal	Assistant Professor	
10	Shailesh Gurav	Assistant Professor	
11	Chetan Meher	Assistant Professor	
12	Tanvi Raul	Assistant Professor	
13	Priyanka parira	Assistant Professor	
14	Dipti Gharat	Assistant Professor	
15	Priya Barve	Assistant Professor	
16	Dr.Arti Dubey	Assistant Professor	
17	Sheetal Powar	Assistant Professor	
18	Rutuja sawant	Assistant Professor	
19	Sheetal Jaiswal	Assistant Professor	

Discussion on Agenda 1

- Distribution of theory and practical lecture unit wise of UG and PG and asked to prepare online lecture

- Allotment of various duties other than departmental work/acedmic work

Discussion on Agenda 2

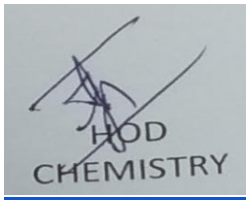
- Staff are advise to do proper online preparation for lectures.

Discussion on Agenda

- Teachers were asked to orient the students for online mode of teaching and familiarizing the students for attending lecturs on Google meet.

End Note

The meeting was conducted successfully .



Head of the department

Department meeting

CHEMISTRY DEPARTMENT

DATE: 10-12-2019

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.
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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	Gnaphade
2	Rutuja Hemant Samant	Samant
3.	Sheetal Anil Jaiswal	Jaiswal
4.	Dr. Shraddha V. Khamkar	SVKhamkar
5.	Dr. Gayatri Gadre	G.Vgadre
6	Tanvi A Raul	
7	Priya Barve	Pbarve
8	Chetan Mehra	
9.	Dipti D Gharat	Dgharat
10.	Dr Sheila Pawar	Spawar.
11	Seema Jadhav	Sjadhav.
12	Kirti Mhatre	Mhatre
13	Riyan Gardner	Rardner
14)	Shailesh Garav	
15)	Swati S. Dhumal.	Sdhumal..
16)	Dr. Pramila Nagpal	Pnagpal
17	Dipika Chorghe	Dchorghe
19)	Rashmita B. Vaychal	Rvaychal

Late Shri. Vishnu Waman Thakur Charitable Trust's
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Vidhya Dayanand Patil College of Arts
VIVA COLLEGE, Virar (W)
NAAC accredited "B" Grade, 2.69 CGPA

Department meeting

CHEMISTRY DEPARTMENT DATE: 28/07/2018

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.
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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.	Ajit V. Iyer	
2.	Kirti Mhatre	
3.	Namrata Kawale	
4.	Dipika Chorghe	
5.	Sheetal Pawar	
6.	Riyan Gardner	
7.	Swati Dhumal.	
8.	Gayatri Gadre	
9.	Sanjaddha S. Khamkar	
10.	Ruchita Thakur	
11	Shailesh Gurav	
12.	Sheetal A. Jaiswal	
13	Tanvi Raut	25/9/2024
14	Seema Jadhav	
15	Rutuja H. Sawant	
16	Rashmita B. Vaychal	
17	Priya S. Barve	
18.	Dr. Ami Dubey	
19.	Dipti D. Gharat	

ACCOUNTANCY DEPT MINUTES BOOK

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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. Firoz 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. Firoz 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	

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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.

Principal

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 attendee for the meeting.

Sr. No	COORDINATORS FOR ACADEMIC YEAR 2022-23 Name	Stream	Divisions	sign
1	Ms. Praktana Kore	TYBCOM	ABCD	
2	Ms. Megha Naik	TYBCOM	IJKL	
3	Dr. Firoz Khan	TYBCOM	EFGH	
4	Mr. Kaushik Save	TYBCOM	MNO	
5	Ms. Veena Sihana	SYBCOM	IJKL	
6	Ms. Nileshwari Ghumre	SYBCOM	MNO	
7	CA Monali Mohile	SYBCOM	ABCD	
8	Ms. Mezbeen Lalani	SYBCOM	EFGH	
9	Ms. Padmaja Joshi	FYBCOM	ABCD	
10	Mr. Amol Vaze	FYBCOM	IJKL	
11	Ms. Pallavi Naik	FYBCOM	MNO	
12	Ms. Archana Patil	FYBCOM	EFGH	
13	Dr Audrin Colaco	BAF		
14	Ms. Priyanaka singh	BAF	FY	
15	Ms. Bhakti Prandare	BAF	SY	
16	Ms. Jagruti Nargudkar	BAF	TY	
17	Dr. Roshani Nagar	BBI		
18	Ms. Aaradhana Singh	BBI	FY	
19	Ms. Sunita Nair	BBI	SY	
20	Ms. Nazia Shaikh	BBI	TY	
21	Ms. Kalpana Jain	BFM		
22	Mr. Lejesh Keloth	BFM	FY	
23	Ms. Surekha Bhargave	BFM	SY	
24	Ms. Heena Quershi	BFM	TY	
25	Ms. Snehal Shirke	BEME		
26	Ms. Rashmi Gurunani	BFMG, BIM		

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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	Mala
SYBCOM	C	Ms. Karishma Kale	
SYBCOM	D	Ms. Nikita Jogle	
SYBCOM	E	Ms. Manisha Bhosale	
SYBCOM	F	Ms. Varda katle	
SYBCOM	G	Ms. Sharmila Patil	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. Babli Jha	
TYBCOM	A	Mr. Deepak Gupta	
TYBCOM	B	Mr. Arjun Vishwakarma	
TYBCOM	C	Dr Akruti 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~~ Chohan	

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 Rebello	
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. Ashwni 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	

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Late Shri. 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)
(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 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- commece) 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

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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.

VIVA COLLEGE OF ARTS COMMERCE & SCIENCE VIRAR

H.O.D.

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28/11/2022

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

VIVA COLLEGE OF ARTS COMMERCE & SCIENCE VIRAR

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. Mezbeen Lalani	Accountancy	
6	Dr.Deepakumar Gupta	Accountancy	
7	Ms.Sonal Raut	Accountancy	
8	Ms.Nikita Joglekar	Accountancy	
9	Ms. Juita Patil	Accountancy	
10	Mr.Kaushik Save	Accountancy	
11	Ms. Amita Patil	Accountancy	
12	Ms. Tejaswini Naik	Accountancy	
13	Ms. Jagruti Nagvekar Nawkud Kar	Accountancy	
14	Ms. Monali Sankhe	Accountancy	
15	Mr. Sachin Kadam	Accountancy	
16	Ms.Ankita Raut	Accountancy	
17	Ms. Delcy Pereira Lopes	Accountancy	
18	Babli Jha	Accantancy	

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 Basre	Accountancy SFC	
8	Ms. Pranali Gurav	Accountancy SFC	
9	Mr. Abhishek Vilhal Madaye	Accountancy SFC	
10	Ms. Tarika Patel	Accountancy SFC	
11	Ms. Surekha Bargave	Accountancy SFC	
12	Mr. Keyur Limbachiya	Accountancy SFC	
13	Ms. Ashwini Gurav	Accountancy SFC	
14	Ms. Ankita Almeida	Accountancy SFC	
15	Ms. Plemia Rebello	Accountancy SFC	

Madhura Surve

SFC (Commerce)

CamScanner

COMMERCE

Sr No	Name	Department	Sign
1	Dr. Rakhee Rakesh Oza-HOD	Commerce	
2	Ms. Praktana Manoj Kore	Commerce	
3	Ms. Varda Vilas Katle	Commerce	
4	Ms. Archana Ramchandra Patil	Commerce	
5	Ms. Manisha Bhosale	Commerce	
6	Ms. Nileshwari Vinay Ghumre	Commerce	
7	Ms. Deepa Dalvi	Commerce	
8	Ms. Nazia Shaikh	Commerce	
9	Ms. Aaradhana R Singh	Commerce	
10	Ms. Sandra Lopes	Commerce	

SELF FINANCE COURSES- COMMERCE

Sr.No	Name	Department	Sign
1	Dr Prajakta Prasad Paranjpe	Commerce	
2	Dr. Rashmi Kuldeep Nagar	Commerce	
3	Ms. Jinal Chohan	Commerce	
4	Ms. Nilamban Shidhaye	Commerce	
5	Ms. Fini Sunny Cheriyan	Commerce	
6	Ms. Hemangi Mehta	Commerce	
7	Ms. Neha Tambe	Commerce	
8	Ms. Princy Tirish	Commerce	
9	Ms. Priyanka Singh	Commerce	
10	Ms. Rashmi Gurunani	Commerce	
11	Ms. Sayali Patil	Commerce	
12	Mr. Snehal Patil	Commerce	
13	Ms. Seema Sihana	Commerce	
14	Mrglya Kulkarni	"	
15	Claretta Lopes	"	

INTER-DICIPLINARY

Sr.No	Name	Department	Sign
1	Ms. Padmja Joshi	Inter-Diciplinary	
2	Ms. Ambari Patwardhan	Inter-Diciplinary	
3	Ms. Kavita Vilas Purandare	Inter-Diciplinary	
4	Mr. Manoj Sharma (part time)	Inter-Diciplinary	
5	Ms. Suborna Banerjee	Inter-Diciplinary	
6	Dr Ms. Zebha Siddqui	Inter-Diciplinary	
7	Ms. Snehal Shirke Jadhav	Inter-Diciplinary	
8	Ms. Shruti Patil	Inter-Diciplinary	
9	Ms. Smita Jadhav Khaire	Inter-Diciplinary	
10	Ms. Ashlesha Sabhajeet Maurya	Inter-Diciplinary	
11	Mr. Arjun Vishwakarma	Inter-Diciplinary	
12	Ms. Neelam Rathore	Inter-Diciplinary	
13	Ms. Manjushri Oak	Inter-Diciplinary	
14	Ms. Shivpriya Achari	Inter-Diciplinary	
15	Ms. Neha Sanjay Maheshwari	Inter-Diciplinary	
16	Ms. Wilma M Dcunha	Inter-Diciplinary	
17	Ms. Abigel Dmello	Inter-Diciplinary	
18	Ms Sharmila Raut	Inter-Diciplinary	
19	Ms. Pushpa Rakesh Barve	Inter-Diciplinary	
20	Ms. Priyanka Dinesh Bangera	Inter-Diciplinary	
21	Ms. Priyanka Rajput	Inter- Diciplinary	

Department of Mathematics

1. Swetlana Dias

Business Economics

1. Dr Nilima Bhagwat
2. Prof Glorita Pereira
3. prof Pallavi Naik
4. prof Veronica Barla
5. prof Aakruti Bose
6. prof Vishakha Sampat
7. prof Reena Bethsra
8. prof Lejesh K
9. prof Ankita pandey
10. Prof Sunitha C. Nair

11. Veena Sil

Department of Law

1. Dr. Shweta Chadhari
2. Ashwini Bhoir
3. Claretta

09/01/23

A meeting of Department of Accountancy 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 (CA) Mabel Lobo, HOD- Accountancy, Dr Rakhee Oza , HOD- Commerce and Prof. Praktana 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 a.m 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 disicipline 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

COLLEGE OF ARTS COMMERCE & SCIENCE VIRA

Principal

CamScanner

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

COMMERCE

Sr No	Name	Department	Sign
1	Dr. [illegible] - HOD	Commerce	
2	[illegible]	Commerce	
3	[illegible]	Commerce	
4	[illegible]	Commerce	
5	[illegible]	Commerce	
6	[illegible]	Commerce	
7	[illegible]	Commerce	
8	[illegible]	Commerce	
9	[illegible]	Commerce	
10	[illegible]	Commerce	

Self Finance Courses- commerce

Sr No	Name	Department	Sign
1	[illegible]	Commerce	
2	[illegible]	Commerce	
3	[illegible]	Commerce	
4	[illegible]	Commerce	
5	[illegible]	Commerce	
6	[illegible]	Commerce	
7	[illegible]	Commerce	
8	[illegible]	Commerce	
9	[illegible]	Commerce	
10	[illegible]	Commerce	
11	[illegible]	Commerce	
12	[illegible]	Commerce	
13	[illegible]	Commerce	
14	[illegible]	Commerce	

Department of Accountancy

Sr No	Name	Department	Sign
1	Dr. [illegible] - HOD	Accountancy	
2	[illegible]	Accountancy	
3	[illegible]	Accountancy	
4	[illegible]	Accountancy	
5	[illegible]	Accountancy	
6	[illegible]	Accountancy	
7	[illegible]	Accountancy	
8	[illegible]	Accountancy	
9	[illegible]	Accountancy	
10	[illegible]	Accountancy	
11	[illegible]	Accountancy	
12	[illegible]	Accountancy	
13	[illegible]	Accountancy	
14	[illegible]	Accountancy	
15	[illegible]	Accountancy	
16	[illegible]	Accountancy	
17	[illegible]	Accountancy	
18	[illegible]	Accountancy	

Self Finance Courses- ACCOUNTANCY DEPT.

Sr No	Name	Department	Sign
1	[illegible]	Accountancy SFC	
2	[illegible]	Accountancy SFC	
3	[illegible]	Accountancy SFC	
4	[illegible]	Accountancy SFC	
5	[illegible]	Accountancy SFC	
6	[illegible]	Accountancy SFC	
7	[illegible]	Accountancy SFC	
8	[illegible]	Accountancy SFC	
9	[illegible]	Accountancy SFC	
10	[illegible]	Accountancy SFC	
11	[illegible]	Accountancy SFC	
12	[illegible]	Accountancy SFC	
13	[illegible]	Accountancy SFC	
14	[illegible]	Accountancy SFC	
15	[illegible]	Accountancy SFC	

Mr. Madhura Sane SFC

Inter-disciplinary

Sr No	Name	Department	Sign
1	[illegible]	[illegible]	
2	[illegible]	[illegible]	
3	[illegible]	[illegible]	
4	[illegible]	[illegible]	
5	[illegible]	[illegible]	
6	[illegible]	[illegible]	
7	[illegible]	[illegible]	
8	[illegible]	[illegible]	
9	[illegible]	[illegible]	
10	[illegible]	[illegible]	
11	[illegible]	[illegible]	
12	[illegible]	[illegible]	
13	[illegible]	[illegible]	
14	[illegible]	[illegible]	
15	[illegible]	[illegible]	
16	[illegible]	[illegible]	
17	[illegible]	[illegible]	
18	[illegible]	[illegible]	
19	[illegible]	[illegible]	
20	[illegible]	[illegible]	
21	Clarette Ioes		

ECONOMICS

Sr No	Name	Department	Sign
1	[illegible]	Economics	
2	[illegible]	Economics	
3	[illegible]	Economics	
4	[illegible]	Economics	
5	[illegible]	Economics	
6	[illegible]	Economics	
7	[illegible]	Economics	
8	[illegible]	Economics	
9	[illegible]	Economics	
10	[illegible]	Economics	
11	[illegible]	Economics	
12	[illegible]	Economics	
13	[illegible]	Economics	

Megha Kulkarni SFC

CamScanner

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 Bhagat
1) Dr. Rakhee Oza (H.O.D - commerce)
2) Dr. (CA) Mabel Lobo (H.O.D - Accountancy)
3) Prof. Praktima Kare (H.O.D. - commerce)
4) Dr Firoz K. Khan
5) Snehal S. Jadhav
6) Kaushik N. Save
7) Dr. Archana Patil
8) Mezbin Lalani
9) CA Monali Sankle
10) Pr. Rashmi Nagar
11) Megha Naik
12) Rashmi Gunmani
13) Pallavi Naik
14) Nileshwari Ghumre
15) Dr. Shabin A. Colaco
16) Amol M. Vaze

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-ordinator's group so as to make aware other co-ordinators' to adjust their lectures

Keep record of adjustments done and the reason for such adjustments

Attendance record maintainance 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.

H.O.D - Accountancy.

Principal

CamScanner

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

1) Dr. (CA) Mabel Lobo H.O.D.
2) Prof. Amol Vaze
3) Dr. Firoz Khan
4) Prof. Babli Jha
5) Dr. Deepak Gupta
6) Prof. Amita Patil
7) Prof. Mehboob Talati
8) Prof. Delcy Pereira

The meeting was called to discuss the paper pattern of FYBcom Accountancy paper. It was urged to the paper setter to discuss the question 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

Dr. (CA) Mabel Lobo.

Principal

19/05/2023

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

1) Dr. Rakhee Oza H.O.D (commerce)
2) Dr. (CA) Mabel Lobo H.O.D (Accountancy)
3) Prof. Pawani G Naik. Co-ordinator CBEGs
4) Dr. Archana Patil Co-ordinator
5) Padmaja N. Joshi Co-ordinator
6) Dr. Kushani Nagar Coordinator
7) Megha Naik Co-ordinator
8) Veena Sihana Coordinator
9) Nileshwari Ghumse Co-ordinator
10) Dr. Firoz K. Khan. —11—
11) Prof. Kalpana Jain —11—

1) Data regarding 2022-23 need to be collected

Academic calendar → Need to be collected by college

Time table - Available

Room wise - —11—

PO/PSO/CO - —11—

minutes of Dept. meeting - —11—

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

Work Diary → Log Book } In first week of June
→ Google form to prepare by
→ co-ordinator need to fill the form to put information in Yes/No form

- Roll call list co-ordinators need to keep list
- Mentor, mentee file to save
- Student Attendance details 4/5 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 folder to prepare
Sem I/ — subjectwise list
II/III/IV to upload.

Result analysis → ~~202~~ · To check

D) Project work → SFC to upload

Field project → one activity to show
S.Y → Law — subject — can plan
visit → court
T.Y → World Trade Centre / share market

E) Budget → Requisition book photo to upload.

Infrastructure → To take information

Department Library → To maintain record

Megha Naik 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 examinations.

Nileshwari Ghumre → To do.
→ Google Form to prepare
→ certificate to take

G) FDP
Funds/Grants received } Audrin sir to provide

H)

HOD (Accountancy)

COLLEGE OF ARTS COMMERCE & SCIENCE VIRAR

(Principal)

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 Ojha (HOD - commerce)
2) Prof. Praktima Kore (— " —)
3) Dr. CA) Mabel Lobo (HOD - Accountancy)
4) Prof. Kalpana Jain
5) Prof Pallavi Naik (FYBCom Co-ordinator)
6) Dr Archana Patil (FYBCom Co-ordinator)
7) Padmja N. Joshi (FY BCom - Co-ordinator)
8) Veena Sihana (SYBCom Co-ordinator)
9) Nileshwari Ghumne (SYBCOM Co-ordinator)
10) Mezbin Lalani (SYBCom ")
11) Kaushik Save 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)

DEPARTMENT OF COMMERCE

MINUTES BOOK.

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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 Katle	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	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	Madhura Surve	Comm-SFC	

COMMERCE-Interdisciplanray

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

Snehal S. Jadhav (Shirke) EVS

Shweta Chaudhary

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.

Principal **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 attendee for the meeting :-

Sr. No	COORDINATORS FOR ACADEMIC YEAR 2022-23 Name	Stream	Divisions	sign
1	Ms. Praktana Kore	TYBCOM	ABCD	
2	Ms. Megha Naik	TYBCOM	IJKL	
3	Dr. Firoz Khan	TYBCOM	EFGH	
4	Mr. Kaushik Save	TYBCOM	MNO	
5	Ms. Veena Sihana	SYBCOM	IJKL	
6	Ms. Nileshwari Ghumre	SYBCOM	MNO	
7	CA Monali Mohile	SYBCOM	ABCD	
8	Ms. Mezbeen Lalani	SYBCOM	EFGH	
9	Ms. Padmaja Joshi	FYBCOM	ABCD	
10	Mr. Amol Vaze	FYBCOM	IJKL	
11	Ms. Pallavi Naik	FYBCOM	MNO	
12	Ms. Archana Patil	FYBCOM	EFGH	
13	Dr Audrin Colaco	BAF		
14	Ms. Priyanaka singh	BAF	FY	
15	Ms. Bhakti Prandare	BAF	SY	
16	Ms. Jagruti Nargudkar	BAF	TY	
17	Dr. Roshani Nagar	BBI		
18	Ms. Aaradhana Singh	BBI	FY	
19	Ms. Sunita Nair	BBI	SY	
20	Ms. Nazia Shaikh	BBI	TY	
21	Ms. Kalpana Jain	BFM		
22	Mr. Lejesh Keloth	BFM	FY	
23	Ms. Surekha Bhargave	BFM	SY	
24	Ms. Heena Quershi	BFM	TY	
25	Ms. Snehal Shirke	BEME		
26	Ms. Rashmi Gurunani	BFMG, BIM		

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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	
FYBCOM	G	Ms. Sharmila Raut	
FYBCOM	H	Ms. Shubona 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/ALMGDA	
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	

CamScanner

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- commece) 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

Date : 04/08/2022

HOD (COMMERCE)

principal

A meeting of department of Commerce 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 , 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

COLLEGE OF ARTS COMMERCE & SCIENCE VIRAR

COMMERCE

Sr.No	Name	Department	Sign
1	Dr. Rakhee Rakesh Oza-HOD	Commerce	
2	Ms. Praktana Manoj Kore	Commerce	
3	Ms. Varda Vilas Katle	Commerce	
4	Ms. Archana Ramchandra Patil	Commerce	
5	Ms. Manisha Bhosale	Commerce	
6	Ms. Nileshwari Vinay Ghumre	Commerce	
7	Ms. Deepa Dalvi	Commerce	
8	Ms. Nazia Shaikh	Commerce	
9	Ms. Aaradhana R Singh	Commerce	
10	Ms. Sandra Lopes	Commerce	

Self Finance Courses- commerce

Sr.No	Name	Department	Sign
1	Dr Prajakta Prasad Paranjpe	Commerce	
2	Dr. Roshni Kuldeep Nagar	Commerce	
3	Ms. Jinal Chohan	Commerce	
4	Ms. Nilambari Shidhaye	Commerce	
5	Ms. Fini Sunny Cheriyan	Commerce	
6	Ms. Hemangi Mehta	Commerce	
7	Ms. Neha Tambe	Commerce	
8	Ms. Princy Tinish	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. Juita Patil	Accountancy	
11	Mr.Kaushik Save	Accountancy	
12	Ms. Amita 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 Pereira	Accountancy	

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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 Basre	Accountancy SFC	
8	Ms. Pranali Gurav	Accountancy SFC	
9	Mr. Abhishek Vithal Madaye	Accountancy SFC	
10	Ms. Tarika Patel	Accountancy SFC	
11	Ms. Surekha Bargave	Accountancy SFC	
12	Mr. Keyur Limbachiya	Accountancy SFC	
13	Ms. Ashwini Gurav	Accountancy SFC	
14	Ms. Ankita Almeida	Accountancy SFC	
15	Ms. Plemia Rebello	Accountancy SFC	

Inter-diciplinary			
Sr.No	Name	Department	Sign
1	Ms. Padmja Joshi	Inter-Diciplinary	
2	Ms. Ambari Patwardhan	Inter-Diciplinary	
3	Ms. Kavita Vilas Purandare	Inter-Diciplinary	
4	Mr. Manoj Sharma (part time)	Inter-Diciplinary	
5	Ms. Suborna Banerjee	Inter-Diciplinary	
6	Dr.Ms. Zebha Siddqui	Inter-Diciplinary	
7	Ms. Snehal Shirke Jadhav	Inter-Diciplinary	
8	Ms. Shruti Patil	Inter-Diciplinary	
9	Ms. Smita Jadhav Khaire	Inter-Diciplinary	
10	Ms. Ashlesha Sabhajeet Maurya	Inter-Diciplinary	
11	Mr. Arjun Vishwakarma	Inter-Diciplinary	
12	Ms. Neelam Rathore	Inter-Diciplinary	
13	Ms. Manjushri Oak	Inter-Diciplinary	
14	Ms. Shivpriya Achari	Inter-Diciplinary	
15	Ms. Neha Sanjay Maheshwari	Inter-Diciplinary	
16	Ms. Wilma M Deunha	Inter-Diciplinary	
17	Ms. Abigel Dmello	Inter-Diciplinary	
18	Ms Sharmila Raut	Inter-Diciplinary	
19	Ms. Pushpa Rakesh Barve	Inter-Diciplinary	
20	Ms. Priyanka Dinesh Bangera	Inter-Diciplinary	

ECONOMICS			
Sr.No	Name	Department	Sign
1	Dr. Nilima Bhagawat	Economics	
2	Ms. Veena Sihana	Economics	
3	Ms. Pallavi Naik	Economics	
4	Ms. Veronica Barla	Economics	
5	Ms. Aakruti Bose	Economics	
6	Ms. Reena Behra	Economics	
7	Ms. Velarmati Tevar	Economics	
8	Ms. Bristi Biswas	Economics	
9	Mr. Ligesh K.	Economics	
10	Ms. Glorita Pereira	Economics	
11	Ms. Sunita Nair	Economics	
12	Ms. Vishaka Sampat	Economics	
13	Ms. Ankita Pandey	Economics	

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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. Praktana 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 a.m 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 disicipline 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

principal

COLLEGE OF ARTS COMMERCE & SCIENCE VIRAR

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COMMERCE

Sr.No	Name	Department	Sign
1	Dr. Rakhee Rakesh Oza-HOD	Commerce	
2	Ms. Praktana Manoj Kore	Commerce	
3	Ms. Varda Vilas Katle	Commerce	
4	Ms. Archana Ramchandra Patil	Commerce	
5	Ms. Manisha Bhosale	Commerce	
6	Ms. Nileshwari Vinay Ghumre	Commerce	
7	Ms. Deepa Dalvi	Commerce	
8	Ms. Nazia Shaikh	Commerce	
9	Ms. Aaradhana R Singh	Commerce	
10	Ms. Sandra Lopes	Commerce	

Self Finance Courses- commerce

Sr.No	Name	Department	Sign
1	Dr Prajakta Prasad Paranjpe	Commerce	
2	Dr. Roshni Kuldeep Nagar	Commerce	
3	Ms. Jinal Chohan	Commerce	
4	Ms. Nilambari Shidhaye	Commerce	
5	Ms. Fini Sunny Cheriyan	Commerce	
6	Ms. Hemangi Mehta	Commerce	
7	Ms. Neha Tambe	Commerce	
8	Ms. Princy Tinish	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. Juita Patil	Accountancy	
11	Mr.Kaushik Save	Accountancy	
12	Ms. Amita 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 Pereira	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 Basre	Accountancy SFC	
8	Ms. Pranali Gurav	Accountancy SFC	
9	Mr. Abhishek Vithal Madaye	Accountancy SFC	
10	Ms. Tarika Patel	Accountancy SFC	
11	Ms. Surekha Bargave	Accountancy SFC	
12	Mr. Keyur Limbachiya	Accountancy SFC	
13	Ms. Ashwini Gurav	Accountancy SFC	
14	Ms. Ankita Almeida	Accountancy SFC	
15	Ms. Plemia Rebello	Accountancy SFC	

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~~06/03/2023~~ 06/03/2023

Inter-diciplinary

Sr. No	Name	Department	Sign
1	Ms. Padmja Joshi	Inter-Diciplinary	
2	Ms. Ambari Patwardhan	Inter-Diciplinary	
3	Ms. Kavita Vilas Purandare	Inter-Diciplinary	
4	Mr. Manoj Sharma (part time)	Inter-Diciplinary	
5	Ms. Suborna Banerjee	Inter-Diciplinary	
6	Dr.Ms. Zebba Siddqui	Inter-Diciplinary	
7	Ms. Snehal Shirke Jadhav	Inter-Diciplinary	
8	Ms. Shruti Patil	Inter-Diciplinary	
9	Ms. Smita Jadhav Khaire	Inter-Diciplinary	
10	Ms. Ashlesha Sabhajeet Maurya	Inter-Diciplinary	
11	Mr. Arjun Vishwakarma	Inter-Diciplinary	
12	Ms. Neelam Rathore	Inter-Diciplinary	
13	Ms. Manjushri Oak	Inter-Diciplinary	
14	Ms. Shivpriya Achari	Inter-Diciplinary	
15	Ms. Neha Sanjay Maheshwari	Inter-Diciplinary	
16	Ms. Wilma M Dcunha	Inter-Diciplinary	
17	Ms. Abigel Dmello	Inter-Diciplinary	
18	Ms Sharmila Raut	Inter-Diciplinary	
19	Ms. Pushpa Rakesh Barve	Inter-Diciplinary	
20	Ms. Priyanka Dinesh Bangera	Inter-Diciplinary	

ECONOMICS

Sr. No	Name	Department	Sign
1	Dr. Nilima Bhagawat	Economics	
2	Ms. Veena Sinana	Economics	
3	Ms. Pallavi Naik	Economics	
4	Ms. Veronica Barla	Economics	
5	Ms. Aakruti Bose	Economics	
6	Ms. Reena Behra	Economics	
7	Ms. Velarmati Tevar	Economics	
8	Ms. Bristi Biswas	Economics	
9	Mr. Ligesh K.	Economics	
10	Ms. Glorita Pereira	Economics	
11	Ms. Sunita Nair	Economics	
12	Ms. Vishaka Sampat	Economics	
13	Ms. Ankita Pandey	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. Nilima Bhag
1) Dr. Rakhee Oza (CH.OD - commerce)
2) Dr. (CA) Mabel Lobo (CH.O'D - Accountancy)
3) Prof. Praktama Kore (CH.O.D - commerce)
4) Dr. Firoz K. Khan
5) Snehal S. Jadhav
6) Kaushik N. Save
7) Dr. Archana Patil
8) Mezbin Lalani
9) CA Monali Sanke
10) Dr. Rashmi Nagar
11) Megha Naik
12) Kashmi Gurnani
13) Pallavi Naik
14) Nileshwari Ghumre
15) Dr. Archin A. Colaco
16) Anuj M. Vaze

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-ordinator's group so as to make aware other co-ordinators' to adjust their lectures

2) Keep record of adjustments done and the reason for such adjustments

3) Attendance record maintainance 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 complction status. Revision lectures can be conducted if syllabus completed.

H.O.D.
(Commerce Dept)

principal

19/05/2023

19/05/2023

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

1) Dr. Rakhee Oza — H.O.D (commerce)
2) Dr-CCA) Mabel Lobo — H.O.D. (Accountancy)
3) Prof. Pallavi G. Naik — Co-ordinator CBECS
4) Dr. Archana Patre — Co-ordinator
5. Padmaja N. Joshi — Co-ordinator
6. Dr Reshani Nagas — Coordinator
7. Megha Naik — Co-ordinator
8. Veena Sihana — Coordinator
9. Niteshwari Ghimire — Co-ordinator
10. Dr. Firoz K. Khan — —11—
11. Prof. Kalpana Jain — —11—

A) Data regarding 2022-23 need to be collected

Academic calendar → Need to be collected by college

Time table — Available

Room wise — —11—

PO/PSO/CO — —11—

Minutes of Dept. meting — —11—

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

Work Diary → Log Book } In first day of week of June
→ Google Form to prepare before June
→ co-ordinator need to fill the form to put information in Yes/No Form

- Roll call list
co-ordinators need to keep list
- Mentor-mentee file to save
- Student attendance details
4/5 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

3) Appointment of two staff → HOD to check
Skill development → Training programme

2) Internal question paper → SFC
Cuestion bank → 22-23 folder to prepare
Sem I/ - subjectwise list
II/III/IV to upload.
Result analysis → 2022 - To check

1) Project work → SFC to upload
Field project → one activity to show
S.Y → law - subject - complan
visit → court
TY → world Trade centre / share
market

8/05/23

Meeting of co-ordinators of Convectional and self finance courses was held on 8th May 23 at 10:00 a.m. in room no 421

1) Dr. Rekha Oza (HOD - commerce)
2) Prof. Prakhana Kore (- " -)
3) Dr. CA) Mabel Lobo (HOD - Accountancy)
4) Prof. Kalpana Jain
5) Prof Pallavi Naik (FYBCom co-ordinator)
6) Dr. Archana Patil (FYBcom Co-ordinator)
7) Poduja H. Joshi (Eyecian + Co-ordinator)
8) Veena Sihana (SYBcom Co-ordinator)
9) Nileshwari Ghume (SYBCOM Co-ordinator)
10) Nezbin Lalani (SYBcom ")
11) Kaushik Save 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.

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E) Budget → Requisition book photo to upload.

Infrastructure → To take information

Department Library → To maintain record

Megha Naik 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.

Nileshwari Ghumre → To do.

→ Google form to prepare

→ certificate to take

G) FDP } Rudrin sir to
Funds / Grants received } provide

H)

HOD (Commerce Dept)

Principal

* Meet - dkq-xsdn-bdq
* Meeting code: dkq-xsdn-bdq
* Created on 2021-08-04 10:39:32
* by https://chrome.google.com/webstore/detail/google-meet-attendance-li/appcnhiefcidclcdjeal

Full Name
AMITA PATIL
ARJUN VISHWAKARMA
Ambari Patwardhan
Ankita Almeida
Ashwini Bhoir
Audrin Colaco
Avinash Pawar
Babli Jha
CHETAN VARMA
DEEPAK GUPTA
DILIP JAIN
DR. ARCHANA Joshi
Deepa Dalvi
Dr. Akruti Bose
FIROZ KHAN
Fini cheriyan
Gauri Yadav
Hemangi Mehta
Jagruti Naukudkar
KAUSHIK SAVE
Mala Khanchandani
Manisha Bhosle
Megha Naik
Mezbin Lalani
Monali Sankhe
NILESHWARI GHUMRE
Nazia Shaikh
Nilambari Shidhaye
Nilima Bhagwat
PRIYANKA rajput
Princy Tinish
Priyanka Singh
REENA BEHERA
Rohan Satam
Roshani Nagar
SACHIN A KADAM
SHWETA CHAUDHARI
SONAL RAUT
SUBORNA BANERJEE
Sandra Lopes
Seema sihana
Shivapriya Achari

Snehal Patil
Tejaswini Naik
VISHAL SAWANT
Veena Sihana
aaradhana singh
abhishek madaye
ankita raut
archana patil
ashwini gurav
bhakti purandare
bristi biswas
glorita pereira
heena qureshi
jinal chohan
kalpita Vartak
karishma kale
kavita purandare
lejesh keloth
mabel lobo
madhura surve
manish pithadia
manjushri oak
neelam rathore
neeta rath
neha tambe
nikita jogle
pallavi naik
parveensaba khan
plemia rebello
praful ghag
praktana kore
rakhee oza
rashmi gurunani
rashmi mehbubani
sarita panigrahy
sayli patil
shreya taneja
shruti basare
shruti patil
smita jadhav
sunitha nair
surehka bhargav
tarika patel
vaikhari patil
vasanthi shenoy
veronika barla
vishakha sane

wilma dcunha

Minutes of meeeting

Timestamp	Email Addr	Name of T	Contact Number
2-14-2022	reena.behe	Reena Beh	8.7E+09
2-14-2022	rashmi.gur	Rashmi Gu	9.89E+09
2-14-2022	dilipjain@\	Dilip Mahe	9.27E+09
2-14-2022	aaradhana	Aaradhana	9.59E+09
2-14-2022	rashmi.me	Rashmi Me	9.62E+09
2-14-2022	shreya.tan	Shreya Tan	8.83E+09
2-14-2022	glorita.per	Glorita Per	8.09E+09
2-14-2022	deepa.dalv	Deepa Pra	9.82E+09
2-14-2022	abhishek.n	Abhishek M	9.67E+09
2-14-2022	princy.tinis	Princy Tinis	9.16E+09
2-14-2022	jinal.choha	Jinal N Cho	7.77E+09
2-14-2022	amitapatil(	Amita Patil	9.73E+09
2-14-2022	bhakti.pura	Bhakti Vila	9.77E+09
2-14-2022	ankitaalme	Ankita Asis	9.64E+09
2-14-2022	ashwinigur	Ashwini Gu	9.69E+09
2-14-2022	Praktana.k	Praktana M	9.99E+09
2-14-2022	tarika.pate	Tarika Pate	7.74E+09
2-14-2022	sachin.kad	Sachin Kad	9.22E+09
2-14-2022	rohansatar	Rohan Sata	9.76E+09
2-14-2022	parveensal	Khan Parve	7.05E+09
2-14-2022	madhura.s	Madhura S	8.79E+09
2-14-2022	priyankara	Priyanka R	9.33E+09
2-14-2022	varada.kat	Varada kat	9.56E+09
2-14-2022	priyanka.si	Priyanka Si	9.97E+09
2-14-2022	mezbin.lala	Mezbin Lal	9.83E+09
2-14-2022	lejeshkelot	Lejesh kelc	9.97E+09
2-14-2022	gauri@viva	Gauri Yada	7.03E+09
2-14-2022	roshani.na	Roshani Na	7.02E+09
2-14-2022	nilima.bha	Nilima Bha	9.97E+09
2-14-2022	chetan.var	Chetan Var	8.6E+09
2-14-2022	pallavi.naik	Pallavi G.N	9.77E+09
2-14-2022	nehamahe	Neha Sanja	9.53E+09
2-14-2022	ashlesham	Ashlesha M	9.83E+09
2-14-2022	vishalsawa	Vishal Saw	8.79E+09
2-14-2022	audrin.cola	Audrin Col	9.22E+09
2-14-2022	padmaja.jc	Padmaja Jc	9.97E+09
2-14-2022	nazia.shaik	Nazia Sajid	9.88E+09
2-14-2022	surehka.bh	Surekha Bh	8.09E+09
2-14-2022	sayli.patil@	Sayli Patil	9.77E+09
2-14-2022	finicheriya	Fini Cheriy	8.8E+09
2-14-2022	plemiarebe	Plemia Reb	8.1E+09

2-14-2022	kavita.pura	Kavita Vila	9.88E+09
2-14-2022	sunitha.na	Sunitha C.	9.03E+09
2-14-2022	priyankaba	Priyanka D	8.81E+09
2-14-2022	nehatamb	Neha Vaibl	9.73E+09
2-14-2022	akruti.bos	Akruti Bos	7.28E+09
2-14-2022	limbachiya	Keyur Limb	8.79E+09
2-14-2022	kalpita.cho	Kalpita Mit	7.51E+09
2-14-2022	smita.jadh	Smita Sush	8.65E+09
2-14-2022	arjun.v@vi	Arjun Vish	9.5E+09
2-14-2022	megha.nai	Megha M.I	9.89E+09
2-14-2022	subornaba	Suborna S	8.53E+09
2-14-2022	shruti.basa	Shruti Basa	7.77E+09
2-14-2022	kaushik.sa	Kaushik Na	7.8E+09
2-14-2022	ankitapanc	Ankita Pan	9.96E+09
2-14-2022	shruti.patil	Shruti P. Pa	8.15E+09
2-14-2022	juita.patil@	Juita Abhiji	9.86E+09
2-14-2022	snehal.shir	Snehal S.Ja	9.77E+09
2-14-2022	mala.khan	Mala Khan	7.03E+09
2-14-2022	shivapriya	S.Sivapriya	8.21E+09
2-14-2022	vishakha.s	Vishakha s	9.92E+09
2-14-2022	hemangim	Hemangi M	8.24E+09
2-14-2022	snehalpatil	Snehal Pat	9.97E+09
2-14-2022	monali.mo	Monali Sar	7.39E+09
2-14-2022	archanapa	Archana Ra	9.97E+09
2-14-2022	babli.jha@	Babli Arvin	9.37E+09
2-14-2022	firoz.khan(	Firozkhan I	9.22E+09
2-14-2022	jagruti.nau	Jagruti Nau	9.99E+09
2-14-2022	wilma.dcu	Wilma Dcu	9.55E+09
2-14-2022	rashmi.saw	Rashmi Saw	9.08E+09
2-14-2022	pushpagor	Pushpa Bai	9.85E+09
2-14-2022	nilambari.s	Nilambari Y	9.99E+09
2-14-2022	pranaligura	Pranali Gur	8.48E+09
2-14-2022	seema.siha	Seema Siha	9.1E+09
2-14-2022	ankita.raut	Ankita Aru	9.97E+09
2-14-2022	karishmaka	Karishma K	9.64E+09
2-14-2022	tejaswini.n	Tejaswini Y	7.02E+09
2-14-2022	bijoyasarm	Bijoya Sarr	7.22E+09
2-14-2022	bristi.biswa	Bristi Biswa	7.22E+09
2-14-2022	abigail.dm	Abigail Goc	8.7E+09
2-14-2022	deepak.gup	Deepak Gu	9.76E+09
2-14-2022	praful.ghag	Praful Gha	7.21E+09
2-14-2022	sonal.raut(	Sonal Raut	9E+09
2-14-2022	kalpana.jai	Kalpana Jai	7.02E+09
2-14-2022	amol.vaze(	Amol M. V	9.93E+09
2-14-2022	madhu.sha	Madhu Rah	8.43E+09
2-14-2022	veronika.b	Veronika B	7.56E+09
2-14-2022	manoj.shar	Manoj I. Sh	9.56E+09

2-14-2022	manish.pit	Manish Pit	9.97E+09
2-14-2022	shamaraut	Sharmila R	7.62E+09
2-14-2022	manjushri.	Manjushri	8.45E+09
2-14-2022	neelam.rat	Neelam Ra	7.03E+09
2-14-2022	avinashpa	Avinash Pa	8.89E+09
2-14-2022	ambaripat	Ambari Pat	9.62E+09
2-14-2022	nikita.jogl	Nikita Jogl	9.97E+09
2-16-2022	heena.qur	Heena Oba	9.92E+09

17th Aug. 2019

Minutes of Staff Meeting held on 14th Aug. 2019 in room no. 403 at 11 am.

1. Dr. Nilima Bhagwat read out minutes of the last meeting.

2. Dr. Rakhee Oza informed all the teachers that they need to maintain logbooks regularly.

3 Tentative dates for completion of syllabus was given as 25th Sept. 2019 for SY and TY

4. Internal examination dates for self finance courses were informed to the teachers.

5 Self finance coordinators were told to take the review of syllabus completed for internal exams. And accordingly distribute the duties of paper setting and assessment.

6. Staff were informed to prepare defaulters ~~list~~ list for Semester I, III and V. And display to students

12/08/19

Bhaskar Waman Thakur College of Science & Commerce
Keshav Patil College of Commerce
Yashwant Dattatrya Patil College of Arts
Vidhya Vihar Viral

HOD Commerce
Dr. Rakhee Oza

STAFF Meeting

26/6/18.

Kalpita Chaudhry
Amita patil
Megha Naik
Akruti Bose
Bhakti Purandhare
Vishal Sawant
Mrs. Sharmila J. Patil
Kalpana Jain
Mahashree Oak
Priyanka Singh
Mata Khandadeo
Deepa Dalvi
Rashmi Sawant
Nazia Shaikh
Jayashree N.
Babli Jha
Juta Paul
Aradhana Singh
Ankita Raut
Ashwini Bhoir
Princy Tirkey
Dr. Neeli Rath
Vasanthi Shenoy
Wilma Dcunha
Shweta Chandra
Sandra D'Lima
Audrin Colaco
Pallavi Naik
Manish Pitadia
Deepak Gupta
Nikita Kyle

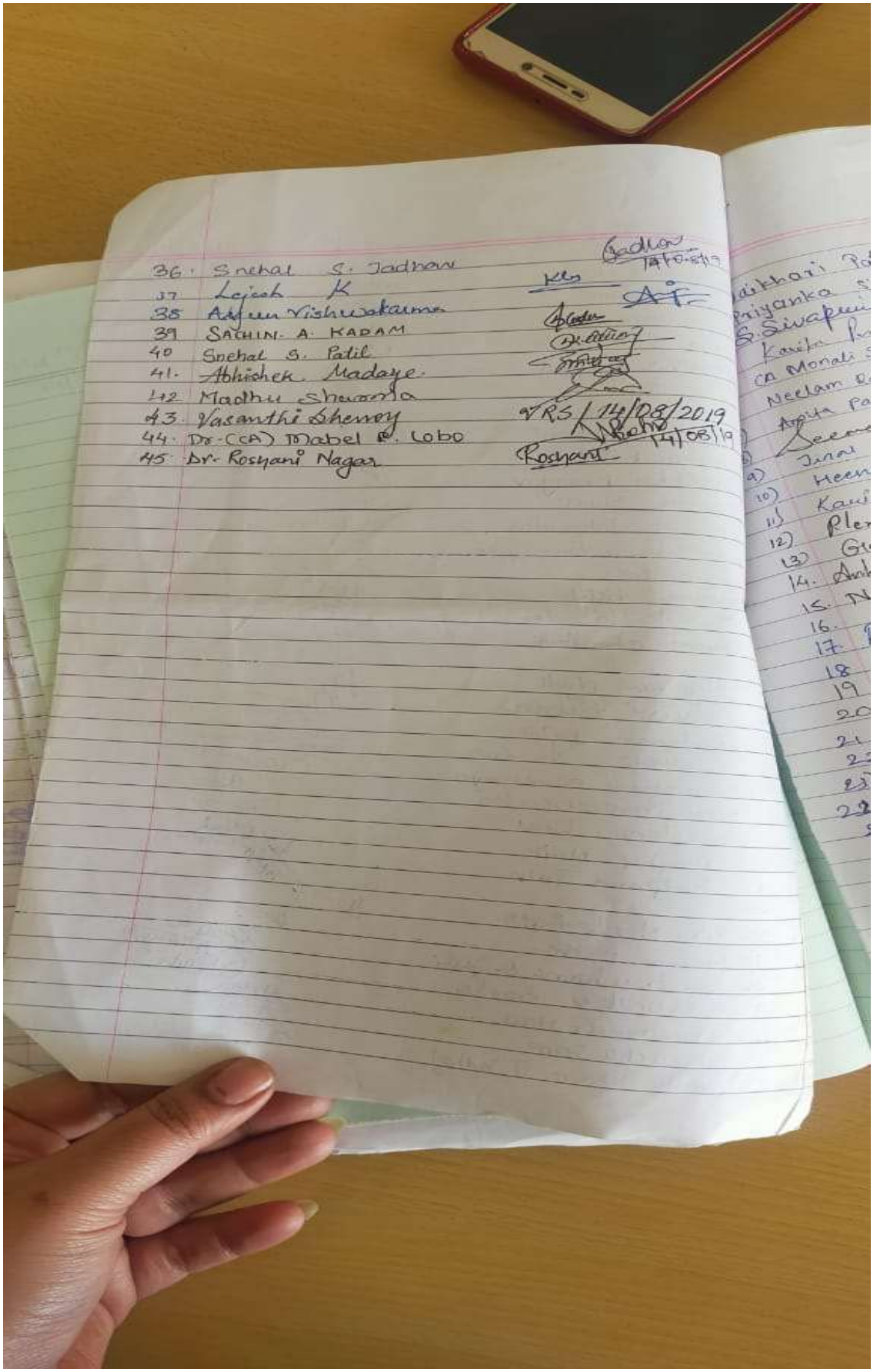
VRS/26/06/18

14/8/19

	Vikhari Patil	
	Priyanka Singh	
	Sivapriya Achari	
	Kavita Pranda	
	Monali Sanku	
	Neelam Rathore	
	Arpita Patil	
	Seema Silara	
	Jinal Chohan	
	Heena Qureshi	
	Kavishma Kale	
	Plemia Rebello	
	Gaju Yadav	
14.	Ankita Almeida	
15.	Neha Tambe	
16.	Ashwini Gurav	
17	Fini Sunny Cheriyan	
18	Hemangi V. Mehta	
19	Veena Sihana	
20	Niloshwari Ghumre	
21	Nagia Shaikh	
22	Babli Jha	
23)	Ambujam.	
24	Suntha. N.	
25.	Reena Behera	
26.	Mezbin Lalani	
27.	Ankita Raut	
28.	Bhakti Purandare	
29.	Mala Khanchandani	
30	Kashmi Sawant.	
31	Glorita Pereira	
32	Mrs. Jagruti S. Nawkudkar	
33.	Amol M. Vare	
34	Dr Audrin A. Colaco	
35	Kashmi Mehbubani	

14/8/19

1) Akruti Bose
2) Manjushri Oak
3) Shruti Basare
4) Muriel Rumao
5) Wilma D'cunha
6) Priyanka Rajput
7) Nikita Jogle
8) Aradhana Bais
9) Rashmi Gurumani
10) Tarika Patel
11) Surekha Bhargav
12 Ashwini Bhanr
13 Ambari Patwardhan
14. Subarna S. Banerjee
15. Shruti Patil
16. Sayli Patil
17. Manisha Bhosale
18 Shweta Chaudhari
19 Jyoti Patil
20 Tejaswini Naik
21 Bhishi Bismas
22 Archana Patil
23. Sandra A. Lopes
24 Nilambari Shidhaye
25 Khan Panneersalba
26. Swetlana. Dias
27. Megha Naik
28 Kalpana Jain
29.
29. Dr. Neeli Rath
30 Pramana M. Kore
31. Dr. Archana D. Joshi
32 Veronica Barla
33 Pallavi G Naik
34 Vishakha Sane
35 Sarita Khaire (Jadhav)


36. Snehal S. Jadhav
37 Lajesh K
38 Adsum Vishwakarma
39 SACHIN. A. KADAM
40 Snehal S. Patil
41. Abhishek Madaye.
42 Madhu Sharma
43 Vasanthi Shenoy
44. Dr. (CA) Mabel R. Lobo
45 Dr. Roshani Nagar
14/08/2019
14/08/19
Roshani

COMMERCE

STAFF MEETING

RECORD

ACADEMIC YEAR

2018-19.

STAFF Meeting

26/6/18.

Kalpita Chaudhary
Amita Patil
Megha Naik
Akruti Bose
Bhakti Purandhare
Vishal Sawant
Mrs. Sharmila J. Patil
Kalpana Jain
Manjushree Oak
Priyanka Singh
Mata Khartade
Deepa Dalvi
Rashmi Sawant
Nazia Shaikh
Tejaswini N.
Babli Jha
Jwta Patil
Aradhana Singh
Ankita Raut
Ashwini Bhoir
Priya Tirish
Dr. Neeli Rath
Vasanthi Shenoy VRS 26/06/18
Wilma Souza
Shweta Chandra
Sandra D'Lima
Shabnam Colaco
Pallavi Naik
Manish Pitradia
Deepak Gupta
Nikita Dyle

15th March 2019

Minutes of the meeting held on 15/3/19 in room no 403 at 11 am.

1. CA Suraj Wadhwa, HOD, Accountancy Dept. addressed the meeting.

2. Examination dates of II / IV / VI semesters were informed to staff members.

3 Review was taken whether all teachers have completed their syllabus in time.

4. Teachers were given a tentative dates of supervision.

5. Dr. Nilima Bhagwat strictly instructed that no CLs are allowed during exam. period. Teachers cannot inter-change their supervision duties without prior intimation to higher authorities.

6. As observed by principal, & vice-principal that teachers sit and do supervison duties. The same was informed to the teachers and teachers were strictly instructed to do the supervision duties deligently.

7 All the teachers were informed that certain exams can be scheduled in the month of may. Hence nobody should arrange for any vacation trips till 15th May 2019

3rd Jan. 2019

Minutes of the meeting held on 3rd Jan. at 11.00 am in room no. 403.

1. Dr Rakhee Ozal address the meeting.

2. All the teachers were thanked for their cooperation during semester end exam.

3 Review of assessment and moderation work for first / third / fifth semester exam was done.

4 Work load for semester II / IV / VI was distributed to the teachers.

5. Performance of the students during the I / III semester exams was discussed.

6. It was instructed to the teachers that nobody should carry mobiles during the ~~d~~ lectures.

7 Teachers were also instructed to display their id cards in the college campus. Teachers should insist students to display ids in classrooms.

8 Teachers were required to prepare teachi plan which will enable them to complete the syllabus by 15th march 2019.

Bhaskar Waman Thakur College of Science & Vasant Keshav Patil College of Commerce & Vidya Dayanand Patil College of Arts
M.B. Estate, Viva College Road, Virar (W), Pin-401 303. Virar (W)

HOD Comme

6th Aug. 2018

Minutes of the meeting held on 6/8/18.

1. Dr Rakhee Oza addressed the meeting.

2. Review of syllabus completed was done. So that date for internal exam. self finance courses can be finalised.

3. Staff members were motivated to undertake various activities for the upliftment of students and department.

4. All the teachers were told to wind up the syllabus by 25th sept 2018.

5. Tentative dates of TY exam. were discussed with the staff members.

6. Staff members instructed to keep proper track of teaching plan and record.

7. Dr Nilima Bhagwat instructed teachers to keep proper record of students attendence so that Attendence Committee can maintain attendence record and prepare defaulters list in time.

HOD Commerce

Thakur Vaman Thakur College of Science & Commerce
Jawant Keshav Patil College of Arts
Kalyan Dayanand Patil College of Commerce
M.B. Estate, Virar College Road, Virar (W), Ph-401 303
Virar (W)

Department meeting on 06/08/18.

Attendance sheet

Sr. No	Name	Sign.
01.	CA Mabel Lobo	06/08/18
02	Megha Nair	
03	Ashwini Bhoir	
04	Manisha R. Bhosle	
05	Kavita Purandare	
06	Princy Tirish	
07.	Bhakti. Purandare	
08.	Ankita Raut	
09.	Priyanka Singh	
10.	Vaishnavi Patil	
11.	Jinal Chohan	
12	Heena Qureshi	
13	Padmaja V. Joshi	
14	Praktana Kore	
15.	Dr. Neeta Rath.	
16	Kalpita Chaudhary	
17	Amita Patil	
18	Monali Sanche	
19.	Shruti Patil	
20	Seema Sihona	
21	Rai Nidhi	
22.	Shruti Basare	
23.	Gauri Yadav	
24.	Ankita Almeida.	
25	Ambani Pathvardhan	
26	Dipti Patil	
27.	Sunitha Nair	
28	Varsha Kolhe	
29	Madhura A. Surve	
30	Mrs. Sharmila J. Patil	06/08/18
31.	Mrs. Subarna S. Banerjee	
32	Gauri k	
33.	Mala Khanchandani	
34.	Nazia. S. Shaikh	
35.	Babli A. Jha	

26th June 2018

Minutes of the Meeting held on 26/6/18.

1. Dr. Rakhee Oza HOD, Commerce Dept, addressed the meeting by welcoming all the teachers for new academic year 2018-19.

2. All the staff members were given tentative workload for the year.

3. Dr. Nilima Bhagwat thanked all the staff members for their cooperation in supervision duties during the vacation.

4. Teachers were informed that they have to do the bio-metric attendence without fail.

5. It was informed to the teachers that they need to submit their leave forms at the earliest.

6 Rough idea about completion of syllabus was given to the teachers.

7 All the staff members who had completed their PhD degrees and NET/SET Exams were congragulated.

HOD Commerce

8. As some exams can be continued till first week of May 2019, teachers were requested to kindly cooperate for assessment and moderation work during the vacation period.

Bhaskar Waman Thakur College of Science * Bhawan Kashinath Dyaneshwar Patil College of Commerce * Vidya Keshava Govind Patil College of Arts * Virar (W)
M.B. Estate, Virar College Road, Virar (W), Pin-401 303

HOD Commerce

DEPARTMENT OF FILM, TELEVISION AND NEW MEDIA PRODUCTION
MEETING MINUTES 2022-23

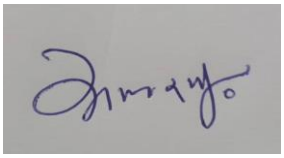
Minutes Of Meeting

Name of the Department : BA FTNMP

Date	25/07/2023
Time	11 am
Place/ Venue of Meeting	New VIVA, 108
Meeting Chaired By	Sameer Rane
Total No. of Attendees	2
Minutes Noted by	Jennifer Barla

Topics Discussed in the meeting:

1. Teacher's were allotted with workload, Teaching plan was created by respective subject teachers
2. Total Lectures and Timings were discussed with visiting faculties
3. Visiting faculties were asked to creatively involve students in all the class activities and provide special attention to all the students
4. Practical assignments and Projects were discussed,
5. Plans for upcoming Short films, Documentary were discussed
6. Discussion on equipment required for Photography lectures.
7. Result of the students was discussed with the parents and Remedial lectures were conducted for all the classes for students
8. Upcoming Workshops were discussed



H.O.D. Sameer Rane

DEPARTMENT OF FILM, TELEVISION AND NEW MEDIA PRODUCTION
MEETING MINUTES 2021-22

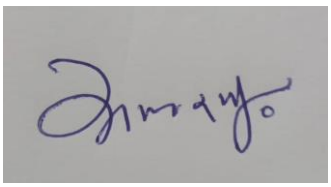
Minutes Of Meeting

Name of the Department : BA FTNMP

Date	5/08/2022
Time	11 am
Place/ Venue of Meeting	New VIVA, 108
Meeting Chaired By	Sameer Rane
Total No. of Attendees	2
Minutes Noted by	Jennifer Barla

Topics Discussed in the meeting:

1. Teacher's were allotted with workload, Teaching plan was created by respective subject teachers
2. Total Lectures and Timings were discussed with visiting faculties
3. Visiting faculties were asked to creatively involve students in all the class activities and provide special attention to all the students
4. Teacher's were asked to take software learning tests for Premiere pro, Adobe Illustration and Photoshop etc
5. Students were scheduled with timetables and allotted in their respective classrooms
6. Result of the students was discussed with the parents and Remedial lectures were conducted for all the classes for students
7. Activity reports were created for previously conducted workshop
8. Upcoming workshop Ideas:
    - How i edited 'Salim Langde pe mat ro' with Javed Sayyed
    - Tai Chi and the Zen of Film making with Sudhesh Kadumuri
    - Voice Modulation Workshop by Ambari Patwardhan
    - Discussing 'Hamidabai chi Kothi' with Eesha Ingle



H.O.D. Sameer Rane

DEPARTMENT OF FILM, TELEVISION AND NEW MEDIA PRODUCTION
MEETING MINUTES 2020-21

Minutes Of Meeting

Name of the Department : BA FTNMP

Date	18/07/21
Time	11 am
Place/ Venue of Meeting	Zoom
Meeting Chaired By	Sameer Rane
Total No. of Attendees	2
Minutes Noted by	Dr. Zeeba Siddiqui

Agenda of the Meeting

1. Admission Dates for SY and TY
2. Allotment of workload
3. Content Development Guidance lecture
4. Discussion on the upcoming short film
5. Total Lectures and Timing

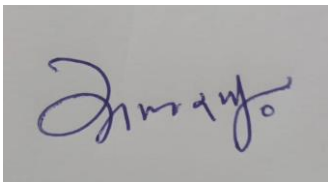
Attendee list			
Sr. No.	**Name of the Faculty**	**Post**	**Sign**
1	Sameer Rane	HOD	
2.	Zeba Siddiqui	Asst. Professsor	

Discussion on Agenda 1
Dates for admissions were discussed

Discussion on Agenda 2
Commencement of academic year 2021 -22 and allotment of lectures and workload was done

Discussion on Agenda 3
Per day 2 lectures of 60 minutes.

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



H.O.D. Sameer Rane

DEPARTMENT OF FILM, TELEVISION AND NEW MEDIA PRODUCTION
MEETING MINUTES 2019-20

Meeting minutes report for the minutes of meeting.
Meeting Id- ftnmp@vivacollege.org
Meeting date- 8-2-2019

Meeting participants- staff

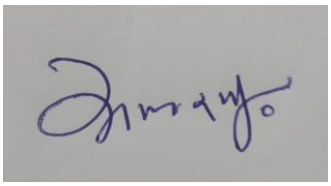
1. Prof Sameer Rane
2. Prof. Chandrakant
3. Prof. Hasan Sanadi and Javed Sanadi

Students: all fy students

Topic discussed:
Results

Meeting notes:
This was an online meeting which took place at google meet. In this meeting we have discussed about students performance and their results.
We have discussed the following points with the teachers and students:

1.Motivate yourself
2. Listen and participate in class
3. Take thorough notes during a class
4. Do not hesitate to ask for help
5. Stay focused during your homework
6. Take a 15-minute break after each 45 minutes of studying.
7. Consider studying together with your fellow students
8. Keep your working space organized
9. Use a planner to organize your time
10. Develop a study schedule
11. Take care of your health
12. Sleep well



H.O.D. Sameer Rane

DEPARTMENT OF FILM, TELEVISION AND NEW MEDIA PRODUCTION
MEETING MINUTES 2018-19

1. **Meeting minutes report for the minutes of meeting.**
   Meeting Id- ftnmp@vivacollege.org
   Meeting date- 10-7-2018

   Meeting participants-
   1. Prof Sameer Rane
   2. Prof. Chandrakant
   3. Prof. Hasan Sanadi and Javed Sanadi

Topic discussed:
How to improve ME creativity

Meeting notes:
This was an online meeting which took place at google meet. In this meeting we have discussed
Creativity is all about finding new ways of solving problems and approaching situations. This isn't a skill restricted to artists, musicians or writers; it is a useful skill for people from all walks of life.
Key points for Me Creativity:
1.how to Commit Yourself to Creativity.
2. How to Become an Expert
3. How to Reward one's Curiosity
5.how to Take Risks
6. How to Build Confidence in students
7. Make Time for Creativity
8.how to Overcome a Negative Attitude
9.how to Fight Fear of Failure
10.Brainstorm New Ideas
11. Explore Multiple Solutions
12. Consider Alternative Scenarios
13. Challenge Yourself and Create Opportunities
14. Look for Inspiration

2. **Meeting minutes report for the minutes of meeting.**
   Meeting Id- ftnmp@vivacollege.org
   Meeting date- 2-10-2019

   Meeting participants-
   Prof Sameer Rane
   Prof. Chandrakant
   Prof. Hasan Sanadi and Javed Sanadi

Topic discussed:
Attendance

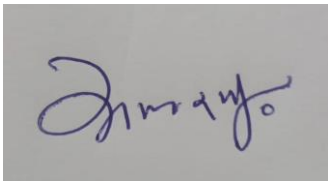
Meeting notes:
This was an online meeting which took place at google meet. In this meeting we have discussed about the teachers and students attendance from the lecture and exam point of view.
Attendance Issues
Attendance tracking data is useful for a number of individuals – teachers, students, and their parents. There are 2 main reasons why tracking attendance is vital:

- It reduces absenteeism – when you know your attendance is tracked, you'll aim to limit your unjustified absences.
- It provides data that shows how productive you are – when you track attendance, you'll be able to pinpoint the days you spent working.

Attendance plays an important part in education – students who attend classes regularly have a higher chance of succeeding in college and becoming a valued member of the community. .This process plays an important part in increasing the student attendance rate of our college – it gives students a sense of responsibility that encourages them to attend classes and reduces absences.

This method is less an attendance tracking method than it is a way to *increase* student attendance. So, in order to minimize unjustified absences, we can:

- create a welcoming environment for students, one that helps engage students, teachers, and students' families by establishing a pleasant school environment
- use attendance tracking data collected through one of the previously listed methods to analyze the types of classes that have the highest percentage of absences, and address the issues you identify
- hold a special class dedicated to the importance and benefits of regular attendance, with a special emphasis on better school performance

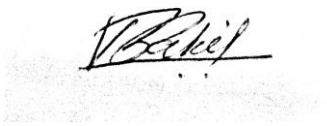


H.O.D. Sameer Rane

VIVA COLLEGE
HOTEL & TOURISM MANAGEMENT STUDIES
Departmental Calendar- 2022-23

DATES	PARTICULARS
31st May 2022	DEPARTMENTAL STAFF MEETING
3rd June 2022	DEPARTMENTAL STAFF MEETING
16th June 2022	DEPARTMENTAL STAFF MEETING
26th July 2022	DEPARTMENTAL STAFF MEETING
13th Aug 2022	DEPARTMENTAL STAFF MEETING
23rd Aug 2022	DEPARTMENTAL STAFF MEETING
25th Aug 2022	DEPARTMENTAL STAFF MEETING
21st Oct 2022	DEPARTMENTAL STAFF MEETING
22nd Nov 2022	DEPARTMENTAL STAFF MEETING
24th Nov 2022	DEPARTMENTAL STAFF MEETING
30th Dec 2023	DEPARTMENTAL STAFF MEETING
13th Jan 20223	DEPARTMENTAL STAFF MEETING
30th Jan 2023	DEPARTMENTAL STAFF MEETING
23rd Feb 2023	DEPARTMENTAL STAFF MEETING
8th Mar 2023	DEPARTMENTAL STAFF MEETING
05th Apr 2023	DEPARTMENTAL STAFF MEETING
29th Apr 2023	DEPARTMENTAL STAFF MEETING
12th Jun 2023	DEPARTMENTAL STAFF MEETING
08th July 2023	DEPARTMENTAL STAFF MEETING

NOTE: THE PHYSICAL REGISTER (MINUTES OF MEETING) IS AVAILABLE WITH DEPARTMENT



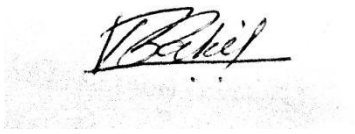
VIVA COLLEGE

HOTEL & TOURISM MANAGEMENT STUDIES

Departmental Minutes of Meeting - 2021-22

Below are the Dates on which MOM was held within Department:.

DATES
1st June 2021
9th June 2021
5th July 2021
22nd July 2021
1st week of August (College Reopen)
2nd August 2021
24th August 2021
1st September 2021
21st September 2021
9th October 2021
20th October 2021
3rd December 2021
9th January 2022
11th January 2022
1st February 2022
26th February 2022
1th March 2022
31st May 2022



FORMAT FOR MINUTES OF MEETING

Name of Department: **HOTEL MANAGEMENT.**

Date	1st June 2021
Time	1500 hrs.
Place/ Venue of Meeting	Online done on google meet https://meet.google.com/ftv-kxyh-jzp
Meeting Chaired By	Mr. Vaibhav Patil
Total no. of Attendees	14 nos.
Minutes Noted by	Ms. Pratyasha Pattnaik

Agenda of meeting	
1.	Fee status & Recovery
2.	Result displayed
3.	Department cleaning due to water logging
4.	TY HMT - Registration

Attendee List			
Sr. No	**Name of the Staff**	**Designation**	**Signature**
1	Mr. Sagar Vaze	Asst. Professor	
2	Mr. Samir Korgaonkar	Asst. Professor	
3	Mrs. Kirti Chalke	Asst. Professor	
4	Mrs. Namrata Kharkand	Asst. Professor	
5	Mrs. Pooja Pednekar	Asst. Professor	
6	Mr. Sumit Pote	Asst. Professor	
7	Mr. Shrikant Dharne	Asst. Professor	
8	Mr. Rameez Patel	Asst. Professor	
9	Mrs. Pratyasha Pattnaik	Asst. Professor	
10	Ms. Dipti Khadpe	Asst. Professor	

11	Mr. Savio D'Souza	Asst. Professor	
12	Mr. Siddhesh Wadkar	Asst. Professor	
13	Mr. Hardik Patil	Clerk	

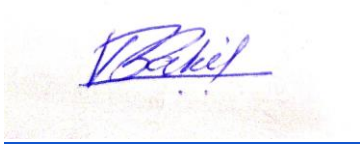
Discussion on Agenda 1
Fee status & recovery details were discussed. Class coordinators were requested to follow up with the students and close at the earliest.

Discussion on Agenda 2
Result would be displayed soon.

Discussion on Agenda 3
Department faculties are required to investigate their department cleaning due to water logging. Local staff are required to do the needful.

Discussion on Agenda 4
TY HMT - Registration details were discussed with Hardik sir as portal still not working. Annamalai university was emailed regarding the same.

End Note
NA



Head of the department

FORMAT FOR MINUTES OF MEETING

Name of Department: **HOTEL MANAGEMENT.**

Date	3rd December 2021
Time	1530 hrs.
Place/ Venue of Meeting	Advance Training Restaurant
Meeting Chaired By	Mr. Vaibhav Patil
Total no. of Attendees	14 nos.
Minutes Noted by	Ms. Pratyasha Pattnaik

Agenda of meeting	
1.	Discipline inside campus.
2.	Weekly Report Update
3.	Muster Sign
4.	Phone usage
5.	Stepping out in college time
6.	Commencement dates of SEM 6 Practical
7.	FY & TY. BSc HS Time Table
8.	FY BSc HS & FY BACA tentatively syllabus completion

Attendee List			
Sr. No	**Name of the Staff**	**Designation**	**Signature**
1	Mr. Sagar Vaze	Asst. Professor	
2	Mr. Samir Korgaonkar	Asst. Professor	
3	Mrs. Kirti Chalke	Asst. Professor	
4	Mrs. Namrata Kharkand	Asst. Professor	
5	Mrs. Pooja Pednekar	Asst. Professor	

6	Mr. Sumit Pote	Asst. Professor	
7	Mr. Shrikant Dharne	Asst. Professor	
8	Mr. Rameez Patel	Asst. Professor	
9	Mrs. Pratyasha Pattnaik	Asst. Professor	
10	Ms. Dipti Khadpe	Asst. Professor	
11	Mr. Savio D'Souza	Asst. Professor	
12	Mr. Siddhesh Wadkar	Asst. Professor	
13	Mr. Hardik Patil	Clerk	

Discussion on Agenda 1
Faculties are required to maintain discipline inside the college premises. No casual attitude would be entertained.

Discussion on Agenda 2
All subject faculties are required to submit their weekly lecture report to Kirti Maam (HS) & Namrata Maam (BACA) on regular basis.

Discussion on Agenda 3
Muster to be signed on daily basis without fail. The muster is kept at office no. 1 also needs to be signed regularly.

Discussion on Agenda 4
During the college working hours no one is supposed to be answering their personal phone specially during the class.

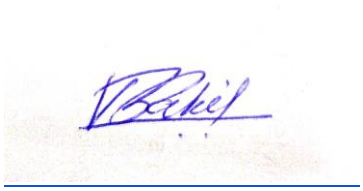
Discussion on Agenda 5
During the college working hours, no one is supposed to be stepping out of the college premises.

Discussion on Agenda 6
The commencement dates of SEM 6 would be Monday – 6th December 2021. Food Production & Patisserie team would be sitting together to plan the practical menu.

Discussion on Agenda 7
FY no changes in Timetable, TY BSc HS would be having 3 days practical & 3 days theory lecturers. Timetable would be shared soon.

Discussion on Agenda 8
FY BSc HS & FY BACA tentatively syllabus completion dates are last week of December – 2021 i.e. 23rd

End Note
NA



Head of the department

"Minutes of the meeting"

- As per the exam commencement dates declared by mumbai University the portion completion is to be done by 10th March, 2019.

- Submission dates for HoI's Signature
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- Fee structure for BA in culinary arts is 108,125.00/year Extra for uniform.

- For FY admission process to be finished by 15th May.

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Akhilesh Subramanian –
Kirti Challye –
Hardik Patil –
Pooja Pednekar –
Raheez Patil –
Sanir Kargaonkar –
Pratyesha Pattnaik – 23/2/19.
Dipti Khadpe –
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Sagar Vaze – 23.2.19
Jay Shetty –
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Shrikant Dhane –
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"Minutes of the meeting"

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Before girls committee meeting agenda to be discuss with principal sir.

- Faculties are supposed to be doing inter & intra departmental training to sharpen their skills.

- Any pending documentation to be submitted before summer vaccation.

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"Minutes of the Meeting"

For the academic year 2019-2020 the below committee members were appointed.

·) Training & Placement

a) Shrikant Dharne
b) Sumit Pote
c) Pratyasha Pattnaik

·) Faculty Co-ordination

a) Vaibhav Patil

·) Timetable (Mumbai & Annamalai University)

a) Vaibhav Patil
b) Hardik Patil
c) Sumit Pote

·) Mumbai University Class co-ordinator

F.Y. a) Shrikant Dharne
b) Raneez Patel

S.Y. a) Kirti Chalke
b) Sumit Pote

T.Y. a) Vaibhav Patil
b) Pooja Pednekar

·) Annamalai University Class co-ordinator

Overall to be supervised by Sagar Vaze

F.Y. – Sagar Vaze
S.Y. – Pratyasha Pattnaik
T.Y. – Samir Korgaonkar

·) "FPP – Food Production & Patisserie" to be taken by the below mentioned faculties for academic year 2019-2020.

a) F.Y. (Mumbai & Annamalai) – Raneez Patel

b) S.Y. (Mumbai & Annamalai) – Samir Korgaonkar

c) T.Y. & B.A. in Culinary Arts (Mumbai & Annamalai) – Navrata

·) "F&B – Food & Beverage Service" to be taken by the below mentioned faculties for academic year 2019-2020.

a) F.Y. (Mumbai & Annamalai) – Shrikant Dharne

b) S.Y. (Mumbai & Annamalai) – to be discussed

c) T.Y. (Mumbai & Annamalai) – Sumit Pote

·) "ROM – Room Division Management" to be taken by the below mentioned faculties for academic year 2019-20.

a) F.Y. (Mumbai & Annamalai) – Pratyasha Pattnaik
b) S.Y. (Annamalai) – Pratyasha Pattnaik
c) S.Y. (Mumbai) – Pooja Pednekar
d) T.Y. (Mumbai & Annamalai) – Pooja Pednekar

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:> Summer vaccation leaves were discussed as per below schedule.

a) Kirti Challge – 16th – 30th May

b) Pooja Pednekar – 05th – 19th May

c) Dipti Khadpe – 16th – 23rd May

d) Pratyasha Pattnaik – 1st – 8th May

e) Samir Korgaonkar – 3rd – 16th May

f) Vaibhav Patil – 16th – 30th May

g) Sagar Vaze – 1st – 15th May

h) Sumit Pote – 12th – 26th May

i) Raveez Patel – 17th – 26th May
6th – 8th June

j) Shrikant Dharne – 1st – 15th May

Mr. Devashish Vakil

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"Minutes of the Meeting"

:) The orientation dates for T.Y. & F.Y. was discussed.

T.Y. – 1st June, 19 (Orientation Dates)
(Saneer Sir would be continuing the practicals till Navratra would join back). From 3rd June regular classes.

F.Y. – 6th July, 19 (Orientation Dates)
From 08th July regular classes.

:) Theories for the academic year 2019-20 to be held in following months.

:) July, 19
:) August, 19
:) February, 20

:) For T.Y. Internal assesment exams to be from 26th Aug.

:) Navratra there take celebrated from 29th September till 08th October.

:) The submission dates for T.Y. would be inbetween 01st Oct till 05th Oct.

:) End of term semester for F.Y. would be 19th October.

:) Diwali vacations from 25th October till 03th Nov.
Last working day 24th Oct & resuming back on 04th Nov, 19.

:) For 2nd, 4th & 6th Sem 04th Nov would be commencement along with examination.

:) The tentative dates for Marathon is 06-09th Dec.

:) Winter Fest 26th – 31st Dec

:) The Industrial Visit for academic year (19-20) to be held between 19th – 31st Jan, 2020.

:) For S.Y. The wine tour to Sula vineyard to be held in February.

:) For semester II, IV & VI End of term to be done by March 16, 2020.

:) April & May are for examination & submission.

:) Summer vacation & Examination to be held between 1st May till 30th May, 2020.

Mr. Darshish Vakil.

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31/5/19
1600hrs Onwards

"Minutes of the Meeting"

> Committee members for the upcoming year was discussed & finalised.

1. Girl's Committee – Ms. Kirti Challye
Mrs Pratyasha Pattnaik

2. Discipline & Locker Committee – Mr. Vaibhav Patil
Mrs. Namrata Lingayat
Ms. Raniz Patel

3. Examination Committee – Mrs. Kirti Hardk
Mr. Hardik Patil
Ms. Dipti Khadpe.

4. Waiting & Placement Committee – Mr. Sunil Pote
Ms. Pratyasha Pattnaik
Mr. Shrikant Dhare

5. Website & PPT Committee – Mr. Sunil Pote
Ms. Pooja Pednekar
Mr. Savio D'souza

6. Cultural Committee – Ms. Pooja Pednekar
Mr. Shrikant Dhare

7. NAAC Committee – Mr. Hardik Patil
Mr. Savio D'souza

8. Grivience Committee – Mr. Vaibhav Patil
Ms. Namrata Lingayat

9. Maintenance Committee – Ms. Dipti Khadpe
Mr. Edgar Vaze
Mr. Sanir Korgaonkar

31/5/19
1600hrs Onward

10. Anti Ragging Committee – Mr. Savio D'souza
Mr. Raniz Patel

11. Notice Board Committee – Ms. Pratyasha Pattnaik
Ms. Pooja Pednekar.

12. Library – Ms. Dipti Khadpe
Ms. Namrata Lingayat

> The subject faculties for Food production & food & beverage service for T.Y (Mumbai & Annamalai) are as follows :-

F.P.P → T.Y. (Mumbai & Annamalai) – Namrata Maam till then Sameer Sir would be taking the practicals & theory.

F&B → T.Y. (Mumbai & Annamalai) – Savio D'souza

R.D.M → T.Y. (Mumbai & Annamalai) –
Front Office – Pooja Pednekar
Housekeeping – Kirti Challye.

RDM practicals till 8th July would be 4hrs per Front office & Housekeeping. After 8th the same would be shared by both 2hrs each.

> The reporting time for faculties is sharp at 08:45 am Anybody punching in beyond 08:45 would be considered late mark.

3 late marks would be marked 1 Casual leave
2 late marks would be marked 1/2 day Casual leave.

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:> Uniform for all teaching & non teaching staff stands compulsory. Anyone not following the rules & regulations would have to give valid reason to management.

:> New shades for uniform (Ladies & Gents) were discussed.

Shade for Shirt – 405/407
Shade for Trouser – Black.

Under any circumstances, if the uniform gets spoiled individual faculty is responsible for stiching a new pair within 15 days at their own cost and also any change in size & shape individual would be responsible for fittings. During themes ladies can wear saree prior to that permission & during placements gents can wear formal shirt with tie.

:> Anyone willing to eat in the morning hours needs to complete their breakfast before 0900 am and the area where individual needs to dine is at the "F&B pantry".

:> faculties are supposed to be updated at all times. Vulgar languages & talking negatively to students would not be entertained.
faculties are supposed to ~~take~~ give extra attention to students as they are not performing well during examination.

:> Individual subject-faculty review was taken about how to improvise in their own subject & inregards to overall during the upcoming academic year (2019-2020).

Mr. Devashish Valgil

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28th June, 19
1500hrs Onwards

"Minutes of the Meeting"

•> Tentative dates for the orientation (FY BSc HS) is 08th July, 2019 & classes to be commenced from 09th July, 19 (Theory). Practicals to be starting from 15th July, 19.

•> Calender starring to be made from 08th July 2019 for 16 weeks.

•> For the orientation day, theme "MONSOON" was finalised with fusion of western & street food.

•> The registration on the day of orientation to start from 0230pm onwards.

•> T.Y. classes for Monday to be suspended & to be conducted on Friday.

•> Second year Annualai (FPP) to be conducted by Siddesh. M.

•> All notes for BA In CA to be submitted to Hardik by 1600hrs on Thursday.

•> Upgradation of Qualification to be done on compulsory basis.

•> "Last seen" → The setting to be changed in all faculties phone.

•> The behaviour with students needs to be approached in more professional manner. In any social forum ex. whatsapp, facebook etc no tagging of students & putting their pics as dp. No favouritism to be entertained.

Mr. Devashish Vakil

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03rd July, 19
1630hrs Onwards

"Minutes of the Meeting"

- The date of orientation was discussed - 08th July. Second half was the time decided.
- Individual department committee members needs to give speech regarding their respective areas.
- Starting of the orientation would be done by two students from T.Y. B.Sc HS.
- Requisition regarding the stuff required on the day of orientation needs to be submitted at the earliest (chairs, mike etc)
- Students needs to be selected for some departments.
- Menu for the day of orientation needs to be prepared & discussed. Team required on the day of orientation are as follows :-

  Front Office - 7
  F&B - 15
  Kitchen - 10
  Bakery - 2

Menu :-

- Pav Bhaji
- Batta vada & garlic chutney
- Bambaiya cheese chilli toast
- Kothimbadi etc
- Assorted bhajiya
- Tea cakes
- Kulad tea

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14th Aug
1630 hrs

"Minutes of the Meeting"

-> No. of students & classes who would be participating in Naivaidya competition — FY BSc HS & FY BACA classes students are only to be allowed for the competition.

-> Total enteries to be taken only when online form is filled & submitted. It was 28 enteries so far.

-> Rules & regulations of the competition & time span of the competition was discussed. Competition has to be purely vegeterian & totally egg free. Only traditional naivaidya recipes are allowed, no innovations.

-> Raheez was considered in the website committee.

-> Press & to be released within two day of event commencement. Tanvara would be taking the lead.

-> The major ingredient offered from the college side are as follows:—

- -> Flour
- -> Sugar
- -> Jaggery
- -> Rava
- -> Oil
- -> Milk
- -> Salt

(Thursday)

-> Competition commencement date & time was discussed. Total 2 hrs (1.5 hrs for preparation & 30 mins for cleaning) [2-4 pm]

-> Usage of products like cheese, flowers, any sort of decorative (artificial / natural) flowers & leaves are not allowed.

-> Position size was to be prepared is atleast for two.

-> Presentation material to be carried by the students only—

-> students would be briefed regarding the rules & regulations for the competition prior in a briefing session.

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·> Marathon of IV detailing to be discussed by 2nd Nov.19.

·> Late marks to be informed & leave form to be submitted on time not after taking leave.

·> Punch of Entry in register should match, anyone not following the rule strict serious action would be taken against them.

·> Going outside the college premises should be restricted.

·> Talking to students in professional way only.

"Minutes of the Meeting"

·> Additions in the menu was done for S4 BScHS. Gravies, Chutni, plating of menu was answered.

·> Performance so far of all new staff was discussed & improvements of accomplishment after their journey was discussed.

·> Wastage of Indenting to be reduced. Wastage of raw material to be minimized of indenting has to be as per requirement of FPP.

·> By 04th November, Calendar Planning of SEM II III IV need to be submitted.

·> S.Y. Mumbai – 35 students would be placed allotted per batch. Total 3 batches for S.Y.BScHS.
Y.Y. Mumbai – 36 students would be placed allotted per batch. Total 3 batches for Y.Y.B.ScHS.

·> for S.Y.BScHS all days would be classes except saturday. Saturday second half no classes.

·> Visiting faculties for BSCA – Culinary maths, environmental science are pending to be finalised.

·> 18th November is the tentative date for starting of the academic year.

·> 2nd November indenting to be done for SY & TY FPP practicals.

·> Visiting faculties lectures for S.Y. & Y.Y. classes to be reminded.

·> Co-ordination between convida members & department needs to be stronger.

·> The format of green book to be finalised & needs to be distributed

·> Green book to be distributed as per subjects to faculties. Eg- for RSM 2 books to be offered out for Hilf one for FO.

·> 2nd Nov meeting to be held to finalize on topics.

·> Marathon of Industrial visit detailing to be discussed on 02nd Nov.19

·> Late marks to be informed to Mr. Vakil of leave form to be submitted on time not after taking leave.

·> Punching of entry in register should match anyone not following the same strict action would be

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taken against the person.

- Going outside the college campus within the working hours is prohibited.

- Talking to students, approaching to students has to be in professional manner.

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"Minutes of the Meeting"

- 25th Nov – Monday would be the commencement date for SEM-II academic year.
- Event management class slot to be added in time table around 1330hrs.
- Marathon pre planning to be discussed like T-shirt, shoes etc. Mr. Vakil to be reminded for this on monday so that he would check for "theme" in marathon.
- "Mitti Cool" bottles or any other products they sell to be checked
- T shirt material & shoes to be discussed on Monday
- Siddhesh & Sameer Sir to be cross trained in production.
- For Nov & Dec – OOC requirements are there for Westin, ITC, four seasons & popular caterers. Students needs to be shortlisted.
- At OOC – Chef maitings to be discussed with hotels.
- WOK Express to be approached for placements. (Nov – Second week is the slot)
  Intercontinental – 17 Nov for placements.
- Four Seasons, J.W. Sahar & Sun n Sand to be approached for placements.
- Standisation teaching method to be discussed with all faculties so that students theoratical knowledge can be improved.

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- Punch In timing would be monitored by HR team. late marks/time to be strictly monitored.

- Without information no one would go outside the college campus, incase of emergency Devashish Sir needs to be checked internal before leaving.

- Online registration for PY paper checking or faculties taking subjects needs to be registered. (Savio, Siddhesh & Tatarna)

- Class co-ordinator to sit with Hardik regarding uniform & shoes & see to it every student should have all like shoes, uniform, belt etc.

- Cell phone usage has to be restricted within the college hours. Only for emergency usage its allowed.

- Involvement with students on personal level not to be entertained. Any ex student coming to college to meet faculties needs to be asked & permission to be taken before entering the department.

- Proper distance to be maintained while interacting with students.

- No pictures of college staff/with students to be uploaded on any social media site. Prior permission to be taken before uploading.

- SY – Theory – 18th Nov
  Practical – 05th Nov
  TY – Theory – 26th Nov } 05th Nov FY BY
  Practical – 04th Nov } kitchen practicals are commencing.

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- S.4. Housekeeping practicals & theory would be taken by Dipti Kkadpe.

- College letterhead & logo, ~~not~~ any notice with this not to be uploaded in any social media.

- Annamalai — 26th Nov would be commencing date for the classes.

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"Minutes of the Meeting"

- The practical timing was FYBScHS & FYBBACA was discussed.
  FYBScHS – Practicals to be finished by 1230pm so that FYBBACA – Practicals can be started from 0100pm onwards. for both kitchen & bakery. Mise en place to be done before preferably if possible depending on menu.

- Short menu to be done/covered in practicals now lengthy menu to be covered during January, 2020 for kitchen & bakery (FYBScHS, FYBBACA).

- 25th November – Monday (SYBScHS) practicals to be conducted for all departments. (F&B, Production & RDM)

- FYBScHS & TYBScHS - practicals to be starting from 26th November, 2019 i.e. Tuesday for all the departments. (F&B, Production & RDM)

- Indenting for "Marathon" was discussed & finalised for F&B, Production & RDM.

- Students name was shortlisted & finalised for various events – Nagar 2019. The event dates are 11th & 12th December, 19 at Anjuman Islam College.

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"Minutes of the Meeting"

- All vegetables, fruits pricing was discussed & onions to be ordered in two parts being costly, onions might get rotten quickly.
- Students count was discussed (for the ones helping the college during the event at all four zone departments.
  F&B, Kitchen & ROM - 30 students.
- Indenting for onion to be done by 6th December.
- Zero timetable to be followed for 6th & 7th December.
- For rest 3 days no half day/holiday to be entertained.
- We are not serving detox water/healthy juices like amla, aloe vera etc on day of Marathon.
- Sat - Dinner, Nightea, Lunch, Breakfast
  Sun - Breakfast & Lunch
  No. of Students count to be given to Jevanta for meal arrangements.
- Fridge is in working condition. The same needs to be shifted to new college during Marathon.

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Minutes of the Meeting"

:) Winterfest – Menu lunch menu was discussed for students & staff.
- Rice (Veg triple fried rice)
- Chicken / Veg manchurian
- Ice cream & Plum cake

:) Online registration would start from Monday, Sumit to follow up for online registration.

:) Students to be shown presentation for Winterfest during second half.

:) Turkey workshop to be conducted on 23/24th Dec at Senior hall. Marination process / sauce preparation to be shot & needs to be shown in senior hall during workshop.

:) Faculties to be assigned as judge for winterfest.

:) Students to be encouraged for talent hunt so that more participation is received.

:) Vasai "Kala Krida" to be attended. Stall is from 25-31st Dec Savio & Shrikant to be handling the stalls. Approx 4 students required for the event. Pooja & Pratyusha to be selecting the students & briefing them.

"Back to Bachpan"

Event Names:-

Indoor Games
- Bum Ka Dum – Bum Balloon
- Limb Twister
- Test Your Bond
- Book Balance
- Sac Race
- Hearing Aide
- Naked up Girls
- Paper Dance
- Push it with Kanariya
- Pani Puri Shot
- Hum Tum Aur Neinsco
- Pass through
- Khate Jao.

Outdoor Games
- Cricket
- Football
- Tug of War
- Langdi
- Kho Kho
- Sale ka Khel
- Click the fest

Talent Hunt

Core Games
- Plates for child
- Shake it till you make it
- Balle the entrenet
- Taste the fire
- Find your treat

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04th January, 2020
Saturday
1500hrs Onwards

"Minutes of the Meeting"

·> 08th January, 2020 is the interview date for "Intercontinental Marine Drive

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·> 11th Jan @ 1000hrs is finalised for SEM - III Additional Examination. There are 8 students appearing for same.

·> ATKT Exam for SEM I & SEM II to be taken between 30th Jan - 8th Feb.

·> Cluster meeting to be held in February with Devashish Sir - Faculties taking subject from Annamalai University would be present at same time.

·> CAP - Central assessment programme is uploaded at FO desk for paper checking. Students & Faculties are not allowed to use P.C. No pen drive to be used in the slot. Faculties may use their personal laptops.

·> Syllabus completion date would be March 16 for sem II, IV & VI. for B.SCHS & B.A. IN CA.
24th March would be signing sheet date. Signed by Devashish Sir

·> 2nd Week of March would be class test dates.

·> Friday is the last date for university assessment papers.

·> Committee schedule to be given to Sir soon.

·> Calender Planning to be finalised & submitted soon. By Friday to be submitted for SEM II, IV & VI. for B.SCHS & B.A.C.A.

"Minutes of the meeting"

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S.Y. a) Kirti Chalke
b) Sumit Pote

T.Y. a) Vaibhav Patil
b) Pooja Pednekar

·) Annamalai University Class co-ordinator

Overall to be supervised by Sagar Vaze

F.Y. – Sagar Vaze
S.Y. – Pratyasha Pattnaik
T.Y. – Samir Korgaonkar

·) "FPP – Food Production & Patisserie" to be taken by the below mentioned faculties for academic year 2019-2020.

a) F.Y. (Mumbai & Annamalai) – Raneez Patel

b) S.Y. (Mumbai & Annamalai) – Samir Korgaonkar

c) T.Y. & B.A. in Culinary Arts (Mumbai & Annamalai) – Navrata

·) "F&B – Food & Beverage Service" to be taken by the below mentioned faculties for academic year 2019-2020.

a) F.Y. (Mumbai & Annamalai) – Shrikant Dharne

b) S.Y. (Mumbai & Annamalai) – to be discussed

c) T.Y. (Mumbai & Annamalai) – Sumit Pote

·) "ROM – Room Division Management" to be taken by the below mentioned faculties for academic year 2019-20.

a) F.Y. (Mumbai & Annamalai) – Pratyasha Pattnaik
b) S.Y. (Annamalai) – Pratyasha Pattnaik
c) S.Y. (Mumbai) – Pooja Pednekar
d) T.Y. (Mumbai & Annamalai) – Pooja Pednekar

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:> Summer vaccation leaves were discussed as per below schedule.

a) Kirti Challge – 16th – 30th May

b) Pooja Pednekar – 05th – 19th May

c) Dipti Khadpe – 16th – 23rd May

d) Pratyasha Pattnaik – 1st – 8th May

e) Samir Korgaonkar – 3rd – 16th May

f) Vaibhav Patil – 16th – 30th May

g) Sagar Vaze – 1st – 15th May

h) Sumit Pote – 12th – 26th May

i) Raveez Patel – 17th – 26th May
6th – 8th June

j) Shrikant Dharne – 1st – 15th May

Mr. Devashish Vakil

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"Minutes of the Meeting"

:) The orientation dates for T.Y. & F.Y. was discussed.

T.Y. – 1st June, 19 (Orientation Dates)
(Saneer Sir would be continuing the practicals till Navratra would join back). From 3rd June regular classes.

F.Y. – 6th July, 19 (Orientation Dates)
From 08th July regular classes.

:) Theories for the academic year 2019-20 to be held in following months.

:) July, 19
:) August, 19
:) February, 20

:) For T.Y. Internal assesment exams to be from 26th Aug.

:) Navratra there take celebrated from 29th September till 08th October.

:) The submission dates for T.Y. would be inbetween 01st Oct till 05th Oct.

:) End of term semester for F.Y. would be 19th October.

:) Diwali vacations from 25th October till 03th Nov.
Last working day 24th Oct & resuming back on 04th Nov, 19.

:) For 2nd, 4th & 6th Sem 04th Nov would be commencement along with examination.

:) The tentative dates for Marathon is 06-09th Dec.

:) Winter Fest 26th – 31st Dec

:) The Industrial Visit for academic year (19-20) to be held between 19th – 31st Jan, 2020.

:) For S.Y. The wine tour to Sula vineyard to be held in February.

:) For semester II, IV & VI End of term to be done by March 16, 2020.

:) April & May are for examination & submission.

:) Summer vacation & Examination to be held between 1st May till 30th May, 2020.

Mr. Darshish Vakil.

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31/5/19
1600hrs Onwards

"Minutes of the Meeting"

> Committee members for the upcoming year was discussed & finalised.

1. Girl's Committee – Ms. Kirti Challye
Mrs Pratyasha Pattnaik

2. Discipline & Locker Committee – Mr. Vaibhav Patil
Mrs. Namrata Lingayat
Ms. Raniz Patel

3. Examination Committee – Mrs. Kirti Hardk
Mr. Hardik Patil
Ms. Dipti Khadpe.

4. Waiting & Placement Committee – Mr. Sunil Pote
Ms. Pratyasha Pattnaik
Mr. Shrikant Dhare

5. Website & PPT Committee – Mr. Sunil Pote
Ms. Pooja Pednekar
Mr. Savio D'souza

6. Cultural Committee – Ms. Pooja Pednekar
Mr. Shrikant Dhare

7. NAAC Committee – Mr. Hardik Patil
Mr. Savio D'souza

8. Grivience Committee – Mr. Vaibhav Patil
Ms. Namrata Lingayat

9. Maintenance Committee – Ms. Dipti Khadpe
Mr. Edgar Vaze
Mr. Sanir Korgaonkar

31/5/19
1600hrs Onward

10. Anti Ragging Committee – Mr. Savio D'souza
Mr. Raniz Patel

11. Notice Board Committee – Ms. Pratyasha Pattnaik
Ms. Pooja Pednekar.

12. Library – Ms. Dipti Khadpe
Ms. Namrata Lingayat

> The subject faculties for Food production & food & beverage service for T.Y (Mumbai & Annamalai) are as follows :-

F.P.P → T.Y. (Mumbai & Annamalai) – Namrata Maam till then Sameer Sir would be taking the practicals & theory.

F&B → T.Y. (Mumbai & Annamalai) – Savio D'souza

R.D.M → T.Y. (Mumbai & Annamalai) –
Front Office – Pooja Pednekar
Housekeeping – Kirti Challye.

RDM practicals till 8th July would be 4hrs per Front office & Housekeeping. After 8th the same would be shared by both 2hrs each.

> The reporting time for faculties is sharp at 08:45 am Anybody punching in beyond 08:45 would be considered late mark.

3 late marks would be marked 1 Casual leave
2 late marks would be marked 1/2 day Casual leave.

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:> Uniform for all teaching & non teaching staff stands compulsory. Anyone not following the rules & regulations would have to give valid reason to management.

:> New shades for uniform (Ladies & Gents) were discussed.

Shade for Shirt – 405/407
Shade for Trouser – Black.

Under any circumstances, if the uniform gets spoiled individual faculty is responsible for stiching a new pair within 15 days at their own cost and also any change in size & shape individual would be responsible for fittings. During themes ladies can wear saree prior to that permission & during placements gents can wear formal shirt with tie.

:> Anyone willing to eat in the morning hours needs to complete their breakfast before 0900 am and the area where individual needs to dine is at the "F&B pantry".

:> faculties are supposed to be updated at all times. Vulgar languages & talking negatively to students would not be entertained.
faculties are supposed to ~~take~~ give extra attention to students as they are not performing well during examination.

:> Individual subject-faculty review was taken about how to improvise in their own subject & inregards to overall during the upcoming academic year (2019-2020).

Mr. Devashish Valgil

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28th June, 19
1500hrs Onwards

"Minutes of the Meeting"

•> Tentative dates for the orientation (FY BSc HS) is 08th July, 2019 & classes to be commenced from 09th July, 19 (Theory). Practicals to be starting from 15th July, 19.

•> Calender starring to be made from 08th July 2019 for 16 weeks.

•> For the orientation day, theme "MONSOON" was finalised with fusion of western & street food.

•> The registration on the day of orientation to start from 0230pm onwards.

•> T.Y. classes for Monday to be suspended & to be conducted on Friday.

•> Second year Annualai (FPP) to be conducted by Siddesh. M.

•> All notes for BA In CA to be submitted to Hardik by 1600hrs on Thursday.

•> Upgradation of Qualification to be done on compulsory basis.

•> "Last seen" → The setting to be changed in all faculties phone.

•> The behaviour with students needs to be approached in more professional manner. In any social forum ex. whatsapp, facebook etc no tagging of students & putting their pics as dp. No favouritism to be entertained.

Mr. Devashish Vakil

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03rd July, 19
1630hrs Onwards

"Minutes of the Meeting"

- The date of orientation was discussed - 08th July. Second half was the time decided.
- Individual department committee members needs to give speech regarding their respective areas.
- Starting of the orientation would be done by two students from T.Y. B.Sc HS.
- Requisition regarding the stuff required on the day of orientation needs to be submitted at the earliest (chairs, mike etc)
- Students needs to be selected for some departments.
- Menu for the day of orientation needs to be prepared & discussed. Team required on the day of orientation are as follows :-

  Front Office - 7
  F&B - 15
  Kitchen - 10
  Bakery - 2

Menu :-

- Pav Bhaji
- Batta vada & garlic chutney
- Bambaiya cheese chilli toast
- Kothimbadi etc
- Assorted bhajiya
- Tea cakes
- Kulad tea

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14th Aug
1630 hrs

"Minutes of the Meeting"

-> No. of students & classes who would be participating in Naivaidya competition — FY BSc HS & FY BACA classes students are only to be allowed for the competition.

-> Total enteries to be taken only when online form is filled & submitted. It was 28 enteries so far.

-> Rules & regulations of the competition & time span of the competition was discussed. Competition has to be purely vegeterian & totally egg free. Only traditional naivaidya recipes are allowed, no innovations.

-> Raheez was considered in the website committee.

-> Press & to be released within two day of event commencement. Tanvara would be taking the lead.

-> The major ingredient offered from the college side are as follows:—

- -> Flour
- -> Sugar
- -> Jaggery
- -> Rava
- -> Oil
- -> Milk
- -> Salt

(Thursday)

-> Competition commencement date & time was discussed. Total 2 hrs (1.5 hrs for preparation & 30 mins for cleaning) [2-4 pm]

-> Usage of products like cheese, flowers, any sort of decorative (artificial / natural) flowers & leaves are not allowed.

-> Position size was to be prepared is atleast for two.

-> Presentation material to be carried by the students only—

-> students would be briefed regarding the rules & regulations for the competition prior in a briefing session.

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·> Marathon of IV detailing to be discussed by 2nd Nov.19.

·> Late marks to be informed & leave form to be submitted on time not after taking leave.

·> Punch of Entry in register should match, anyone not following the rule strict serious action would be taken against them.

·> Going outside the college premises should be restricted.

·> Talking to students in professional way only.

"Minutes of the Meeting"

·> Additions in the menu was done for S4 BScHS. Gravies, Chutni, plating of menu was answered.

·> Performance so far of all new staff was discussed & improvements of accomplishment after their journey was discussed.

·> Wastage of Indenting to be reduced. Wastage of raw material to be minimized of indenting has to be as per requirement of FPP.

·> By 04th November, Calendar Planning of SEM II III IV need to be submitted.

·> S.Y. Mumbai – 35 students would be placed allotted per batch. Total 3 batches for S.Y.BScHS.
Y.Y. Mumbai – 36 students would be placed allotted per batch. Total 3 batches for Y.Y.B.ScHS.

·> for S.Y.BScHS all days would be classes except saturday. Saturday second half no classes.

·> Visiting faculties for BSCA – Culinary maths, environmental science are pending to be finalised.

·> 18th November is the tentative date for starting of the academic year.

·> 2nd November indenting to be done for SY & TY FPP practicals.

·> Visiting faculties lectures for S.Y. & Y.Y. classes to be reminded.

·> Co-ordination between convida members & department needs to be stronger.

·> The format of green book to be finalised & needs to be distributed

·> Green book to be distributed as per subjects to faculties. Eg- for RSM 2 books to be offered out for Hilf one for FO.

·> 2nd Nov meeting to be held to finalize on topics.

·> Marathon of Industrial visit detailing to be discussed on 02nd Nov.19

·> Late marks to be informed to Mr. Vakil of leave form to be submitted on time not after taking leave.

·> Punching of entry in register should match anyone not following the same strict action would be

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taken against the person.

- Going outside the college campus within the working hours is prohibited.

- Talking to students, approaching to students has to be in professional manner.

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"Minutes of the Meeting"

- 25th Nov – Monday would be the commencement date for SEM-II academic year.
- Event management class slot to be added in time table around 1330hrs.
- Marathon pre planning to be discussed like T-shirt, shoes etc. Mr. Vakil to be reminded for this on monday so that he would check for "theme" in marathon.
- "Mitti Cool" bottles or any other products they sell to be checked
- T shirt material & shoes to be discussed on Monday
- Siddhesh & Sameer Sir to be cross trained in production.
- For Nov & Dec – OOC requirements are there for Westin, ITC, four seasons & popular caterers. Students needs to be shortlisted.
- At OOC – Chef maitings to be discussed with hotels.
- WOK Express to be approached for placements. (Nov – Second week is the slot)
  Intercontinental – 17 Nov for placements.
- Four Seasons, J.W. Sahar & Sun n Sand to be approached for placements.
- Standisation teaching method to be discussed with all faculties so that students theoratical knowledge can be improved.

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- Punch In timing would be monitored by HR team. late marks/time to be strictly monitored.

- Without information no one would go outside the college campus, incase of emergency Devashish Sir needs to be checked internal before leaving.

- Online registration for PY paper checking or faculties taking subjects needs to be registered. (Savio, Siddhesh & Tatarna)

- Class co-ordinator to sit with Hardik regarding uniform & shoes & see to it every student should have all like shoes, uniform, belt etc.

- Cell phone usage has to be restricted within the college hours. Only for emergency usage its allowed.

- Involvement with students on personal level not to be entertained. Any ex student coming to college to meet faculties needs to be asked & permission to be taken before entering the department.

- Proper distance to be maintained while interacting with students.

- No pictures of college staff/with students to be uploaded on any social media site. Prior permission to be taken before uploading.

- SY – Theory – 18th Nov
  Practical – 05th Nov
  TY – Theory – 26th Nov } 05th Nov FY BY
  Practical – 04th Nov } kitchen practicals are commencing.

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- S.4. Housekeeping practicals & theory would be taken by Dipti Kkadpe.

- College letterhead & logo, ~~not~~ any notice with this not to be uploaded in any social media.

- Annamalai — 26th Nov would be commencing date for the classes.

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"Minutes of the Meeting"

- The practical timing was FYBScHS & FYBBACA was discussed.
  FYBScHS – Practicals to be finished by 1230pm so that FYBBACA – Practicals can be started from 0100pm onwards. for both kitchen & bakery. Mise en place to be done before preferably if possible depending on menu.

- Short menu to be done/covered in practicals now lengthy menu to be covered during January, 2020 for kitchen & bakery (FYBScHS, FYBBACA).

- 25th November – Monday (SYBScHS) practicals to be conducted for all departments. (F&B, Production & RDM)

- FYBScHS & TYBScHS - practicals to be starting from 26th November, 2019 i.e. Tuesday for all the departments. (F&B, Production & RDM)

- Indenting for "Marathon" was discussed & finalised for F&B, Production & RDM.

- Students name was shortlisted & finalised for various events – Nagar 2019. The event dates are 11th & 12th December, 19 at Anjuman Islam College.

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"Minutes of the Meeting"

- All vegetables, fruits pricing was discussed & onions to be ordered in two parts being costly, onions might get rotten quickly.
- Students count was discussed (for the ones helping the college during the event at all four zone departments.
  F&B, Kitchen & ROM - 30 students.
- Indenting for onion to be done by 6th December.
- Zero timetable to be followed for 6th & 7th December.
- For rest 3 days no half day/holiday to be entertained.
- We are not serving detox water/healthy juices like amla, aloe vera etc on day of Marathon.
- Sat - Dinner, Nightea, Lunch, Breakfast
  Sun - Breakfast & Lunch
  No. of Students count to be given to Jevanta for meal arrangements.
- Fridge is in working condition. The same needs to be shifted to new college during Marathon.

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Minutes of the Meeting"

:) Winterfest – Menu lunch menu was discussed for students & staff.
- Rice (Veg triple fried rice)
- Chicken / Veg manchurian
- Ice cream & Plum cake

:) Online registration would start from Monday, Sumit to follow up for online registration.

:) Students to be shown presentation for Winterfest during second half.

:) Turkey workshop to be conducted on 23/24th Dec at Senior hall. Marination process / sauce preparation to be shot & needs to be shown in senior hall during workshop.

:) Faculties to be assigned as judge for winterfest.

:) Students to be encouraged for talent hunt so that more participation is received.

:) Vasai "Kala Krida" to be attended. Stall is from 25-31st Dec Savio & Shrikant to be handling the stalls. Approx 4 students required for the event. Pooja & Pratyusha to be selecting the students & briefing them.

"Back to Bachpan"

Event Names:-

Indoor Games
- Bum Ka Dum – Bum Balloon
- Limb Twister
- Test Your Bond
- Book Balance
- Sac Race
- Hearing Aide
- Naked up Girls
- Paper Dance
- Push it with Kanariya
- Pani Puri Shot
- Hum Tum Aur Neinsco
- Pass through
- Khate Jao.

Outdoor Games
- Cricket
- Football
- Tug of War
- Langdi
- Kho Kho
- Sale ka Khel
- Click the fest

Talent Hunt

Core Games
- Plates for child
- Shake it till you make it
- Balle the entrenet
- Taste the fire
- Find your treat

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04th January, 2020
Saturday
1500hrs Onwards

"Minutes of the Meeting"

·> 08th January, 2020 is the interview date for "Intercontinental Marine Drive

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·> 11th Jan @ 1000hrs is finalised for SEM - III Additional Examination. There are 8 students appearing for same.

·> ATKT Exam for SEM I & SEM II to be taken between 30th Jan - 8th Feb.

·> Cluster meeting to be held in February with Devashish Sir - Faculties taking subject from Annamalai University would be present at same time.

·> CAP - Central assessment programme is uploaded at FO desk for paper checking. Students & Faculties are not allowed to use P.C. No pen drive to be used in the slot. Faculties may use their personal laptops.

·> Syllabus completion date would be March 16 for sem II, IV & VI. for B.SCHS & B.A. IN CA.
24th March would be signing sheet date. Signed by Devashish Sir

·> 2nd Week of March would be class test dates.

·> Friday is the last date for university assessment papers.

·> Committee schedule to be given to Sir soon.

·> Calender Planning to be finalised & submitted soon. By Friday to be submitted for SEM II, IV & VI. for B.SCHS & B.A.C.A.

FORMAT FOR MINUTES OF MEETING

Name of Department: **HOTEL MANAGEMENT.**

Date	3rd December 2021
Time	1530 hrs.
Place/ Venue of Meeting	Advance Training Restaurant
Meeting Chaired By	Mr. Vaibhav Patil
Total no. of Attendees	14 nos.
Minutes Noted by	Ms. Pratyasha Pattnaik

Agenda of meeting	
1.	Discipline inside campus.
2.	Weekly Report Update
3.	Muster Sign
4.	Phone usage
5.	Stepping out in college time
6.	Commencement dates of SEM 6 Practical
7.	FY & TY. BSc HS Time Table
8.	FY BSc HS & FY BACA tentatively syllabus completion

Attendee List			
Sr. No	**Name of the Staff**	**Designation**	**Signature**
1	Mr. Sagar Vaze	Asst. Professor	
2	Mr. Samir Korgaonkar	Asst. Professor	
3	Mrs. Kirti Chalke	Asst. Professor	
4	Mrs. Namrata Kharkand	Asst. Professor	
5	Mrs. Pooja Pednekar	Asst. Professor	

6	Mr. Sumit Pote	Asst. Professor	
7	Mr. Shrikant Dharne	Asst. Professor	
8	Mr. Rameez Patel	Asst. Professor	
9	Mrs. Pratyasha Pattnaik	Asst. Professor	
10	Ms. Dipti Khadpe	Asst. Professor	
11	Mr. Savio D'Souza	Asst. Professor	
12	Mr. Siddhesh Wadkar	Asst. Professor	
13	Mr. Hardik Patil	Clerk	

Discussion on Agenda 1
Faculties are required to maintain discipline inside the college premises. No casual attitude would be entertained.

Discussion on Agenda 2
All subject faculties are required to submit their weekly lecture report to Kirti Maam (HS) & Namrata Maam (BACA) on regular basis.

Discussion on Agenda 3
Muster to be signed on daily basis without fail. The muster is kept at office no. 1 also needs to be signed regularly.

Discussion on Agenda 4
During the college working hours no one is supposed to be answering their personal phone specially during the class.

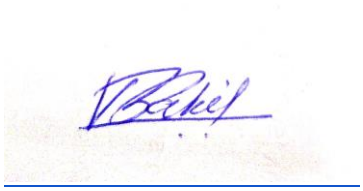
Discussion on Agenda 5
During the college working hours, no one is supposed to be stepping out of the college premises.

Discussion on Agenda 6
The commencement dates of SEM 6 would be Monday – 6th December 2021. Food Production & Patisserie team would be sitting together to plan the practical menu.

Discussion on Agenda 7
FY no changes in Timetable, TY BSc HS would be having 3 days practical & 3 days theory lecturers. Timetable would be shared soon.

Discussion on Agenda 8
FY BSc HS & FY BACA tentatively syllabus completion dates are last week of December – 2021 i.e. 23rd

End Note
NA



Head of the department

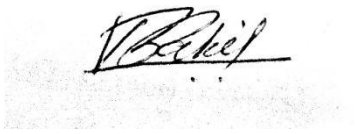
VIVA COLLEGE

HOTEL & TOURISM MANAGEMENT STUDIES

Departmental Minutes of Meeting - 2021-22

Below are the Dates on which MOM was held within Department:.

DATES
1st June 2021
9th June 2021
5th July 2021
22nd July 2021
1st week of August (College Reopen)
2nd August 2021
24th August 2021
1st September 2021
21st September 2021
9th October 2021
20th October 2021
3rd December 2021
9th January 2022
11th January 2022
1st February 2022
26th February 2022
1th March 2022
31st May 2022



Date: 15.06.2022

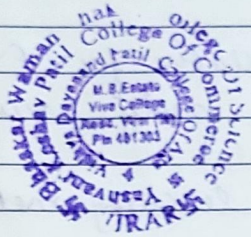
1. The meeting was started with welcome address by HOD.
2. Discussion regarding new syllabus for FYIT was done.
3. Work culture improvement, duty hours, number of leaves was discussed.
4. Delivery of lectures, use of teaching methods discussion were made.
5. Proper use of labs, with projectors, maintenance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

Sr. No.	Name of the staff	Signature
1.	Hemant Wani	
2.	Shilpa J. Rodrigues	
3.	Pranali D. Thakare	15/06/22
4.	Mr. Jyoti P. Jadhav	
5.	Mrs. Archana S. Raut	
6	Gauri K. Thakur	
7	Mrs Harshali S Mankar	
8.	Anuja M. Patil	
9.	Ms. Kshitija A. Palav (Manc)	15/06/22
10.	Bimla Thakkar	15/06/22
11.	Sonali Salvankar	15/6/22
12.	Monika Raut	
13	Gayatree P. Karnik	
14.	Brijesh Y. Joshi	
15.	Nessie Colaco	
16.	Dorin Rebello	
17.	Priyanka R Brid	
18.	Gauri G. Vaitak	
19.	Gargee J. Mhatre.	

20. Suvarna S. Kannav

21. Sampada Deshmukh

Kannav
15/06/2022



Principal

Discussion:

1] HOD welcomed all the staff for the beginning of the new academic year.

2] Discussion regarding NewSyllabus 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, maintance of computer system were discussed.

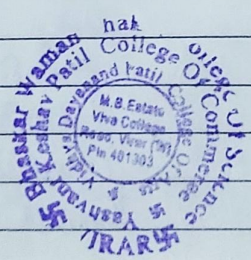
6] Discussion regarding NAAC, collection of data and maintaining data was made.

Date: 16/06/2022

Agenda:

1) To discuss Lab requirements for academic year 2022-23.
2) To discuss responsibilities of Lab assistants and peons.

Sr.No.	Name of the staff	Signature.
1.	Dr. Sampada Deshmukh	
2.	Mrs. Jagruti Raut	16/06/2022
3.	Mr. Jaydeep Charan	16/6/22
4.	Mrs. Pranjali V. Raut	
5.	Mr. Jitesh V. Chaudhary.	16/06/22
6.	More Pramod Gopal	
7	Deepak J. Thakur	
8	Sunil S. Mulkadam	
9	Bibek Raut	
10	Bhavesh. S. Raut	B.S.Raut



Principal

Date : 12/08/2022

Agenda - 1. To discuss an event related to Azadi Ka Amrit Mahotsav.

2. To discuss floor discipline about lectures and practicals.

Sr. No.	Name of the staff	Signature
1.	Dr. Sampada Deshmukh	
2.	Bimla Dhakkar	Bimla 12/08/22
3.	Dr. Gauri Vaidak	Gejli
4.	Anuja N. Patil	APatil 12.08.22
5.	Mrs. Kshitija A Palav (Mane)	12.08.22
6.	Sneha T. Vaze.	12/08/22
7.	Nessie Colaco	12/8/22
8.	Suvarna Kannav	12/08/22
9.	Moli Jadhav	
10.	Archana Raut	
11.	Pranali Thakar	12/8/22
12.	Gauri Thakur	
13.	Hemant Wani	
14.	Dcruz Rebello	
15.	Monika Raut	
16.	Ashlesha Yuvan	
17	Gayatree Kasnik	

18 Avinash Dilip Sonawane
19 Dr. Brijesh Y Joshi
~~20 Archana Raut~~

AD. Sonawane

Principal

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 SY and TY syllabus completion period.

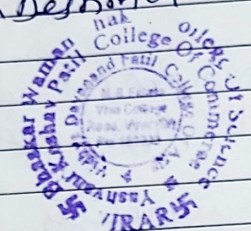
2) To discuss commencement of SY and TY practical and theory exam conduction

3) To discuss pre-requisites for conduction of exams.

Sr. No.	Name of the Staff	Sign
1	Hemant Wani	
2.	Sneha Vaze	
3.	Archana Raut	
4	Rutuja Gupta	
5.	Jui Patil	
6	Vrunda Bharat	
7.	Sonali Salvankar	12/09/22
8.	Dorin Rebello	12/9/22
9.	Dr. Gauri Vaidya	12/9/22
10.	Ms. Bimla Thakkar	12/09/22
11.	Ms. Ashlesha Gurav	12/09/22
12.	Dr. Brijesh Joshi	12/09/22
13	Avinash D. Sonawane	A.D. Sonawane
14.	Monika Raut	
15.	Ms. Kshitija Palav (Mane)	12/09/22

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

A Patil 12.09.22
S Kannav 12.09.22
12/9/22
12/9/22



Principal

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 setup were discussed.

Date : 09/01/2023
Time : 11:00 am
Venue : Lab 4, 219

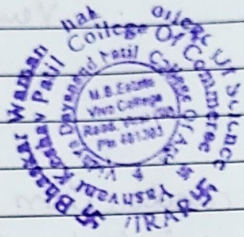
Agenda :

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	
3.	Dr. Brijesh Y. Joshi	
4.	Anuja M. Patil	APatil
5.	Mrs. Kshitija A. Palav (Mane)	09/01/2023
6.	Dr. Priyanka R Brid	Brid 09/01/23
7.	Dr. Gauri Vaidak	Gaje 09/01/23
8.	Sonali D. Salvankar	Sonali 09/1/23
9.	Avinash D. Sonawane	ADSonawane
10	Gayatree P. Karnik	GPKarnik 9/1/23
11	Sneha T. Vaze	9/01/23
12	Hemant Wani	
13	Doran Rebello	9/1/23
14	Gauri Thakur	
15.	Pranali Thakare	
16	Jyoti Jadhav	

17. Nessie Colaco
18. Vrunda Gharat

Colaco
Gharat



Principal

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 adjustements 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

- The meeting started with a Welcome addressed by HOD of department.
- Discussion regarding the new syllabus that would be introduced for FYIT, SYCS & SYDS.
- 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. collections of data and maintenance ~~is~~ were discussed.

Sr.No.	Name of the Staff	Signature
1	Jagruti Raut	
2.	Neha R. Patil.	
3.	Namita N. Rode	
4.	Devika V. Keni	
5.	Shweta K. Yamde	
6	Sujitha Mohan	

Principal

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 - 1) To discuss an event related to Azadi ka amrut mahostav -
2) To discuss floor discipline about lectures and practicals.

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

Principal

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.

Date: 12/09/2022

Agenda:

1) To discuss SY and TY syllabus 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. Jaguti S. Raut	
2.	Devika Keni	
3.	Manisha Kotkar	
4.	Neha Patil	
5.	Shweta Yande	
6.	Namita Rode.	
7.	Rutuja Gupta	

Principal

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] Prerequisties for conduction of practical exams. lab Setup were discussed.

Date: 09/01/2023
Time: 11:00 am

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.	Jagruti Raut	
2.	Dipika Keni	
3.	Neha R. Patil.	
4.	Namita N. Rode	
5	Prajakta Hatkar	

Principal

Discussion.

1] HOD welcomed all the staff for beginning of the new Semester.

2] Staff members were informed to intimate co-ordinators regarding lectures adjustment in case of leave.

3] Staff members were informed for smooth conduction of lectures and completion of wording 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

- The meeting started with a Welcome addressed by HOD of department.
- Discussion regarding the new syllabus that would be introduced for FYIT, SYCS & SYDS.
- 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. collections of data and maintenance ~~is~~ were discussed.

Sr.No.	Name of the Staff	Signature
1	Jagruti Raut	
2.	Neha R. Patil.	
3.	Namita N. Rode	
4.	Devika V. Keni	
5.	Shweta K. Yamde	
6	Sujitha Mohan	

Principal

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 - 1) To discuss an event related to Azadi ka amrut mahostav -
2) To discuss floor discipline about lectures and practicals.

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

Principal

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.

Date: 12/09/2022

Agenda:

1) To discuss SY and TY syllabus 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. Jaguti S. Raut	
2.	Devika Keni	
3.	Manisha Kotkar	
4.	Neha Patil	
5.	Shweta Yande	
6.	Namita Rode.	
7.	Rutuja Gupta	

Principal

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] Prerequisties for conduction of practical exams. lab Setup were discussed.

Date: 09/01/2023
Time: 11:00 am

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.	Jagruti Raut	
2.	Dipika Keni	
3.	Neha R. Patil.	
4.	Namita N. Rode	
5	Prajakta Hatkar	

Principal

Discussion.

1] HOD welcomed all the staff for beginning of the new Semester.

2] Staff members were informed to intimate co-ordinators regarding lectures adjustment in case of leave.

3] Staff members were informed for smooth conduction of lectures and completion of wording 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.

Department of Information Technology

Minutes of Meeting

Date: 14.07.2021

Time: 02.00pm to 02.40pm

Agenda: New academic year meeting

Meeting link: https://meet.ggogle.com/voa-nzjp-ggz

1. Head of Department welcomed all the staff for the beginning of the new academic year.
2. Commencement of Regular lectures for TY and SY classes was announced and staff were instructed to follow the schedule accordingly.
3. Staff members were allocated the responsibility to instruct the students in respective telegram group to maintain disciple and follow the lecture schedule as posted daily.
4. Subject in-charge of respective subjects in TY and SY were told to keep track of completion of chapters/concepts by staff in their division every two weeks.
5. Following staff were given the responsibility for telegram group creation and adding students to their respective division group for TYIT and SYIT:

Faculty Name	Class
Sharvari Patil and Sonali Salvanikar	TYIT-A
Suvarna Kannav and Gargee Mhatre	TYIT-B
Gayatree Karnik and Avinash Sonawane	TYIT-C
Namita Rode and Dorin Rebello	SYIT-A
Neha Patil and Surbhi Shah	SYIT-B
Sujitha Mohan and Monika Raut	SYIT-C

6. Head of Department concluded the meeting with best wishes for the start of new academic year.

H.O.D

I.T

Staff Meeting 14.07.2021 2.00pm to 2.40pm

dr.priyanka brid
jagruti churi
nessie colaco
sampada deshmukh
manisha gadakh
prajakta hatkar
jyoti jadhav
suvarna kannav
gayatree karnik
devika keni
manisha kotkar
manisha kotkar (outside viva college)
kshitija mane
harshali mankar
gargee mhatre
sujitha mohan
pramod more
sunil mukadam
10 others
12 others
13 others
14 others
16 others
19 others
2 others
21 others
22 others
23 others
24 others
25 others
26 others
27 others
28 others
3 others
4 others
5 others
8 others
anuja patil
neha patil
sharvari patil
archana raut
bhavesh raut
monika raut
pritesh raut
dorin rebello
namita rode
shilpa rodrigues
sonali salvanikar
surbhi shah

Vice Principal

Department of Information Technology

Minutes of Meeting

Date: 07.08.2021

Time: 10.00am to 10.40am

Agenda: Maintaining attendance based on attendance template

Meeting link: https://meet.google.com/vde-wysf-xga

1. Head of Department initiated the meeting with discussion of attendance template.
2. Use of attendance template and maintaining the attendance was explained by Mrs. Kshitija Abhish Palav and Ms. Harshali Mankar.
3. Ms. Harshali Mankar showed the demo of maintaining attendance.
4. Role of subject teacher, class teacher and attendance in-charge was explained based upon the Data sheet, Attendance sheet and Attendance% sheet.
5. Format for entering the student attendance was also shared.
6. Various doubts of faculties were discussed and cleared.
7. Faculties were instructed to maintain attendance record on daily basis.
8. Head of Department concluded the meeting.

H.O.D

I.T

* Meet - vde-wysf-xga
* Meeting code: vde-wysf-xga
* Created on 2021-08-07 09:17:16

* by https://chrome.google.com/webstore/detail/google-meet-attendance-li/appcnhiefcidclcdjeahgklghghihfok

Full Name	First Seen	Time in Call
ANUJA PATIL	07-08-2021 09:27	01:00:39
ARCHANA RAUT	07-08-2021 09:37	00:44:53
Avinash Sonawane	07-08-2021 09:35	00:52:44
BINITA THAKKAR	07-08-2021 09:26	01:02:48
Devika Keni	07-08-2021 09:37	00:51:49
Dorin Rebello	07-08-2021 09:27	01:01:30
Dr. GAURI VARTAK	07-08-2021 09:27	01:00:50
Dr.Priyanka Brid	07-08-2021 09:29	00:58:32
GAURI THAKUR	07-08-2021 09:27	01:01:07
Gayatree Karnik	07-08-2021 09:37	00:51:56
HARSHALI MANKAR	07-08-2021 09:25	01:03:19
HEMANT WANI	07-08-2021 09:33	00:55:07
JAGRUTI CHURI	07-08-2021 09:33	00:55:30
JYOTI JADHAV	07-08-2021 09:29	00:59:04
KSHITIJA MANE	07-08-2021 09:17	01:12:18
MANISHA GADAKH	07-08-2021 09:38	00:50:55
MONIKA RAUT	07-08-2021 09:29	00:59:26
NEHA PATIL	07-08-2021 09:26	01:02:03
Namita Rode	07-08-2021 09:33	00:55:22
Nessie Colaco	07-08-2021 09:30	00:57:42
PRAJAKTA HATKAR	07-08-2021 09:27	01:01:24
PRANALI THAKARE	07-08-2021 09:37	00:49:27
SHWETA YANDE	07-08-2021 09:32	00:56:02
SONALI SALVANIKAR	07-08-2021 09:29	00:55:42
Sampada Deshmukh	07-08-2021 09:33	00:54:00
Shilpa Rodrigues	07-08-2021 09:28	00:59:51
Surbhi Shah	07-08-2021 09:34	00:51:35
gargee mhatre	07-08-2021 09:27	01:01:13
sharvari patil	07-08-2021 09:27	01:01:15
suvarna kannav	07-08-2021 09:28	01:00:40

Vice principal

Bhaskar Waman Patil College Of Commerce & Vasantrao Keshav Patil College Of Arts

Department of Information Technology

Minutes of Meeting

Date: 02.09.2021

Time: 04.15pm to 05.30pm

Agenda: Change in attendance template

Meeting link: https://meet.google.com/gie-heaw-aeg

1. Head of Department initiated the meeting regarding change in attendance template.
2. Ms. Harshali Mankar showed the demo regarding format in which attendance of students to be taken for maintaining attendance.
3. Role of class teacher and subject teacher was only on Data sheet while role of in-charge was on Attendance sheet and Attendance% sheet.
4. Format for entering the student attendance was also shared.
5. Faculty's were instructed to maintain attendance record on daily basis.
6. Faculty's were informed to maintain July attendance by 05th September, 2021.
7. Faculty's doubts were cleared
8. Head of Department concluded the meeting.

H.O.D

I.T

* Meet - gie-heaw-aeg
* Meeting code: gie-heaw-aeg
* Created on 2021-09-02 04:13:38

* by https://chrome.google.com/webstore/detail/google-meet-attendance-li/appcnhiefcidclcdjeahgklghghihfok

Full Name	First Seen	Time in Call
ANUJA PATIL	02-09-2021 04:17	00:57:48
ARCHANA RAUT	02-09-2021 04:20	00:54:40
Avinash Sonawane	02-09-2021 04:26	00:49:12
BINITA THAKKAR	02-09-2021 04:15	00:59:40
BRIJESH JOSHI	02-09-2021 04:18	00:15:51
Devika Keni	02-09-2021 04:18	00:57:07
Dorin Rebello	02-09-2021 04:15	00:59:51
Dr. GAURI VARTAK	02-09-2021 04:15	00:59:41
Dr.Priyanka Brid	02-09-2021 04:55	00:19:19
GAURI THAKUR	02-09-2021 04:14	01:00:12
Gayatree Karnik	02-09-2021 04:15	01:00:02
HARSHALI MANKAR	02-09-2021 04:15	01:00:19
HEMANT WANI	02-09-2021 04:15	00:59:35
JAGRUTI RAUT	02-09-2021 04:14	01:00:05
JYOTI JADHAV	02-09-2021 04:15	00:59:05
KSHITIJA MANE	02-09-2021 04:13	01:02:18
MANISHA GADAKH	02-09-2021 04:15	00:59:47
MONIKA RAUT	02-09-2021 04:14	01:00:41
NEHA PATIL	02-09-2021 04:17	00:58:03
Namita Rode	02-09-2021 04:15	00:59:19
Nessie Colaco	02-09-2021 04:15	00:59:29
PRAJAKTA HATKAR	02-09-2021 04:15	00:59:40
PRANALI THAKARE	02-09-2021 04:19	00:52:30
SHWETA YANDE	02-09-2021 04:22	00:53:01
SONALI SALVANIKAR	02-09-2021 04:16	00:58:23
Sampada Deshmukh	02-09-2021 04:19	00:55:33
Shilpa Rodrigues	02-09-2021 04:14	01:00:13
Sujitha Mohan	02-09-2021 04:15	00:59:19
Surbhi Shah	02-09-2021 04:42	00:32:41
gargee mhatre	02-09-2021 04:21	00:54:02
sharvari patil	02-09-2021 04:15	00:59:20
suvarna kannav	02-09-2021 04:16	00:58:58

Vice principal

Department of Information Technology

Minutes of Meeting

Date: 06.09.2021

Time: 04.00pm to 04.45pm

Agenda: M.Sc lecture conduction

Meeting link: https://meet.google.com/cse-uphn-rzo

1. Head of Department initiated the meeting regarding conduction of M.Sc. Sem 3 lectures.
2. Head of Department concluded the meeting.

H.O.D

I.T

* Meet - cse-uphn-rzo
* Meeting code: cse-uphn-rzo
* Created on 2021-09-06 03:47:57

* by https://chrome.google.com/webstore/detail/google-meet-attendance-li/appcnhiefcidclcdjeahgklghghihfok

Full Name	First Seen	Time in Call
ANUJA PAT	06-09-2021 04:06	00:37:00
ARCHANA I	06-09-2021 04:01	00:42:12
BINITA THA	06-09-2021 03:47	00:56:51
Dr. GAURI '	06-09-2021 03:53	00:50:59
Dr.Priyanka	06-09-2021 03:55	00:47:37
HARSHALI I	06-09-2021 04:03	00:39:13
JAGRUTI RA	06-09-2021 03:58	00:42:20
JYOTI JADH	06-09-2021 03:57	00:45:32
KSHITIJA M	06-09-2021 03:57	00:46:13
PRAJAKTA I	06-09-2021 04:01	00:41:29
SHWETA YA	06-09-2021 03:52	00:50:39
Sampada D	06-09-2021 04:02	00:40:14
Shilpa Rodr	06-09-2021 04:02	00:41:03

Vice principal

Date: 11/04/2022

Agenda:

1) To discuss conduction of FY theory and practical exam.

2) To discuss assessment and moderation of FY.

3) To discuss result preparation by members by May 1st week.

Sr. No.	Name of the Staff	Sign
1.	Dr. Sampada Deshmukh	
2.	Bindu Thakkar	
3	Anuja N. Patil	
4	Priyanka R Brid	
5.	Gauri A. Vaetak	
6	Gayatree P. Kasnika	
7	Monika Raut	
8	Nessie Colaco	
9.	Archana S. Raut-	11/4/22
10.	Pranali Thakare	11/4/22
11.	Sneha T. Vaze	11/04/22
12.	Dorah Rebello	11/4/22
13.	Suvarna Kannav	
14.	Sonali Salvankar.	
15	Jyoti Jadhav	

Vice Principal

Department of Computer Science

Minutes of Meeting

Date: 14.07.2021

Time: 02.00pm to 02.40pm

Agenda: New academic year meeting

Meeting link: https://meet.ggogle.com/voa-nzjp-ggz

1. Head of Department welcomed all the staff for the beginning of the new academic year.
2. Commencement of Regular lectures for TY and SY classes was announced and staff were instructed to follow the schedule accordingly.
3. Staff members were allocated the responsibility to instruct the students in respective telegram group to maintain disciple and follow the lecture schedule as posted daily.
4. Subject in-charge of respective subjects in TY and SY were told to keep track of completion of chapters/concepts by staff in their division every two weeks.
5. Following staff were given the responsibility for telegram group creation and adding students to their respective division group for TYIT and SYIT:

Faculty Name	Class
Sharvari Patil and Sonali Salvanikar	TYIT-A
Suvarna Kannav and Gargee Mhatre	TYIT-B
Gayatree Karnik and Avinash Sonawane	TYIT-C
Namita Rode and Dorin Rebello	SYIT-A
Neha Patil and Surbhi Shah	SYIT-B
Sujitha Mohan and Monika Raut	SYIT-C

6. Head of Department concluded the meeting with best wishes for the start of new academic year.

H.O.D

C.S

Staff Meeting 14.07.2021 2.00pm to 2.40pm

dr.priyanka brid
jagruti churi
nessie colaco
sampada deshmukh
manisha gadakh
prajakta hatkar
jyoti jadhav
suvarna kannav
gayatree karnik
devika keni
manisha kotkar
manisha kotkar (outside viva college)
kshitija mane
harshali mankar
gargee mhatre
sujitha mohan
pramod more
sunil mukadam
10 others
12 others
13 others
14 others
16 others
19 others
2 others
21 others
22 others
23 others
24 others
25 others
26 others
27 others
28 others
3 others
4 others
5 others
8 others
anuja patil
neha patil
sharvari patil
archana raut
bhavesh raut
monika raut
pritesh raut
dorin rebello
namita rode
shilpa rodrigues
sonali salvanikar
surbhi shah

Vice principal

Department of Computer Science

Minutes of Meeting

Date: 07.08.2021

Time: 10.00am to 10.40am

Agenda: Maintaining attendance based on attendance template

Meeting link: https://meet.google.com/vde-wysf-xga

1. Head of Department initiated the meeting with discussion of attendance template.
2. Use of attendance template and maintaining the attendance was explained by Mrs. Kshitija Abhish Palav and Ms. Harshali Mankar.
3. Ms. Harshali Mankar showed the demo of maintaining attendance.
4. Role of subject teacher, class teacher and attendance in-charge was explained based upon the Data sheet, Attendance sheet and Attendance% sheet.
5. Format for entering the student attendance was also shared.
6. Various doubts of faculties were discussed and cleared.
7. Faculties were instructed to maintain attendance record on daily basis.
8. Head of Department concluded the meeting.

H.O.D

C.S

* Meet - vde-wysf-xga
* Meeting code: vde-wysf-xga
* Created on 2021-08-07 09:17:16

* by https://chrome.google.com/webstore/detail/google-meet-attendance-li/appcnhiefcidclcdjeahgklghghihfok

Full Name	First Seen	Time in Call
ANUJA PATIL	07-08-2021 09:27	01:00:39
ARCHANA RAUT	07-08-2021 09:37	00:44:53
Avinash Sonawane	07-08-2021 09:35	00:52:44
BINITA THAKKAR	07-08-2021 09:26	01:02:48
Devika Keni	07-08-2021 09:37	00:51:49
Dorin Rebello	07-08-2021 09:27	01:01:30
Dr. GAURI VARTAK	07-08-2021 09:27	01:00:50
Dr.Priyanka Brid	07-08-2021 09:29	00:58:32
GAURI THAKUR	07-08-2021 09:27	01:01:07
Gayatree Karnik	07-08-2021 09:37	00:51:56
HARSHALI MANKAR	07-08-2021 09:25	01:03:19
HEMANT WANI	07-08-2021 09:33	00:55:07
JAGRUTI CHURI	07-08-2021 09:33	00:55:30
JYOTI JADHAV	07-08-2021 09:29	00:59:04
KSHITIJA MANE	07-08-2021 09:17	01:12:18
MANISHA GADAKH	07-08-2021 09:38	00:50:55
MONIKA RAUT	07-08-2021 09:29	00:59:26
NEHA PATIL	07-08-2021 09:26	01:02:03
Namita Rode	07-08-2021 09:33	00:55:22
Nessie Colaco	07-08-2021 09:30	00:57:42
PRAJAKTA HATKAR	07-08-2021 09:27	01:01:24
PRANALI THAKARE	07-08-2021 09:37	00:49:27
SHWETA YANDE	07-08-2021 09:32	00:56:02
SONALI SALVANIKAR	07-08-2021 09:29	00:55:42
Sampada Deshmukh	07-08-2021 09:33	00:54:00
Shilpa Rodrigues	07-08-2021 09:28	00:59:51
Surbhi Shah	07-08-2021 09:34	00:51:35
gargee mhatre	07-08-2021 09:27	01:01:13
sharvari patil	07-08-2021 09:27	01:01:15
suvarna kannav	07-08-2021 09:28	01:00:40

Vice principal

Bhaskar Waman Patil College Of Commerce & Vasantrao Patil College Of Arts & Science

Department of Computer Science

Minutes of Meeting

Date: 02.09.2021

Time: 04.15pm to 05.30pm

Agenda: Change in attendance template

Meeting link: https://meet.google.com/gie-heaw-aeg

1. Head of Department initiated the meeting regarding change in attendance template.
2. Ms. Harshali Mankar showed the demo regarding format in which attendance of students to be taken for maintaining attendance.
3. Role of class teacher and subject teacher was only on Data sheet while role of in-charge was on Attendance sheet and Attendance% sheet.
4. Format for entering the student attendance was also shared.
5. Faculty's were instructed to maintain attendance record on daily basis.
6. Faculty's were informed to maintain July attendance by 05th September, 2021.
7. Faculty's doubts were cleared
8. Head of Department concluded the meeting.

H.O.D

C.S

* Meet - gie-heaw-aeg
* Meeting code: gie-heaw-aeg
* Created on 2021-09-02 04:13:38

* by https://chrome.google.com/webstore/detail/google-meet-attendance-li/appcnhiefcidclcdjeahgklghghihfok

Full Name	First Seen	Time in Call
ANUJA PATIL	02-09-2021 04:17	00:57:48
ARCHANA RAUT	02-09-2021 04:20	00:54:40
Avinash Sonawane	02-09-2021 04:26	00:49:12
BINITA THAKKAR	02-09-2021 04:15	00:59:40
BRIJESH JOSHI	02-09-2021 04:18	00:15:51
Devika Keni	02-09-2021 04:18	00:57:07
Dorin Rebello	02-09-2021 04:15	00:59:51
Dr. GAURI VARTAK	02-09-2021 04:15	00:59:41
Dr.Priyanka Brid	02-09-2021 04:55	00:19:19
GAURI THAKUR	02-09-2021 04:14	01:00:12
Gayatree Karnik	02-09-2021 04:15	01:00:02
HARSHALI MANKAR	02-09-2021 04:15	01:00:19
HEMANT WANI	02-09-2021 04:15	00:59:35
JAGRUTI RAUT	02-09-2021 04:14	01:00:05
JYOTI JADHAV	02-09-2021 04:15	00:59:05
KSHITIJA MANE	02-09-2021 04:13	01:02:18
MANISHA GADAKH	02-09-2021 04:15	00:59:47
MONIKA RAUT	02-09-2021 04:14	01:00:41
NEHA PATIL	02-09-2021 04:17	00:58:03
Namita Rode	02-09-2021 04:15	00:59:19
Nessie Colaco	02-09-2021 04:15	00:59:29
PRAJAKTA HATKAR	02-09-2021 04:15	00:59:40
PRANALI THAKARE	02-09-2021 04:19	00:52:30
SHWETA YANDE	02-09-2021 04:22	00:53:01
SONALI SALVANIKAR	02-09-2021 04:16	00:58:23
Sampada Deshmukh	02-09-2021 04:19	00:55:33
Shilpa Rodrigues	02-09-2021 04:14	01:00:13
Sujitha Mohan	02-09-2021 04:15	00:59:19
Surbhi Shah	02-09-2021 04:42	00:32:41
gargee mhatre	02-09-2021 04:21	00:54:02
sharvari patil	02-09-2021 04:15	00:59:20
suvarna kannav	02-09-2021 04:16	00:58:58

Vice principal

Dnyanganga Vasantdada Patil Kanya Mahavidyalaya Vasantdada Patil College Of Commerce & Science Vasantdada Patil College Of Arts & Vidyanidhi Waman Patil Mahavidyalaya

Department of Computer Science

Minutes of Meeting

Date: 06.09.2021

Time: 04.00pm to 04.45pm

Agenda: M.Sc lecture conduction

Meeting link: https://meet.google.com/cse-uphn-rzo

1. Head of Department initiated the meeting regarding conduction of M.Sc. Sem 3 lectures.
2. Head of Department concluded the meeting.

H.O.D

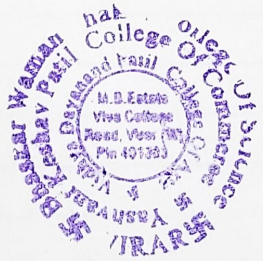
C.S

* Meet - cse-uphn-rzo
* Meeting code: cse-uphn-rzo
* Created on 2021-09-06 03:47:57

* by https://chrome.google.com/webstore/detail/google-meet-attendance-li/appcnhiefcidclcdjeahgklghghihfok

Full Name	First Seen	Time in Call
ANUJA PAT	06-09-2021 04:06	00:37:00
ARCHANA I	06-09-2021 04:01	00:42:12
BINITA THA	06-09-2021 03:47	00:56:51
Dr. GAURI '	06-09-2021 03:53	00:50:59
Dr.Priyanka	06-09-2021 03:55	00:47:37
HARSHALI I	06-09-2021 04:03	00:39:13
JAGRUTI RA	06-09-2021 03:58	00:42:20
JYOTI JADH	06-09-2021 03:57	00:45:32
KSHITIJA M	06-09-2021 03:57	00:46:13
PRAJAKTA I	06-09-2021 04:01	00:41:29
SHWETA YA	06-09-2021 03:52	00:50:39
Sampada D	06-09-2021 04:02	00:40:14
Shilpa Rodr	06-09-2021 04:02	00:41:03

Vice principal



11/04/2022

Agenda:

1) To discuss conduction of FY theory and practical exam.

2) To discuss assessment and moderation of FY.

3) To discuss result preparation by members by 1st week of May.

Shweta Yande
Prajakta Hatkar
Manisha Kotkar

vice principal

Department of Computer Science

Minutes of Meeting

Date: 14.07.2021

Time: 02.00pm to 02.40pm

Agenda: New academic year meeting

Meeting link: https://meet.ggogle.com/voa-nzjp-ggz

1. Head of Department welcomed all the staff for the beginning of the new academic year.
2. Commencement of Regular lectures for TY and SY classes was announced and staff were instructed to follow the schedule accordingly.
3. Staff members were allocated the responsibility to instruct the students in respective telegram group to maintain disciple and follow the lecture schedule as posted daily.
4. Subject in-charge of respective subjects in TY and SY were told to keep track of completion of chapters/concepts by staff in their division every two weeks.
5. Following staff were given the responsibility for telegram group creation and adding students to their respective division group for TYIT and SYIT:

Faculty Name	Class
Sharvari Patil and Sonali Salvanikar	TYIT-A
Suvarna Kannav and Gargee Mhatre	TYIT-B
Gayatree Karnik and Avinash Sonawane	TYIT-C
Namita Rode and Dorin Rebello	SYIT-A
Neha Patil and Surbhi Shah	SYIT-B
Sujitha Mohan and Monika Raut	SYIT-C

6. Head of Department concluded the meeting with best wishes for the start of new academic year.

H.O.D

C.S

Staff Meeting 14.07.2021 2.00pm to 2.40pm

dr.priyanka brid
jagruti churi
nessie colaco
sampada deshmukh
manisha gadakh
prajakta hatkar
jyoti jadhav
suvarna kannav
gayatree karnik
devika keni
manisha kotkar
manisha kotkar (outside viva college)
kshitija mane
harshali mankar
gargee mhatre
sujitha mohan
pramod more
sunil mukadam
10 others
12 others
13 others
14 others
16 others
19 others
2 others
21 others
22 others
23 others
24 others
25 others
26 others
27 others
28 others
3 others
4 others
5 others
8 others
anuja patil
neha patil
sharvari patil
archana raut
bhavesh raut
monika raut
pritesh raut
dorin rebello
namita rode
shilpa rodrigues
sonali salvanikar
surbhi shah

Vice principal

Department of Computer Science

Minutes of Meeting

Date: 07.08.2021

Time: 10.00am to 10.40am

Agenda: Maintaining attendance based on attendance template

Meeting link: https://meet.google.com/vde-wysf-xga

1. Head of Department initiated the meeting with discussion of attendance template.
2. Use of attendance template and maintaining the attendance was explained by Mrs. Kshitija Abhish Palav and Ms. Harshali Mankar.
3. Ms. Harshali Mankar showed the demo of maintaining attendance.
4. Role of subject teacher, class teacher and attendance in-charge was explained based upon the Data sheet, Attendance sheet and Attendance% sheet.
5. Format for entering the student attendance was also shared.
6. Various doubts of faculties were discussed and cleared.
7. Faculties were instructed to maintain attendance record on daily basis.
8. Head of Department concluded the meeting.

H.O.D

C.S

* Meet - vde-wysf-xga
* Meeting code: vde-wysf-xga
* Created on 2021-08-07 09:17:16

* by https://chrome.google.com/webstore/detail/google-meet-attendance-li/appcnhiefcidclcdjeahgklghghihfok

Full Name	First Seen	Time in Call
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ARCHANA RAUT	07-08-2021 09:37	00:44:53
Avinash Sonawane	07-08-2021 09:35	00:52:44
BINITA THAKKAR	07-08-2021 09:26	01:02:48
Devika Keni	07-08-2021 09:37	00:51:49
Dorin Rebello	07-08-2021 09:27	01:01:30
Dr. GAURI VARTAK	07-08-2021 09:27	01:00:50
Dr.Priyanka Brid	07-08-2021 09:29	00:58:32
GAURI THAKUR	07-08-2021 09:27	01:01:07
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HEMANT WANI	07-08-2021 09:33	00:55:07
JAGRUTI CHURI	07-08-2021 09:33	00:55:30
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Shilpa Rodrigues	07-08-2021 09:28	00:59:51
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gargee mhatre	07-08-2021 09:27	01:01:13
sharvari patil	07-08-2021 09:27	01:01:15
suvarna kannav	07-08-2021 09:28	01:00:40

Vice principal

Bhaskar Waman Patil College Of Commerce & Vasantrao Patil College Of Arts & Science

Department of Computer Science

Minutes of Meeting

Date: 02.09.2021

Time: 04.15pm to 05.30pm

Agenda: Change in attendance template

Meeting link: https://meet.google.com/gie-heaw-aeg

1. Head of Department initiated the meeting regarding change in attendance template.
2. Ms. Harshali Mankar showed the demo regarding format in which attendance of students to be taken for maintaining attendance.
3. Role of class teacher and subject teacher was only on Data sheet while role of in-charge was on Attendance sheet and Attendance% sheet.
4. Format for entering the student attendance was also shared.
5. Faculty's were instructed to maintain attendance record on daily basis.
6. Faculty's were informed to maintain July attendance by 05th September, 2021.
7. Faculty's doubts were cleared
8. Head of Department concluded the meeting.

H.O.D

C.S

* Meet - gie-heaw-aeg
* Meeting code: gie-heaw-aeg
* Created on 2021-09-02 04:13:38

* by https://chrome.google.com/webstore/detail/google-meet-attendance-li/appcnhiefcidclcdjeahgklghghihfok

Full Name	First Seen	Time in Call
ANUJA PATIL	02-09-2021 04:17	00:57:48
ARCHANA RAUT	02-09-2021 04:20	00:54:40
Avinash Sonawane	02-09-2021 04:26	00:49:12
BINITA THAKKAR	02-09-2021 04:15	00:59:40
BRIJESH JOSHI	02-09-2021 04:18	00:15:51
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Dorin Rebello	02-09-2021 04:15	00:59:51
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Dr.Priyanka Brid	02-09-2021 04:55	00:19:19
GAURI THAKUR	02-09-2021 04:14	01:00:12
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NEHA PATIL	02-09-2021 04:17	00:58:03
Namita Rode	02-09-2021 04:15	00:59:19
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gargee mhatre	02-09-2021 04:21	00:54:02
sharvari patil	02-09-2021 04:15	00:59:20
suvarna kannav	02-09-2021 04:16	00:58:58

Vice principal

Dnyanganga Vasantdada Patil Kanya Mahavidyalaya Vasantdada Patil College Of Commerce & Science Vasantdada Patil College Of Arts & Vidyanidhi Waman Patil Mahavidyalaya

Department of Computer Science

Minutes of Meeting

Date: 06.09.2021

Time: 04.00pm to 04.45pm

Agenda: M.Sc lecture conduction

Meeting link: https://meet.google.com/cse-uphn-rzo

1. Head of Department initiated the meeting regarding conduction of M.Sc. Sem 3 lectures.
2. Head of Department concluded the meeting.

H.O.D

C.S

* Meet - cse-uphn-rzo
* Meeting code: cse-uphn-rzo
* Created on 2021-09-06 03:47:57

* by https://chrome.google.com/webstore/detail/google-meet-attendance-li/appcnhiefcidclcdjeahgklghghihfok

Full Name	First Seen	Time in Call
ANUJA PAT	06-09-2021 04:06	00:37:00
ARCHANA I	06-09-2021 04:01	00:42:12
BINITA THA	06-09-2021 03:47	00:56:51
Dr. GAURI '	06-09-2021 03:53	00:50:59
Dr.Priyanka	06-09-2021 03:55	00:47:37
HARSHALI I	06-09-2021 04:03	00:39:13
JAGRUTI RA	06-09-2021 03:58	00:42:20
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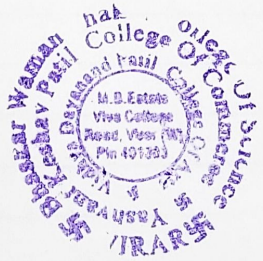
KSHITIJA M	06-09-2021 03:57	00:46:13
PRAJAKTA I	06-09-2021 04:01	00:41:29
SHWETA YA	06-09-2021 03:52	00:50:39
Sampada D	06-09-2021 04:02	00:40:14
Shilpa Rodr	06-09-2021 04:02	00:41:03

Vice principal



11/04/2022

Agenda:

1) To discuss conduction of FY theory and practical exam.

2) To discuss assessment and moderation of FY.

3) To discuss result preparation by members by 1st week of May.

Shweta Yande
Prajakta Hatkar
Manisha Kotkar

vice principal

Date : 27/01/2021.

Minutes of Meeting

1. Meeting was conducted on 27th Jan, 2021 at 10.15 am regarding NAAC Internal Audit Report.

2. Various NAAC points were discussed where improvement was required.

3. Suggestions from staff was accepted for improvisation.

4. HOD also motivated for good outcomes in internal audit.

5. Meeting ended at 12.05pm.

Sr. No.	Name of the staff	Sign.
1)	Dr. Sampada Deshmukh	
2)	Prof. Brijesh Y. Joshi	
3)	Prof. Hemant Wani	
4)	Avinash Dilip Sonawane	A.D.Sonawane
5)	Shilpa J. Rodrigues	S.J.Rodrigues
6)	Pranali D Thakare	
7)	Gauri Thakur	Thakur
8)	Archana Raut	27/1/2021
9)	Harshali S. Mankar	27/1/2021

10) Jyoti Jadhav
11) Gauri Vaetak
12) Doria Rebello
13) Gargee Mhatre
14) Suvarna Kannav
15) Monika Raut
16) Nessie Colaco
17) Bindu Thakkar
18) Arpita Banerjee
19) Surbhi Shah
20) Sonali Salvankar
21) Hemant Wani
22) Shilpa Rodrigues

Vice Principal

Discussion:

1] Staff members were instructed regarding NAAC internal audit and maintaining the data records for the same

2] Suggestion were taking from staff members for proper outcome during internal audit.

Minutes of Meeting. Date: 05.02.2021

1. Meeting was conducted on 05th Feb, 2021 at 10:30 am regarding conduction of lectures and practicals.

2. Practical time slots were assigned to staff and how the conduction of practicals to be done explained.

3. HOD emphasized on execution of practicals to be done with detailed explanation of every concept, recording of same should be done and attendance ~~was~~ to be maintained.

4. Various issues were discussed regarding if software not supported or internet connectivity failures.

5. Solutions and suggestions from staff members were taken into consideration.

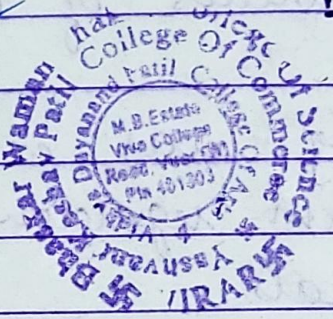
6. Meeting ended at 10:25 am.

Sr. No.	Name of staff	Sign.
1)		
2)	Mrs. Bimla Thakkar	Bimla
3)	Mrs. Gauri K. Thakur	Gauri
4)	Mrs. Harshali S. Mankar	Harshali
5)	MS. Surbhi Shah.	Surbhi Shah

6. MS. Sonali Salvanikar Sonali

7 Asst. Prof. Anuja Patil Patil

Vice Principal



Discussion:

1] Staff members were instructed for proper conduction of lectures and practicals

2] Lab setup, software installation to be done by lab assistants and proper execution of the same to be checked by staff members were instructed.

3] Staff members were instructed to take lab session in complete detailed with proper explanation of course and solving errors during sessions.

Date: 19.03.2021

Minutes of Meeting

1) Online meeting through Google Meet was conducted on 19th March, 2021. at 4:30pm.

2) Meeting was taken to make a note ~~of~~ regarding how much syllabus and practicals were completed by staff.

3) Every staff gave their input regarding theory and practicals they have completed.

4) Also if staff faced issue while conducting practicals from college, they were suggested to take a session or two from home ~~as~~ of network issue.

5) Various solutions were suggested for issues raised in the meeting.

6) Meeting ended at 5:30 pm

Staff Meeting 19.03.2021

arpita banerjee
jagruti churi
nessie colaco
sampada deshmukh
manisha gadakh
prajakta hatkar
jyoti jadhav
brijesh joshi
brijesh joshi (outside viva college)
suvarna kannav
gayatree karnik
devika keni
kshitija mane
gargee mhatre
sujitha mohan
anuja patil
neha patil
archana raut
monika raut
dorin rebello
namita rode
shilpa rodrigues
sonali salvanikar
surbhi shah
avinash sonawane
pranali thakare
binita thakkar
gauri thakur
gauri vartak
hemant wani
shweta yande

Vice Principal

Date : 31.03.2021

Minutes of meeting

1) Online meeting through Google Meet was conducted on 31st March, 2021 at 4:00 pm regarding syllabus completion and conduction of exam.

2) HOD gave the syllabus completion date upto 5th April. Also discussed that practical exams for SY and TY are to be started from 9th April, 2021.

3) Theory exam dates for SY was declared to be from 15th April, 2021 and FY to be from 26th April and TY to be from 6th May.

4) Practical exam for FY was declared to be from 15th April, 2021.

5) HOD motivated for smooth conduction of practicals and theory examinations.

6) Meeting ended at 05:00 pm.

ff Meeting 31.03.2021 4.00pm-5.00pm

arpita banerjee
jagruti churi
nessie colaco
sampada deshmukh
manisha gadakh
binita thakkar
kshitija mane
brijesh joshi
brijesh joshi (outside viva college)
suvarna kannav
gayatree karnik
devika keni
anuja patil
gargee mhatre
sujitha mohan
dorin rebello
neha patil
archana raut
monika raut
namita rode
shilpa rodrigues
sonali salvanikar
surbhi shah
avinash sonawane
pranali thakare
gauri thakur
gauri vartak
hemant wani
shweta yande
prajakta hatkar
jyoti jadhav

vice principal

Date : 27/01/2021.

Minutes of Meeting.

- Meeting was conducted on 27th Jan 2021. Meeting was regarding NAAC internal audit report discussion.
- Points from the audit was discussed.
- Discrepencies was directed by HOD's (CS-IT)
- ~~Work~~ Solution were given by staff members to overcome the flaw
- Certain measures was instructed that has to be compulsory to be followed by staff members.
- Staff were again alloted with their NAAC duties.

Sr. No.	Name of the staff	Sign.
1.	Jagruti S. Raut	
2.	Devika Keni	
3.	Neha R. Patil.	
4.	Namita N. Rode	
5.	Shweta Yande	
6	Prajakta Kattar	

Vice principal

Bhaskar Waman Patil College Of Commerce Science & Arts Kanhoor Kadav

Discussion.

1] Staff members were instructed regarding NAAC Internal audit and maintain the data records for the same

2] Suggestion were taken from staff members for proper outcome during internal audit.

Date: 05/02/21

Minutes of Meeting

Meeting was conducted on 5th feb 2021 at 10:30 am regarding conduction of lectures and practicals

Practical time slots were assigned to staff and how the conduction of practicals to be done explained.

HOD emphasized on execution of practical to be done with detailed explanation of every concept, recording of same should be done and attendance to be maintained

Various issues were discussed regarding if software not supported or internet connectivity failures.

Solutions and suggestions from staff members were taken into consideration

Meeting ended at 11:25 am

Sr. No.	Name	Sign.
1	Jagruti Churi	
2	Shweta Yande	
3	Sujitha Mohan	
4.	Devika Keni	
5.	Namita Rode	
6.	Neha Patil	

Vice Principal

Discussion.

1] Staff members were instructed for proper conduction of lectures and practicals.

2] Lab setup- Software installation to be done by lab-assistant and proper execution of the same to be checked by Staff members was instructed

3] Staff members were instructed to take lab Session in complete details with proper explaination of codes and solving errors during execution.

Date : 19/3/21

Minutes of Meeting

Online meeting through Google Meet was conducted on 19th March 2021 at 4:30pm

Meeting was taken to make a note regarding how much syllabus and practicals were completed by staff.

Every staff gave their input regarding theory and practicals they have completed.

Also if staff faced issues while conducting practical from college, they were suggested to take a session from home of n/w issue

Various solutions were suggested for issues raised in the meeting.

Meeting ended at 5:30 pm.

Staff Meeting 19.03.2021

arpita banerjee
jagruti churi
nessie colaco
sampada deshmukh
manisha gadakh
prajakta hatkar
jyoti jadhav
brijesh joshi
brijesh joshi (outside viva college)
suvarna kannav
gayatree karnik
devika keni
kshitija mane
gargee mhatre
sujitha mohan
anuja patil
neha patil
archana raut
monika raut
dorin rebello
namita rode
shilpa rodrigues
sonali salvanikar
surbhi shah
avinash sonawane
pranali thakare
binita thakkar
gauri thakur
gauri vartak
hemant wani
shweta yande

Vice Principal

Date: 31/03/21

Minutes of Meeting

Online meeting through Google Meet was conducted on 31st March 2021 at 4:00 pm regarding syllabus completion & conduction of exam

HOD gave the syllabus completion date upto 5th April 2021. Also discussed that practical exam for SY and TY are to be started from 9th April 2021.

Theory exam date for SY was declared to be from 15th April, 2021 and FY to be from 26th April and TY from 6th May.

Practical exam for FY was declared from 15th April 2021.

HOD motivated for smooth conduction of practical and theory examination.

Meeting ended at 5:00 pm.

Staff Meeting 31.03.2021 4.00pm-5.00pm

arpita banerjee
jagruti churi
nessie colaco
sampada deshmukh
manisha gadakh
binita thakkar
kshitija mane
brijesh joshi
brijesh joshi (outside viva college)
suvarna kannav
gayatree karnik
devika keni
anuja patil
gargee mhatre
sujitha mohan
dorin rebello
neha patil
archana raut
monika raut
namita rode
shilpa rodrigues
sonali salvanikar
surbhi shah
avinash sonawane
pranali thakare
gauri thakur
gauri vartak
hemant wani
shweta yande
prajakta hatkar
jyoti jadhav

Vice Principal

Date: 6/06/2019

Minutes of Meeting

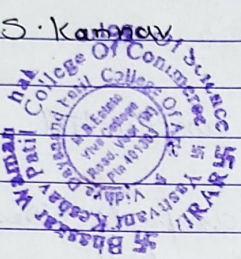
- A welcome meeting was conducted on 6th June, 2019.
- Head of Department, Mrs Sampada Deshmukh gave a brief introduction to staff members about work-flow of department in last year 2018-19.
- Guidance about how current year work-flow should be taken forward was given by her.
- Guidelines about teaching plan was given.
- Meeting was concluded by giving guidance of maintaining discipline in the department.
- Importance of student attendance was addressed, maintaining black list for each month and conducting PTA meeting was planned.

Sr. No.	Name of staff	Sign
1.		
2.	Ms. Bimla Thakkar	Bimla
3.	Sharvari Patil	Patil
4.	Archana Raut	
5.	Harshali Mankar	Mankar
6.	Gauri Churi	
7.	Gauri Vaidak	
8.	Priyanka Bird	Bird
9.	Anuja N. Patil	Patil
10.	Kshitija Mane	

11. Sonali Salvankar

12. Suvarna S. Kamble

Sonali



Vice principal

Discussion

1) Workflow was discussed.

2) Teaching plan to be maintained was discussed.

3) Maintaining of attendance and defaulters was discussed.

Date: 10/07/2019

Minutes of Meeting.

- Syllabus and Practicals were discussed.
- Tentative date for completion of syllabus was given.
- Conduction of FY and SY will no longer be carried out by university, it will be carried out by college itself was addressed and paper setting regarding same was discussed.
- Admission and Inquiry duties were allotted and guided about the same.
- Responsibility of each staff w.r.t department was allotted.
- Induction programme for FY was planned and staff duty for same was alloted.
- Discussion regarding project of TY was done

SR.NO	Name of the staff	signature
1)	Gargee J. Mhatre	Gmhatre 10/07/19
2)	Sharvari Patil	SPatil 10/07/19
3)	Dorin Rebello	10/7/19
4)	Archana Raut	10/7/19
5)	Bunila Thakkar	Bunila
6.	Anuja N. Patil	APatil
7)	Harshala Maukar	Hmaukar
8)	Avinash D. Sonawane	A.D. Sonawane
9)	Pranali D Thakare	10/07/19
10)	Jyoti P. Jadhav	10/07/19
11)	Arpita Banerjee	Abanerjee 10/7/19
12)	Sonali Salvankar	Sonali 10/7/19
13	Surbhi Shah.	Surbhi 10/7/19.
14)	Gayatree Karnik	GKarnik
15)	Monika Raut	Mraut 10-7-19

16. Sandesh Atre
17. Priyanka Brid
18 Hemant Wagh
19. Brijesh Y Joshi
20. Kshitija Mane
21 Suvarna Kanhav

Vice principal

Discussion

1] Admision and enquiry duty is were assign to staff members.

2] FY and SY examination would be conducted at college level was instructed.

3] Induction program for FY was discussed and duties were allocated to staff members.

4] Regular practical and lectures conduction was instructed for SY and TY classes and maintainin of proper attendance was instructed.

Date: 19/08/2019

- Meeting was conducted for the change in examination question paper genelation.
- Earlier the question paper for FY, SY were set by university; this academic year question papel of FY & SY will be set by college.
- As pel the university guidelines, the chairperson examinels were alloted.
- Role of each were address
- Importance of papel privacy was also addressed.
- Papa pattein, submission dates were given.

Sr.	Name.	Signature.
1		
2.	Sharvari Patil	Spatil
3.	Dorin Rebello	
4.	Suvarna Kannar	Skannar
5.	Harshali Mankar	Hmankar
6.	Bhausi Vasrak	
7.	Priyanka Bord	Bord
8.	Bunila Thakkar	Bunila
9.	Kshitija P. Mane	Kshitija
10.	Anuja N. Patil	Apatil
11.	Sonali salvankar	Sonali
12	Gayatri Karnik	GKarnik

Vice Principal

Discussion.

1] Staff members were instructed regarding changein exam pattern.

2] Verious chairpersons were apointed for various subjectes.

3] Paper setters were allocated for the subjects.

4] Paper Patterns was discussed with paper setters and submission deadlines were given.

15/11/2019

Minutes of Meeting.

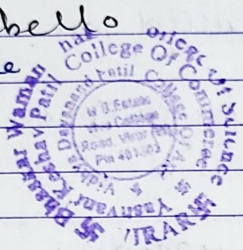
The meeting was conducted on 15th Nov, 2019.

- College coordinator Mr. N. Kutty sir initiated the meeting.
- Guidance was given regarding conducting of theory examination and assessment.
- Head of Department continued the meeting and guided regarding smooth conduction of practical examination.
- Discipline maintaining was been instructed.
- Rules & regulations were instructed and regular follow-up will be taken

Sr.No.	Name of the staff	Sign
1	Santosh Akre	15/11/2019
2.	Hemant Wani	
3	Avinash Sonawane	15/11
4	Gauri Thakur	
5.	Pranali Thakare	
6.	Gargee Mhatre	
7.	Nessie Colaco	
8.	Priyanka Brid	
9.	Gauri Vartak	
10	Shilpa Rodrigues	
11.	Mrs. Harshali S. Mankar	
12	Mr. Ivoli P. Jadhav	
13.	Bimla Thakkar	Bimla 15/11/2019
14.	Kshitija Mane	
15.	Anuja M. Patil	

16. Sonali Salvankar
17. Gayatree Karnik
18. Sharvari Patil
19. Doris Rebello
20. Arpita Banerjee

Sonali
GPKarnik
SPatil
ABanerjee



Vice principal

Discussion:

1] Secretary, Mr. N. Kutty conducted the meeting with the staff members for proper assessment of FY and SY papers.

2] HOD continued the meeting with discussion regarding proper conduction of practical Examination.

Date: 06/06/2019

Minutes of Meeting.

- A welcome meeting was conducted on 06th June 2019
- The Head-of-Dept (Mrs. Jagruti Raut) gave a brief introduction to the staff members about the work-flow of department in last year 2018-19.
~~She also guided about the~~
- She also gave guidelines about how the current year work-flow should be taken forward.
- Guidelines regarding teaching plan was given.
- The meeting was concluded ~~with~~ ~~the~~ to give the guidance of maintaining discipline in the department.
- Importance of student attendance was addressed; maintaing the black list for each month & conducting PTA meeting was also planned.

Sr. No.	Name of Staff	Signature.
1	Jagruti S. Raut	
2	Shweta K. Yamde	
3.	Sujitha M	
4.	Namita Rode	N Rody.
5.	Devika Keni	
6.	Neha Patil	

Vice principal

Discussion.

1) workflow was discussed

2). Teaching plan to be maintained was discussed.

3) Maintaining of attendance and defaulter was discussed.

Date: 10/07/2019

Minutes of Meeting.

This meeting was conducted on 10th July 2019.

- Syllabus and Practicals were been discussed. Completion date of syllabus was been tentatively given.
- Conduction of FY & SY exams was no more been done by university; now it will be carried by college itself was been addressed; paper setting regarding the same was also discussed.
- Admission & Inquiry duty for FY allotted was discussed w.r.t their problems
- Responsibility for each staff with respect to department was also allocated.
- Induction program for FY was planned and staff duty for the same was assigned.
- Discussion regarding TY project was done.

Sr.No.	Name of the Staff	Signature
1	Jagruti Raut	
2	Namita Rode	
3	Neha Patil	
4	Devika Keni	
5	Sujitha M.	
6	Prajakta Hankar	
7.	Shweta Yande	

Vice Principal

Discussion

1) Admission & enquiry duties were assigned to Staff members.

2) FY & SY examination would be conducted at college level was instructed

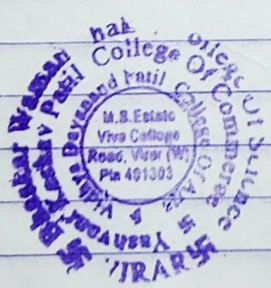
3) Induction program for FY was discussed and duties were allocated to staff members.

4) Regular practical and lecture conduction was instructed for SY & TY classes and maintaining of proper attaindance was instructed

Date: 19/08/2019.

- The Meeting was conducted for the change in examination question paper generation.
- Earlier the question paper were set by university; this academic year question paper of FY & SY will be set by college.
- The chair As per the university guidelines, the chairperson, examiners were alloted.
- Paper pattern, submission dates were given.
- Role of each were address.
- Importance of paper privacy was also addressed.

Sr. No.	Name	Sign.
1	Jagruti Raut	
2.	Shweta Yande	
3.	Neha Patil.	
4.	Namita Rode	
5.	Devika Keni	



Vice Principal

Discussion

1] Staff members were instructed regarding change in exam pattern.

2] Various Chairpersons were appointed for various subjects.

3] paper setters were allocated for the subjects.

4) Paper pattern was discussed with paper setters. and Submission deadline were given.

15/11/2019

Minutes of Meeting.

This meeting was conducted on 15th Nov. 2019.

- College co-ordinator Mr. Kutty Sir initiated the meeting.
  Guidance was given regarding conducting of theory examination and assessment.
- HOD continued the meeting and guided regarding smooth conduction of practical examination.
- Discipline maintaining was been instructed.
- Rules & Regulation was again been instructed and regular follow-up will be taken.

Sr.No.	Name of the staff	Sign
1.	Sujitha Mohan	
2.	Shweta K. Yande	
3.	Neha Patil.	
4.	Namita Rode	
5.	Devika Keni	
6.	Jagruti Raut	

Vice principal

Discussion.

1] Secratary, M.. N. Kutty conducted the meeting with staff members. for proper assessment of FY & SY papers.

2] HOD continued the meeting with discussion regarding proper conduction of practical examination.

Minutes of Meeting 04/01/2020.

This meeting was conducted on 4th Jan 2020.

- Meeting was conducted with respect to next semesta.
- Subject distribution was done.
- Guideline regarding conducting lecture & practicals were been given.
- Discipline to be followed by staff & students were put forwarded.
- Instruction regarding attendance about students were given.
- Maintaining the black list for each month & conducting PTA meeting was also planned.

Sr. No.	Name	Sign.
1.	Jagruti S. Raut	
2.	Shweta K. Yende	
3.	Sujitha M.	
4.	Namita Rode	
5.	Neha Patil	
6.	Devika Keni	

Vice principal

Date: 21/06/2018

- Welcome Meeting
- Smooth conduction of regular lectures and practicals were discussed.
- Admission and Inquiry duties were alloted.
- Students attendance to be maintained and defaulter list to be prepared at end of month.
- Work flow of staff was assigned.

Sr.No.	Name of the Staff	Sign
1.	Brijesh Y Joshi	
2.	Sandesh Akre	
3.	Priyanka Brid	
4.	Shweta Yande	
5.	Bimla Thakkar	
6.	Ms. Kshitija P. Mane	21/6/18
7.	Nessie Colaco	
8.	Archana Raut	
9.	Prajakta Mankar	
10.	Shilpa Rodrigues	
11.	Jyoti Jadhav	
12.	Thakare Pranali	
13.	Ms. Harshali S. Mankar	

Vice. Principal

Discussion

1) Regular conduction of lectures and practicals were instructed to staff members.

2) staff members were instructed to maintain attendance and prepare defaulter list at the end of every month.

Date: 26.07.2018

- Result improvement discussion of T.Y.I.T
- Conduction of parents - teachers meeting
- Action to be taken on defaulters
- Discussion of CSR activity to be conducted

Sr.No	Name of staff	Sign
1.	Binita Thakkar	Binita
2.	Ms. Kshitija P. Mane	Kmane
3.	Anuja N. Patil	APatil
4.	Prajakta Hatkar	Financial
5.	Shweta Yamde	
6.	Thakare Pranali	
7.	Shilpa Rodrigues	
8.	Archana S. Raut	
9.	Jyoti Jadhav	
10.	Nessie Colaco	
11.	Sharvari patil	
12	Hemant Wani	
13.	Brijesh Y. Joshi	
14.	Santosh P. Akre	

Vice Principal

Discussion

1) It was discussed with staff members and different opinions were taken on enhancement of result for TY classes.

2) Inputs were taken regarding conduction of CSR activity for current year.

Date: 18.08.2018

- Head of Department, Mrs. Sampada Deshmukh guided for smooth conduction of practical examination to be conducted by department.

- Guidelines regarding certification of files, attendance of students (3 copies), compulsion of I-card was given.

- Reporting time during exam, and duties of exam staff was allotted.

Sr.No	Name	Staff
1.		
2.	Binita Thakkar	Binita
3.	Ms. Kshitija Mane	
4.	Messie Colaco	Colaco.
5.	Priyanka Bird	Bird
6.	Surbhi Shah.	Surbhi.
7.	Doris Rebello	
8	Jyoti Jadhav	
9	Gayatree Kamik	
10.	Sharvari Patil	Sharvi
11.	Hemant Wani	

Vice Principal

12. Brijesh Y. Bosh.
13. Santosh P. Akre
14. Suvarna S. Kannav
15. Pranali Thakare
16 Gauri Thakur
17. Archana Raut
18. Gargee Mhatre
19. Sonali Salvankar
20 Shilpa Rodrigues
21 Prajakta. Hancar
22 Monika Raut

Discussion

1) Staff members were assigned duties for conduction of practical exam.

2) It was instructed to maintain proper attendance, entry with proper ID card and certified journals.

Date: 08/01/2019

- Meeting regarding conduction of lectures and practicals for next semester was taken.
- Work flow was assigned.
- Guidelines about student attendance & their defaulter list was given.
- CSR activity to be conducted was discussed and staff was allotted for the same.
- Tentative completion of syllabus date was given.

Sr. No.	Name of staff	Sign.
1	Monika Raut	08-1-19
2.	Archana Raut	8/1/19
3.	Gauri Thakur	
4	Nessie Colaco	
5.	Suvarna Kannav	
6.	Sharvari Patil	
7	Gayatree. P. Kamik	
8.	Ms. Kshitija P. Mane	08/01/19
9.	Sonali Salvanikar	08/1/19
10.	Surbhi Shah.	8/1/19.
11	Hemant Wani	
12	Sandesh Akre	

13. Arpita Banerjee
14. Pranali D. Thakare
15. Jyoti Jadhav
16. Ainon Sanamon
17. Anuja N. Patil
18. Shilpa J. Rodrigues
19. Bimla Thakkar
20. Sujitha Mohan
21. Priyanka Brid
22. Gauri Vaidak
23. Gargee Mhatre

Abanerjee
08/11/19
A.D. Sanamon
APatil
SRodrigues
Bimla
Brid
Geju
Mhatre

Vice principal

Discussion

1) Proper conduction of lectures and practicals in even semesters was instructed to staff.

2) Maintaining of attendance, ~~dead~~ deadline of syllabus completion was discussed.

Date: 23/03/2019

- Meeting was conducted for smooth conduction of examination.
- Practical staff duties were allocated to staff.
- Guidelines regarding I card compulsion, certification of files, students attendance was given.
- Reporting time was given to staff.
- Marksheet submission tentative dates were also given.

Sr. No	Name of Staff	Sign
1.		
2.	Shilpa Rodrigues	23/3/19
3.	Archana Santosh Raut	23/3/19
4.	Nessie Colaco	23/3/19
5	Gayatree P. Karnik	
6.	Anuja N. Patil	
7.	Bindu Thakkar	23/3/19
8.	Sandesh Aher	

Waman Dada Patil College Of Commerce

vice principal

Discussion.

1) Smooth conduction of practical exam was instructed

2) Maintaining of attendance, certified journals, checking of ID cards was instructed.

3) Marksheet submission dates were tentatively given.

Meeting with FY staff 11/03/2019

- Secretary of College, Mr. M. Kutty conducted the meeting.
- Discussion on FY results was conducted
- Guidelines were given regarding conduction of lectures, practicals and examination of FY students.
- Various queries were discussed.

1) Gargee Mhatre — Mhatre 11/3/19
2) Bimla Thakkar — Bimla 11/03/19
3) Sujitha Mohan — 11/03/19
4) Hemant Wani — 11/03/19
5) Sandesh Akre — 11/03/19
6) Gauri K. Thakur — 11/03/19
7) Pranali Thakare — 11/03/19
8) Suvarna S. Kannav — 11/03/19
9) Avinash Dilip Sonawane — A.D. Sonawane 11/03/19
10) Surbhi Shah. — Surbhi
11) Arpita Banerjee — 11/3/19
12) Sonali Salvankar — Sonali 11/3/19.

Bhaskar Keshav Parkar College of Commerce

Vice principal

Discussion.

1. Secretary, Mrs. N. Kulty conducted meeting with staff members regarding FY results.

2. Various queries were discussed regarding lectures, and practicals were discussed.

20/03/19

- Practical examination dates were decided.
- Guidelines for conducting TY examination was given
- Guideline for
- TY project assessment was briefly addressed.
- Rules & regulation was given.

1) Monika Raut — 20-03-19
2) Suvarna Kannav — 20/03/19
3) Nessie Colaco — 20/3/19
4) Surbhi Shah. — 20/3/19.
5) Sonali D. Salvankar. — 20/3/19
6) Gayatree P. Karnik — 20/3/19
7. Anuja N. Patil — 20.03.19
9. Sandesh Akre — 20/3/19
10. Bimla Thakkar — 20/3/19.
11. Gauri Vaetak
12. Priyanka

Vice Principal

Discussion

1) Staff members were instructed proper conduction of TY practical and project exam.

2) Guidelines for practical exam were discussed

Date: 21/06/2018

- Welcome Meeting

- Smooth conduction of regular lectures & practicals were discussed

- Admission and inquiry duties were allocated.

- Students attendance to be maintained & defaulter list to be prepared at end of every month.

- work flow of staff was assigned.

Sr. No.	Name of the Staff	Sign
1.	Brijesh Y Joshi	
2.	Santosh Akre	
3.	Priyanka Brid	
4.	Shweta Yamde	
5.	Bimla Thakkar	
6.	Ms. Kshitija Mane	
7.	Nessie Colaco	
8.	Archana Raut	
9.	Prajakta. Hankar	
10.	Shilpa Rodrigues	
11.	Hoki Jadhav	
12.	Thakare Pranali	

13. Mrs. Harshali S. Mankar

Discussion.

1) Regular conduction of lectures and practicals were instructed to staff members.

2) Staff members were instructed to maintain att-endance and prepare defaulter list at the end of every month.

Mrs. Jagruti Raut

Vice Principal

Date: 26.06.2018

- Result improvement discussion of T.Y.C.s
- Conduction of parents-teachers meeting
- Action to be taken on defaulters
- Discussion of CSR activity to be conducted

Sr. No	Name of staff	Sign
1.	Bimla Thakkar	Bimla
2.	Ms. Kshitija F. Nane	
3.	Anuja N. Patil	Patil
4.	Prajakta Harkar	
5.	Shweta Yonde	
6.	Thakare Pranali	
7.	Shilpa Rodrigues	
8.	Archana S. Raut	
9.	Jyoti Jadhav	
10.	Nessie Colaco	
11.	Sharvari Patil	
12.	Hemant Wani	
13.	Brijesh Y Joshi	
14.	Santosh P. Abre	

Discussion

1) It was discussed with staff members and different opinions were taken on improvement of result for TY classes

2) Inputs were taken regarding conducting of CSR Activity for current year.

Jagruti Raut

Vice principal

Date:- 18.07.2018

- Head of Department Mrs. Jagruti Raut guided for smooth conduction of practical examination to be conducted by department.

- Guidelines regarding certification of files, attendance of student (3 copies), compulsion of I-card was given.

- Reporting time during exam and duties of exam staff was alloted.

- Punctuality for examination was told.

Sr. No.	Name	Sign
1)	Jagruti Raut	
2)	Manisha Kolkar	
3)	Neha Patil	
4)	Namita Rode	

Discussion

- Staff members were assigned duties for conduction of practical exam.

- It was instructed to maintain proper attendance entry with proper ID card and certified journals.

Mrs. Jagruti Raut

Vice principal

Date: 08/01/2019

- Meeting regarding conduction of lectures and practicals for next semester was taken.
- work flow was assigned.
- Guidliness about student attendance & their defaulter list was given.
- CSR activity to be conducted was discussed and staff was alloted for the same.
- Tentative completion of syllabus date was given.

Sr. No.	Name of staff	Sign.
1.	Mrs. Jagruti S. Raut	
2.	Mrs. Mamsha Kotkar	
3.	Ms. Shweta Yande	
4.	Ms. Namita Rode	
5.	Ms. Devika Keni	

Discussion.

1) Proper Conduction of lectures and practicals in even semesters were instructed to staff.
2) Maintaining of attendance, deadline of syllabus completion was discussed.

- Guidelines about student attendance.

Jagruti Rauf

Vice Principal

Date : 23/02/2019

- Meeting was conducted for smooth conduction of examination
- Practical staff duties were allocated to the staff.
- Guidelines regarding I-card compulsion, certification of files, student attendance was given.
- Reporting time was given to staff.
- Marksheet submission, tentative dates were also given.

Sr. No.	Name of staff	Sign
1	Jagruti Raut	
2	Shweta Yamde	
3.	Neha Patil	
4.	Devika Kehi	
5.	Namita Rode	

Discussion:

1) Smooth conduction of practical exam was instructed.

2) Maintaining of attendance, certified journals, checking of ID cards was instructed.

3) Marksheet submission dates were tentatively given.

Jagruti Raut

Vice Principal

Date - 11/03/2018

- Coordinator of College, Mr. N. Kutty conducted the meeting.
- Discussion on FY result was conducted
- Guidelines were given regarding conduction of lectures, practicals & examination of FY student.
- Various queries of staff were discussed.

Name	Sign.
Jagruti Raut.	
Avinash Dilip Sonawane	A.D. Sonawane 11/03/2019
Neha Patil	11/03
Namita Rode	11/03/19
Devika Keni	11/03/19

Discussion.

1) Coordinator, Ms. N. Kutty conducted meeting with staff members regarding FY results.

2) Various queries were discussed regarding lectures ; and practicals. were discussed.

Jagruti Raut

Date 20/03/19

- Practical examination dates were decided.
- Guidelines for conducting TY examination was given.
- Guidelines for TY project assessment was briefly addressed.
- Rules & regulation was given.

Name

Jagruti Raut

Ms. Namita Rode

Ms. Devika Keni

Ms. Shweta Yande

Sign

Discussion.

1) Staff members were instructed proper conduction of TY practical and project exam.

2) Guidelines for practical exam were discussed.

Jagruti Raut

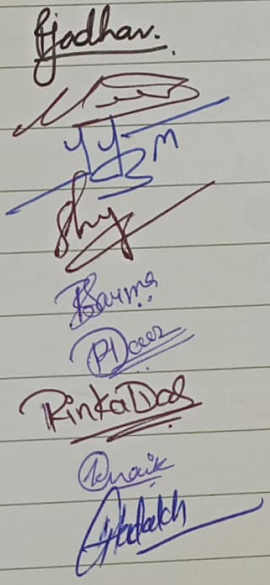
Vice Principal

Departmental Meeting (Room No. 101) 15/07/2022

AKSHAY

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, V 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. Tentetive 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



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 11.33am. 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 TY BSc mathematics Sem V & 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 — Jadhav
2) Ms Dipashree Vartak — 06/08/22
3) Ms Archana D. Malpathak — Malpathak
4) Mr. Abhay Dhanmeher — 06/8/22
5) Mr. Prafful Gebad.
6) Dr. Manish J. Thakur
7) Ms. Komal Naik — Naik
8) Ms. Rinkal Das — 6/8/22
9) Ms. Dhanashri Pawar.
10) Ms. Shreya Taneja
11) Ms. Bijaya Sarma — 6/8/22

Room no. 101

Departmental Meeting

23rd Jan 2023

Departmental meeting was started at 11 am in old campus room no. 101. Feb 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.

S.NO	Name of Staff	Signature
1.	Shreya Taneja	
2.	Dhanashri Pawar	
3.	Bijaya Sharma	23/01/23
4.	Rinkal Das	23/01/23
5.	Komal Naik	23/01/23
6.	Archana Malpathak	23/01/2023.
7.	Pournima Khanapure	23/01/2023.
8.	Swetlana Dias	23/01/2023
9	Rakhee Jadhav	
10.	Manisha Kotkar	23/01/2023.
11	Madhu Sharma	23/01/23
12.	Sarita Panjgutty	23/01/23
13	Dipashree Varkey	23/01/23

(New Campus) Room No. 416
30th Jan 23
AKSHAY

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 Sweetlana ma'am is on medical leave and Abhay's will leave the college. So there is shortest faculty in BMS, Bcom, Stats Department - So distributed tentative extra 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	Rjadhav. 30/01/23
2.	Madhu Sharma.	30/01/23
3.	Dipashri Vartak.	Attakath 30/01/23
4.	Manisha Kotkar	30/01/23
5.	Bijaya Sarma	Bsarma 30/01/23
6	Dhanashri Pawar	30-01-23
7.	Rinkal A. Das	Rinkal Das 30/01/23
8.	Komal S. Naik	Knaik 30/01/23
9.	Pournima S. Khanapure.	Khanapure 30/01/23.
10.		

MINUTES OF MEETING

Name of Department: Mathematics & Statistics

Date	21/06/2021
Time	5 p.m
Place/ Venue of Meeting	Google meet platform
Meeting Chaired By	Ms. Dipashree Vartak (HOD)
Total no. of Attendees	14
Minutes Noted by	Ms. Rakhee Jadhav

Agenda of meeting	
1.	Workload distribution for semester 1,3 and 5.
2.	Change in Syllabus of SY B.Sc Matheematics.
3.	Teacher arrangement discussion for TY B.Sc Statistics.
4.	Discussion about project topics for SY B.Sc Mathematics.

Attendee List			
Sr. No	**Name of the Staff**	**Designation**	
1.	Ms. Dipashree Vartak	Assistant Professor	
2.	Ms. Archana Malpathak	Assistant Professor	
3.	Ms. Rakhee Jadhav	Assistant Professor	
4.	Ms. Madhu Sharma	Assistant Professor	
5.	Ms. Manisha Gadakh	Assistant Professor	
6.	Mr. Manish Pithadia	Assistant Professor	
7.	Mr. Praful Ghag	Assistant Professor	
8.	Mr. Abhay Dhanmeher	Assistant Professor	
9.	Ms. Swetlana Dias	Assistant Professor	
10.	Ms. Parveensaba Khan	Assistant Professor	
11.	Ms. Bijoya Sarma	Assistant Professor	
12.	Ms. Sarita Panigrahy	Assistant Professor	
13.	Ms. Shreya Taneja	Assistant Professor	
14.	Ms. Dhanashree Pawar	Assistant Professor	

Discussion on Agenda 1
• Staff members were allotted their respective workloads for semester 1, 3 and 5 and were guided for conduction of online lectures.

Discussion on Agenda 2
• Teachers were informed about the change in syllabus of SY B.Sc Mathematics and were guided about the theory lectures and practicals.

Discussion on Agenda 3
• TY B.Sc Statistics was introduced in our college for the first time. Arrangement of guest lecturers for B.Sc Statistics was discuused in the meeting

Discussion on Agenda 4
• Teachers were guided about the project topics to be given to SY B.Sc Mathematics.

End note
At the end, Dipashree ma'am gave her best wishes to all the faculty members for the new academic year.

MINUTES OF MEETING

Name of Department: Mathematics & Statistics

Date	13/10/2021
Time	4:30 p.m
Place/ Venue of Meeting	Google meet platform
Meeting Chaired By	Ms. Dipashree Vartak (HOD)
Total no. of Attendees	14
Minutes Noted by	Ms. Rakhee Jadhav

Agenda of meeting	
1.	Completion of syllabus of FY, SY and TY.
2.	Preparation of question papers of theory and practicals.
3.	Instruction for smooth conduction of exams.
4.	Discussion about quiz competition.

Attendee List			
Sr. No	**Name of the Staff**	**Designation**	
1.	Ms. Dipashree Vartak	Assistant Professor	
2.	Ms. Archana Malpathak	Assistant Professor	
3.	Ms. Rakhee Jadhav	Assistant Professor	
4.	Ms. Madhu Sharma	Assistant Professor	
5.	Ms. Manisha Gadakh	Assistant Professor	
6.	Mr. Manish Pithadia	Assistant Professor	
7.	Mr. Praful Ghag	Assistant Professor	
8.	Mr. Abhay Dhanmeher	Assistant Professor	
9.	Ms. Swetlana Dias	Assistant Professor	
10.	Ms. Parveensaba Khan	Assistant Professor	

11.	Ms. Bijoya Sarma	Assistant Professor	
12.	Ms. Sarita Panigrahy	Assistant Professor	
13.	Ms. Shreya Taneja	Assistant Professor	
14.	Ms. Dhanashree Pawar	Assistant Professor	

Discussion on Agenda 1
• Teachers were instructed to finish their syllabus of semester 1, 3 and 5 well on time and the approximate deadlines were given for the completion.

Discussion on Agenda 2
• Preparation of question banks, google forms, number of question paper sets according to number of students was discussed.

Discussion on Agenda 3
• Teachers were guided for the smooth conduction of online exams.

Discussion on Agenda 4
• Teachers were allotted duties for conducting online quiz competition on 30th October 2023 and were asked to frame questions for the quiz and google forms for the entries.

End note
All the points of the agenda were discussed and meeting was conducted successfully.

MINUTES OF MEETING

Name of Department: Mathematics & Statistics

Date	10/01/2022
Time	5 p.m
Place/ Venue of Meeting	Google meet platform
Meeting Chaired By	Ms. Dipashree Vartak (HOD)
Total no. of Attendees	17
Minutes Noted by	Ms. Rakhee Jadhav

Agenda of meeting	
1.	Discussion about departmental activities.
2.	Introduction of new faculties in the department.
3.	Guidance about new SY B.Sc Mathematics syllabus.
4.	Guidance about TY B.Sc Statistics syllabus.

Attendee List			
Sr. No	**Name of the Staff**	**Designation**	
1.	Ms. Dipashree Vartak	Assistant Professor	

2.	Ms. Archana Malpathak	Assistant Professor	
3.	Ms. Rakhee Jadhav	Assistant Professor	
4.	Ms. Madhu Sharma	Assistant Professor	
5.	Ms. Manisha Gadakh	Assistant Professor	
6.	Mr. Manish Pithadia	Assistant Professor	
7.	Mr. Praful Ghag	Assistant Professor	
8.	Mr. Abhay Dhanmeher	Assistant Professor	
9.	Ms. Swetlana Dias	Assistant Professor	
10.	Ms. Parveensaba Khan	Assistant Professor	
11.	Ms. Bijoya Sarma	Assistant Professor	
12.	Ms. Sarita Panigrahy	Assistant Professor	
13.	Ms. Shreya Taneja	Assistant Professor	
14.	Ms. Dhanashree Pawar	Assistant Professor	
15.	Ms. Rinkal Das	Assistant Professor	
16.	Ms. Komal Naik	Assistant Professor	
17.	Mr. Rohit Vishwakarma	Assistant Professor	

Discussion on Agenda 1
• There was a discussion on organizing webinar on 'Applications of Graph theory' and Poster making competition in the month of February.

Discussion on Agenda 2
• Three new faculties joined Mathematics and Statistics department in this semester. They were formally introduced in this meeting and were guided for the coming semester.

Discussion on Agenda 3
• Teachers were guided for SY B.Sc Mathematics (sem 4) as the syllabus was new.

Discussion on Agenda 4
• Teachers were guided for TY B.Sc Statistics (Sem 6) lectures as they were being conducted for the first time in our college

End note
Meeting was held successfully and all the points were noted.

MINUTES OF MEETING

Name of Department: Mathematics & Statistics

Date	21/03/2022
Time	11 a.m
Place/ Venue of Meeting	101 (old campus)
Meeting Chaired By	Ms. Dipashree Vartak (HOD)
Total no. of Attendees	17

Minutes Noted by	Ms. Rakhee Jadhav

Agenda of meeting	
1.	Preparing question papers.
2.	Conduction online theory and practical examination for semester 4 and 6.
3.	Conduction of offline lectures for semester 2.
4.	Conduction of offline exams for semester 2.

Attendee List			
Sr. No	**Name of the Staff**	**Designation**	
1.	Ms. Dipashree Vartak	Assistant Professor	
2.	Ms. Archana Malpathak	Assistant Professor	
3.	Ms. Rakhee Jadhav	Assistant Professor	
4.	Ms. Madhu Sharma	Assistant Professor	
5.	Ms. Manisha Gadakh	Assistant Professor	
6.	Mr. Manish Pithadia	Assistant Professor	
7.	Mr. Praful Ghag	Assistant Professor	
8.	Mr. Abhay Dhanmeher	Assistant Professor	
9.	Ms. Swetlana Dias	Assistant Professor	
10.	Ms. Parveensaba Khan	Assistant Professor	
11.	Ms. Bijoya Sarma	Assistant Professor	
12.	Ms. Sarita Panigrahy	Assistant Professor	
13.	Ms. Shreya Taneja	Assistant Professor	
14.	Ms. Dhanashree Pawar	Assistant Professor	
15.	Ms. Rinkal Das	Assistant Professor	
16.	Ms. Komal Naik	Assistant Professor	
17.	Mr. Rohit Vishwakarma	Assistant Professor	

Discussion on Agenda 1

- Preparation of question banks, google forms, number of question paper sets according to number of students, setting of question papers of old syllabus

Discussion on Agenda 2

- Conduction of online examinations of semesters 4,6 was discussed.

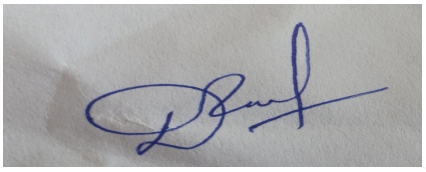
Discussion on Agenda 3

- Teachers were guided for the conduction of offline lectures for semester 2 students which was happening after a long time.

Discussion on Agenda 4

- Teachers were guided for the conduction of offline exams foe semester 2 which was happening after 2 years and were instructed to guide the students accordingly.

End note
Meeting was conducted successfully and all the points were noted.



signature of HOD

MINUTES OF MEETING

Name of Department: Mathematics

Date	12/08/2020
Time	5 p.m
Place/ Venue of Meeting	Google meet platform
Meeting Chaired By	Ms. Dipashree Vartak
Total no. of Attendees	14
Minutes Noted by	Ms. Rakhee Jadhav

Agenda of meeting	
1.	Smooth conduct of online lectures
2.	Workload distribution
3.	Discussion about upcoming revised syllabus

Attendee List			
Sr. No	**Name of the Staff**	**Designation**	
1.	Ms. Dipashree Vartak	Assistant Professor	
2.	Ms. Archana Malpathak	Assistant Professor	
3.	Ms. Rakhee Jadhav	Assistant Professor	
4.	Ms. Madhu Sharma	Assistant Professor	
5.	Ms. Manisha Gadakh	Assistant Professor	
6.	Mr. Manish Pithadia	Assistant Professor	
7.	Mr. Praful Ghag	Assistant Professor	
8.	Mr. Abhay Dhanmeher	Assistant Professor	
9.	Ms. Swetlana Dias	Assistant Professor	
10.	Ms. Parveensaba Khan	Assistant Professor	
11.	Ms. Bijoya Sarma	Assistant Professor	
12.	Ms. Sarita Panigrahy	Assistant Professor	
13.	Ms. Shreya Taneja	Assistant Professor	
14.	Ms. Dhanashree Pawar	Assistant Professor	

Discussion on Agenda 1

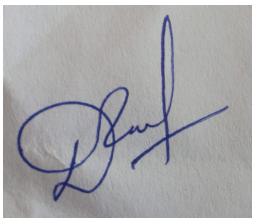
- Discussion about online conduct of lectures via google meet platform by different teaching methods like table top method, powerpoint presentation, chalk board method.
- Instructions were given to maintain the record of attendance of online lectures

Discussion on Agenda 2

- Workload was distributed to all the staff members for the semesters 1, 3, 5.

Discussion on agenda 3
New upcoming revised syllabus for Semester 1 FY B.Sc Mathematics with new assessment pattern was discussed in the meeting.

End note
At the end, Dipashree ma'am gave her best wishes to all the faculty members for the new academic year



HEAD OF THE DEPARTMENT

MINUTES OF MEETING

Name of Department: Mathematics

Date	20/09/2020
Time	4 p.m
Place/ Venue of Meeting	Google meet platform
Meeting Chaired By	Ms. Dipashree Vartak
Total no. of Attendees	14
Minutes Noted by	Ms. Rakhee Jadhav

Agenda of meeting	
1.	Discussion about conducting online TY examinations.
2.	Semester 6 practical (mission 2020) and semester 5 ATKT practical exam.

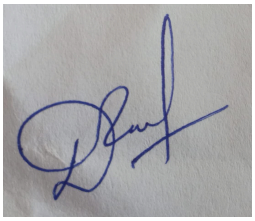
Attendee List			
Sr. No	**Name of the Staff**	**Designation**	
1.	Ms. Dipashree Vartak	Assistant Professor	
2.	Ms. Archana Malpathak	Assistant Professor	
3.	Ms. Rakhee Jadhav	Assistant Professor	
4.	Ms. Madhu Sharma	Assistant Professor	
5.	Ms. Manisha Gadakh	Assistant Professor	
6.	Mr. Manish Pithadia	Assistant Professor	
7.	Mr. Praful Ghag	Assistant Professor	
8.	Mr. Abhay Dhanmeher	Assistant Professor	
9.	Ms. Swetlana Dias	Assistant Professor	
10.	Ms. Parveensaba Khan	Assistant Professor	
11.	Ms. Bijoya Sarma	Assistant Professor	
12.	Ms. Sarita Panigrahy	Assistant Professor	

13.	Ms. Shreya Taneja	Assistant Professor	
14.	Ms. Dhanashree Pawar	Assistant Professor	

Discussion on Agenda 1
• Discussion about conducting semester 5 and 6 online exams: preparation of question banks, google forms, number of question paper sets according to number of students, setting of question papers of old syllabus, discussion with students about how to face online exams and solve their queries.

Discussion on Agenda 2
• Preparation of marksheets for semester 6 practical exam and semester 5 ATKT practical exam was discussed

End note
At the end, Dipashree ma'am asked us to conduct mock online exams so that students become aware of how to give their final examinations online.



HEAD OF THE DEPARTMENT

MINUTES OF MEETING

Name of Department: Mathematics

Date	28/11/2020
Time	5 p.m
Place/ Venue of Meeting	Google meet platform
Meeting Chaired By	Ms. Dipashree Vartak
Total no. of Attendees	14
Minutes Noted by	Ms. Rakhee Jadhav

Agenda of meeting	
1.	Conducting semester 1, 3, 5 online exams
2.	Conduct of online practical exams.

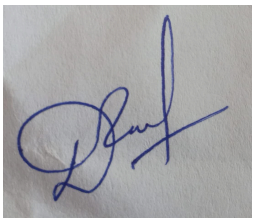
Attendee List			
Sr. No	**Name of the Staff**	**Designation**	
1.	Ms. Dipashree Vartak	Assistant Professor	
2.	Ms. Archana Malpathak	Assistant Professor	
3.	Ms. Rakhee Jadhav	Assistant Professor	

4.	Ms. Madhu Sharma	Assistant Professor	
5.	Ms. Manisha Gadakh	Assistant Professor	
6.	Mr. Manish Pithadia	Assistant Professor	
7.	Mr. Praful Ghag	Assistant Professor	
8.	Mr. Abhay Dhanmeher	Assistant Professor	
9.	Ms. Swetlana Dias	Assistant Professor	
10.	Ms. Parveensaba Khan	Assistant Professor	
11.	Ms. Bijoya Sarma	Assistant Professor	
12.	Ms. Sarita Panigrahy	Assistant Professor	
13.	Ms. Shreya Taneja	Assistant Professor	
14.	Ms. Dhanashree Pawar	Assistant Professor	

Discussion on Agenda 1
• Discussion about conducting semester 1, 3, 5 online exams: preparation of question banks, google forms, number of question paper sets according to number of students, setting of question papers of old syllabus, discussion with students about how to face online exams and solve their queries.

Discussion on Agenda 2
• Instructions were given on how to conduct online practical exam for the students of semesters 1, 3, 5.

End note
At the end, Dipashree ma'am gave her best wishes to all the faculty members for the conduction of online examination.



HEAD OF THE DEPARTMENT

MINUTES OF MEETING

Name of Department: Mathematics

Date	11/01/2021
Time	5 p.m
Place/ Venue of Meeting	Google meet platform
Meeting Chaired By	Ms. Dipashree Vartak (HOD)
Total no. of Attendees	14
Minutes Noted by	Ms. Rakhee Jadhav

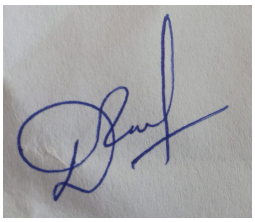
Agenda of meeting	
1.	Workload distribution of semester 2,4,6 and smooth conduction of online lectures.
2.	Marksheet preparation of semester 1,3,5.

Attendee List			
Sr. No	**Name of the Staff**	**Designation**	
1.	Ms. Dipashree Vartak	Assistant Professor	
2.	Ms. Archana Malpathak	Assistant Professor	
3.	Ms. Rakhee Jadhav	Assistant Professor	
4.	Ms. Madhu Sharma	Assistant Professor	
5.	Ms. Manisha Gadakh	Assistant Professor	
6.	Mr. Manish Pithadia	Assistant Professor	
7.	Mr. Praful Ghag	Assistant Professor	
8.	Mr. Abhay Dhanmeher	Assistant Professor	
9.	Ms. Swetlana Dias	Assistant Professor	
10.	Ms. Parveensaba Khan	Assistant Professor	
11.	Ms. Bijoya Sarma	Assistant Professor	
12.	Ms. Sarita Panigrahy	Assistant Professor	
13.	Ms. Shreya Taneja	Assistant Professor	
14.	Ms. Dhanashree Pawar	Assistant Professor	

Discussion on Agenda 1
• Workload was distributed unit-wise for the semesters 2, 4 and 6 and instructions were given for the smooth conduction of online lectures and practicals.

Discussion on Agenda 2
• Discussion related to preparation of marksheets for semester 1,3 and 5

End note
All the points of the agenda were discussed and meeting was conducted successfully.



HEAD OF THE DEPARTMENT

MINUTES OF MEETING

Name of Department: Mathematics

Date	10/02/2020

Time	5 p.m
Place/ Venue of Meeting	Google meet platform
Meeting Chaired By	Ms. Dipashree Vartak (HOD)
Total no. of Attendees	14
Minutes Noted by	Ms. Rakhee Jadhav

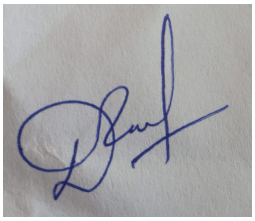
Agenda of meeting	
1.	Discussion about departmental activity to be held on 20th feb2021.
2.	Discussion about departmental activity to be held on 27th feb2021.

Attendee List			
Sr. No	**Name of the Staff**	**Designation**	
1.	Ms. Dipashree Vartak	Assistant Professor	
2.	Ms. Archana Malpathak	Assistant Professor	
3.	Ms. Rakhee Jadhav	Assistant Professor	
4.	Ms. Madhu Sharma	Assistant Professor	
5.	Ms. Manisha Gadakh	Assistant Professor	
6.	Mr. Manish Pithadia	Assistant Professor	
7.	Mr. Praful Ghag	Assistant Professor	
8.	Mr. Abhay Dhanmeher	Assistant Professor	
9.	Ms. Swetlana Dias	Assistant Professor	
10.	Ms. Parveensaba Khan	Assistant Professor	
11.	Ms. Bijoya Sarma	Assistant Professor	
12.	Ms. Sarita Panigrahy	Assistant Professor	
13.	Ms. Shreya Taneja	Assistant Professor	
14.	Ms. Dhanashree Pawar	Assistant Professor	

Discussion on Agenda 1
• There was a discussion on organizing webinar on ‘ today’s generation and social media’ and duties were given to various faculty members.

Discussion on Agenda 2
• There was a discussion on organizing ‘Guest lecture on applications of Statistics and career opportunities’ and duties were given to various faculty members.

End note
Meeting about the departmental activities was held successfully and all the points were noted.



HEAD OF THE DEPARTMENT

MINUTES OF MEETING

Name of Department: Mathematics

Date	29/03/2021
Time	4:30 p.m
Place/ Venue of Meeting	Google meet platform
Meeting Chaired By	Ms. Dipashree Vartak
Total no. of Attendees	14
Minutes Noted by	Ms. Rakhee Jadhav

Agenda of meeting	
1.	Preparing question papers.
2.	Conduction online theory and practical examination.

Attendee List

Sr. No	Name of the Staff	Designation	
1.	Ms. Dipashree Vartak	Assistant Professor	
2.	Ms. Archana Malpathak	Assistant Professor	
3.	Ms. Rakhee Jadhav	Assistant Professor	
4.	Ms. Madhu Sharma	Assistant Professor	
5.	Ms. Manisha Gadakh	Assistant Professor	
6.	Mr. Manish Pithadia	Assistant Professor	
7.	Mr. Praful Ghag	Assistant Professor	
8.	Mr. Abhay Dhanmeher	Assistant Professor	
9.	Ms. Swetlana Dias	Assistant Professor	
10.	Ms. Parveensaba Khan	Assistant Professor	
11.	Ms. Bijoya Sarma	Assistant Professor	
12.	Ms. Sarita Panigrahy	Assistant Professor	
13.	Ms. Shreya Taneja	Assistant Professor	
14.	Ms. Dhanashree Pawar	Assistant Professor	

Discussion on Agenda 1

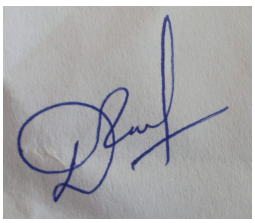
- Preparation of question banks, google forms, number of question paper sets according to number of students, setting of question papers of old syllabus

Discussion on Agenda 2

- Conduction of online examinations of semesters 2,4,6 was discussed.

End note

Meeting was conducted successfully and all the points were noted.



HEAD OF THE DEPARTMENT

AKSHAY

First Departmental Meeting

13th July 2019. Time 10.am.

Dipashree Parag Varlak
Rakhee Naresh Jadhav.
Manish P.
Praful G.
Shreya T.
Madhu S.
Parveen Khan
Swetlana Dias
Bijaya Verma
Sarita Panigrahy

Following points are discussed in the meeting.

1. New more activities other than Quiz, Poster making competition have been discussed.
2. discussion about seminar by some resource person for commerce students as Maths - Commerce combined activity.
3. Ideas for Exhibition competition for science & commerce students were discussed
4. Workload distribution of sem1, sem3, sem5 among staff members.

AKSHAY

oct

Dipashree Parag Varsak
Rakhee N Jadhav
Archana D. malpathak
Bijaya Sarma
Savita Panigrahy
Dhanashri Pawar
Madhu sharma
Khan Parveensaba

following points are discussed in the meeting.

1. Discussion about syllabus completition of sem1, sem3 sem5 with final date.
2. Discussion about smooth conduct of exam sem1, sem3, sem5
3. Distributition of papers for assessment and moderatition.

AKSHAY

oct

Dipashree Parag Vartak
Rakhee N Jadhav
Archana D malpathak
Bijaya Sarma
Sarika Panigrahy
Dhanashri Pawar
Madhu Sharma
Khan Parveensaba

following points are discussed in the meeting.

1. Discussion about syllabus completition of sem1, sem3 sem5 with final date.
2. Discussion about smooth conduct of exam sem1, sem3, sem5
3. Distributition of papers for assessment and moderatition.

AKSHAY

Dec

Dipashree Parag Vartak
Rakhee N Jadhav
Archana D malpathak
Bijaya Sarma
Sarita Panigrahy
Dhanashri Pawar
Madhu Sharma
Khan Parveensaba

Following Points are discussed in the meeting

1. Workload distribution of sem 2, sem 4, sem 6 among staff members.
2. Discussion about activity which will be conducted in january 2020
3. Discussion about timetable for FY, SY, TY
4. Discussion about requirement for department

AKSHAY

Mar 2020

Dipashree Parag Vartak
Rakhee N Jadhav.
Archana D mdpathak
Bijaya Sarma
Sarita Panigrahy
Dhanashri Pawar
Madhu Sharma
Khan Parveensaba

Following Points are discussed in the meeting.

1. Discussion about syllabus completition of sem 2, sem4. sem6 with final date.
2. Discussion about smooth conduct of exam sem2, sem4, sem6
3. Distributition of papers for assessment & moderation

AKSHAY

14 July 2020
(4pm) (Google meet platform).

Dipashree Parag Vartak
Rakhee N Jadhav
Archana O. Malpathak
Bijaya Sarma
Sarita Panigrahy
Dhanashri Pawar
Madhu Sharma
Khan Parveensaba

Following points were discussed in the meeting.

1. Discussion about Guest lecture on 16 July 2020 4pm.
   Topic : Covid 19 & application of Mathematics by Prof Mandar Bhanushe.
2. Allotted duties to the staff members for the guest lecture.
3. discussed about practice session for the next day.

AKSHAY

First Departmental Meeting

21st June 2018 Time: 10am

(101)

Dipashree Parag Vartak
Rakhee Naresh Jadhav.
Archana Deepak Malpathak
Madhu Sharma
Praful G.
Manish P.
Parveen Khan
Shreyas T.
Swetlana Dias
Bijaya Sarma.
Sarita Panigrahy.

. Following Points are discussed in the meeting.

1) Welcome meeting for new academic year.
2) Workload distribution of sem 1, sem 3, sem 5 among staff members.
3) Discussion about activity quiz competition which will be conducted in july 18.
4) Discussion about Revised Syllabus and practicals in SYBsc.
5) Discussion about timetable for FY, SY, TY (sem 1, 3, 5)
6) Discussion about requirement for department.

AKSHAY

Preparation of Tentative academic calender.

Discussion about bridge course for commerce students who have not opted maths for 11th & 12th standard.

12/19

AKSHAY

Second departmental meeting.

20th oct 2018

Time: 10 am
(Maths Dept 101)

Dipashree Parag Vartak
Radhee Naresh Jadhav.
Archana Deepak Malpathak
Madhu Sb.
Praful Gr.
Manish P.
Parveen Khan
Shreya T.
~~Swetlat~~
Swetlana Dias
Bijaya Sarma
Sarita Panigrahy

Following Points are discussed in the meeting

1) Discussion about syllabus completion of sem1, sem3, sem5 and final date was given.
2) Discussion for smooth conduct of exam sem1, sem3, sem5.
3) Frame the syllabus for bridge course for commerce students who have not opted maths in 11th & 12th standard.
4) Distribution of papers for assessment & moderation for sem 1 & sem 3 exam

Third Departmental meeting.

01st Dec 2018 Time : 10am

(Maths Dept 101)

Dipashree Parag Vartak
Rakhee Naresh Jadhav.
Archana Deepak Malpathak.
Madhu S.
Praful G.
Manish P.
Parveen Khan
Shreya T.
Brijen Sarma
Savita Panigrahy

Following points are discussed in the meeting.

1. Discussion about workload distribution (Sem 2, sem 4, Sem 6)
2. Discussion about topic for Poaster Presentation competition which will be conducted in Jan 19
3. Discussion about Revised syllabus & practical for sem IV
4. Preparation of timetable FY, SY, TY.

Fourth Departmental meeting

09th April 2019. Time 10am.
(Maths Dept 101)

Dipashree Parag Vartak
Rakhee Naresh Jadhav
Archana Deepak Malpathak
Madhu S.
Parful G.
Manish P.
Shreya T.
Parveen Khan
Swetlana Dias
Bijoya Sarma
Sarita Panigrahy

Following points are discussed in the meeting

1. Discussion about syllabus completion of sem 2, sem 4, sem 6 with final date.
2. Discussion about smooth conduct of exam sem 2, sem 4, sem 6
3. Distribution of papers for assessment & moderation for sem 2 & sem 4 exam.

31/7/19

AKSHAY

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	Moger 13/06/22
4	~~Mrs. Laxmi Parate~~	
4	Mr Umesh Prajapati	13/06/22
5	Miss. Mrunal Dayer	MM Dayer 13/6/22
6	Mrs. Jyoti Gupta.	for 13/06/22.

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	Sign
1. Dr. Hemangi Raut	28/06/22
2. Niyanta Dave	28/6/22.
3. Anushila Moger	Moger
4. Laxmi Parate	Parate
5. Umesh Prajapati	Umesh
6. Mrunal Darjee	MA Darjee

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	Sign
1. Dr. Hemangi Raut	28/07/22
2. Niyanta Dave	28/7/22
3. Anushila Moger	
4. Laxmi Parate	
5. Umesh Prajapati	
6. Mrunal Darjee	

The minutes of meeting are as follows:

* HOD talk about the new syllabus of FYBSc (PCM)
* FYBSc Syllabus was distributed among teachers
* HOD also discuss about the up coming 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	5/8/22
2. Niyanta Dave	5/8/22.
3. Anushka Moger	Moger
4. Laxmi Parate	Parate
5. Umesh Prajapati	Umesh
6. Mrunal Darjee	Darjee

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 B Sc class was decided.
* The Duty to all the teachers was given ie. 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	Sign
1. Dr. Hemangi Raut	12/09/22
2. Niyanta Dave	12/9/22
3. Anushka Moger	
4. Laxmi Parate	
5. Umesh Prajapati	
6. Mrunal Darjer	

The minutes of the meeting are as follows

* HOD discuss about the upcoming examination ie. 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 9th November 2022 in M.Sc lab at 11:30 am.

Name	Sign
1. Dr. Hemangi Raut	9/11/22
2. Dr. Niyanta Dave	9/11/22
3. Mrs. Anushita Mogey	
4. Mrs. Laxmi Parate	
5. Mr. Umesh Prajapati	
6. Mr Mrunal Darjee	

The minutes of the meeting are as follows

* Syllabus distribution was done for the F.Y S.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 Sem I paper setting 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	Sign.
1. Dr. Hemangi Raut	15/02/23
2. Dr. Niyanta Dave	13/2/23
3. Mrs. Anushita Moger	
4. Mrs. Laxmi Parate	
5. Mr Umesh Prajapati	
6. Mrs Mrunal Dafer	
7. Mrs Jyoti Gupta	

The minutes of meeting are as follows.

* The visit was planned for FY, SY & TY students
* M Sc students was also included.
* The visit was planned in two different place ie. Nehru planeturian and Indian Institute of Geomagnetism.
* FY will visit to pladeturian and SY, TY & PG to Indian Institute of Geomagnetism was dicided.
* Duty & teacher allocation was done for both visit.

Physics Department meeting was conducted on 16th March 2023.

Name	Sign.
1. Dr. Hemangi Raut	16/03/23
2. Dr. Niyanta Dave	16/3/23
3. Mrs Anushita Moger	Moger
4. Mrs Laxmi Pakate	Pakate
5. Mr Umesh Prajapati	
6. Ms. Mrunal Darjee	
7. Mrs Jyoti Gupta	Jyoti

The minutes of meeting are as following.

* HOD discuss about the upcoming even sem examination ie. of F.Y., SY & TY B.Sc.
* Also NAAC work to be updated for the years 18-19 to 22-23 was also discuss.

Academic Year 2021 - 2022. 15th June 2021

Physics Department meeting was conducted on 15th June at 12:00 pm ~~in Room~~ Online via. Google meet. ~~on~~

~~Name~~ ~~Sign~~.

The minutes of meeting are as follows:

* Syllabus distribution was done for the F.Y, S.Y & T.Y.B.Sc class.
* New academic time table was formed accordingly
* HOD gave instruction for duties of F.Y, S.Y and T.Y admission.

Physics department has organised a online meeting on 5th July 2021 at 4:30 pm via google meet.

The minutes of meeting are as follows

* As per the instruction from principal, HOD ~~discussed the~~ informed that to prepare a list of prospective course, Diploma, Vocational, PG diploma or any other course that being offered by university of mumbai.

* Discussion was done on different courses, HOD tells to collect information of courses to faculties.

Physics department was conducted online staff meeting on 24 September 2021 at 6:00 pm via Google meet.

The minutes of meeting are as follows -

* Discussion on departmental activities was done finally Quiz competition and PPT competition was decided.

* PPT competition was decided to organized on 26 Sep 21 for T.Y. students only.

* Topic for PPT competion is Basic physics & ~~current~~

* For Quiz competition all staff should collects the general physics question & current affairs Incharge for the Quiz competition is Jyoti madam

* format of Quiz is a Google form for 1st & 2nd round was decided.

* Paper Setter discided by HOD for the UG online exam. sem III & IV. Instruction given to teacher to set a quetion paper in google form.

* Orientation programme for F.Y. B.Sc was decided on 30 september 21 and for M.Sc part I, 08 oct 21 decided to do programme.

Department of Physics ~~Com~~ was conducted a online staff meeting via Google meet on 02 Jan 2022 at 11:00 am.

The minutes of meeting are as follows -

* HOD instructed to update all the data on drive for audit to all faculties.

* Discussion on offline practicals for S.Y & T.Y students was done. It is decided that there is offline practical for S.Y & T.Y once in a week.

* On the occassion of National Science day, it is decided that poster making competition will conduct ~~on~~ for students.

* Duties for the competition is allotted to each staff.

Physics department was conducted online meeting via Google meet on 14 march 2022 at 4:00 pm

The minutes of meeting are as follows -

* Discussion on examination for UG was done. As per the instruction from university of Mumbai we have to take online exam for S.Y and T.Y. via google form.

* There is offline exam for sem II (F.Y.) as per instruction. and practicals also offline.

* For SY & T.Y also take a offline practical exam.

Academic Year 2019-20

The departmental staff meeting was conducted On 7th June 2019 in room no- 104 at 11:30 am, where the following members were present -

	Name	Sign
1.	Dr Hemangi Raut	7/6/19
2.	Miss. Niyanta Dave	7/6/19.
3.	Mrs. Anushita Moger	Moger.
4.	Mrs. Laxmi Parate	Parate
5.	Rampravesh N. Singh	RPS
6.	Jyoti Gupta	Jyoti
7.	Mrunal Dayle	MADayle
8.	Umesh Prajapati	
9.	Abhishek Thakur	ABT

The minutes of the meeting are as follows

* HOD welcome all teaching staff to new academic year.
* Syllabus of F.Y & SY & T.Y distributed to all teaching staff.
* Prepare a time-table of UG as per workload.
* HOD gives a instruction about a admission duties of F.Y.
* Discussion about a ~~100%~~ improve attendance of students in class.

The departmental staff meeting was conducted on 9th July 2019 in room no. 104 at 11:30 am where the following members were present —

	Name	Sign
1.	Dr Hemangi A. Raut	9/7/19
2.	miss. Niyanta Dave	9/7/19.
3.	Mrs. Anushita Moger	9/7/19
4.	Mrs Laxmi Parate	9/7/19.
5.	Rampravesh N. singh	
6.	Jyoti Gupta	9/07/19
7.	Mrunal Dajee	
8.	Umesh Prajapati	
9.	Abhishek Thakur	

The minutes of the meeting are as follows:.

* Take different activities in the new academic year.

- Syllabus distribution of M.Sc. -I & M.Sc.-II to all teaching staff.

- Prepare time-table for P.G. as per work load.

- Discussion about to improve the lecture and make it more interative for F.Y., S.Y. & T.Y. Classes.

The departmental staff meeting was conducted on 20 Aug 19 in room no-104 at 11:30 am. The following members were present -

	Name	Sign
1.	Dr. Hemangi Raut	20/8/19
2.	Miss. Niyanta Dave	20/8/19.
3.	Mrs. Anushita Moger	20/8/19
4.	Mrs. Laxmi Parate	20/8/19
5.	Mr. Rampravesh N. Singh	20/8/19
6.	Mrunal A. Dajer	20/8/19
7.	Jyoti Gupta	20/8/19
8.	Umesh Prajapati	20/8/19
9.	Abhishek Thakur	20/08/19

The minutes of meeting are as follows.

* Discussion on departmental activities is done and divided to arrange a Poster presentation competition on 30th August 2019.

* Duties allocated to all faculties for the competition. Duties distribution to faculties are -

* Notice - Anushita Moger.
  Report - Abhishek Thakur.
  Stationary - Jyoti Gupta
  attendance - Umesh. P.
  Registration - Niyanta, Laxmi.
  Thanks letter - Rampravesh S.

* HOD instructed to motivate students take participation in competition

The departmental staff meeting was conducted on 15 Nov 19. in room no. 104 at 12:00 noon. The following members were present -

	Name	Sign.
1.	Dr. Hemangi Raut	15/11/19
2.	Nityanta Dave	15/11/19
3.	Laxmi Pagate	15/11/19
4.	Ramparesh N. Singh	15/11/19
5.	Jyoti Gupta	15/11/19
6.	Umesh Prajapati	15/11/19
7.	Abhishek Thakur	15/11/19
8.		

The minutes of the meeting are as follows.

* Syllabus of F.Y, S.Y & T.Y. and M.Sc. Sem II & Sem IV is distributed to all teaching staff
* Prepare a timetable of UG as per workload.
* Discussion on paper assessment of UG and instruction about moderation
* Arrange a workshop on practical of SY & FY. on 20 Nov 19.
* Prepare a question paper for internal exam of M.Sc Sem I & Sem III

The departmental staff meeting was conducted on 02 Jan 2020 in room no 104 at 11:30 am
The following members ~~are~~ were present -

	Name	Sign
1.		
2.		
3.	Mrs. Anushita Moger	02/1/2020
4.	Mrs. Laxmi K. Parate	02/1/2020
5.	Mr. Rampravesh N. Singh	02/01/20
6.	Mr. Umesh J. Prajapati	
7.		
8		

The minutes of the meeting are as follows -

* Dissussion on departmental activities is done and decided to arrange a Quiz competition on 11 th Jan 2020.

* For Quiz competition all staff should collects the G. K. Questions and question based on basic physics decided.

* Notice should be display on notice board. And prepare a 1st round question papar for Quiz.

* Discussion on Practical exam of M.Sc. Sem I & sem III was done.

Academic Year 2019-20

The departmental staff meeting was conducted On 7th June 2019 in room no- 104 at 11:30 am, where the following members were present -

	Name	Sign
1.	Dr Hemangi Raut	7/6/19
2.	Miss. Niyanta Dave	7/6/19.
3.	Mrs. Anushita Moger	Moger.
4.	Mrs. Laxmi Parate	Parate
5.	Rampravesh N. Singh	RPS
6.	Jyoti Gupta	Jyoti
7.	Mrunal Dayle	MADayle
8.	Umesh Prajapati	
9.	Abhishek Thakur	ABT

The minutes of the meeting are as follows

* HOD welcome all teaching staff to new academic year.
* Syllabus of F.Y & SY & T.Y distributed to all teaching staff.
* Prepare a time-table of UG as per workload.
* HOD gives a instruction about a admission duties of F.Y.
* Discussion about a ~~100%~~ improve attendance of students in class.

The departmental staff meeting was conducted on 9th July 2019 in room no. 104 at 11:30 am where the following members were present —

	Name	Sign
1.	Dr Hemangi A. Raut	9/7/19
2.	miss. Niyanta Dave	9/7/19.
3.	Mrs. Anushita Moger	9/7/19
4.	Mrs Laxmi Parate	9/7/19.
5.	Rampravesh N. singh	
6.	Jyoti Gupta	9/07/19
7.	Mrunal Dajee	
8.	Umesh Prajapati	
9.	Abhishek Thakur	

The minutes of the meeting are as follows:.

* Take different activities in the new academic year.

- Syllabus distribution of M.Sc. -I & M.Sc.-II to all teaching staff.

- Prepare time-table for P.G. as per work load.

- Discussion about to improve the lecture and make it more interative for F.Y., S.Y. & T.Y. Classes.

The departmental staff meeting was conducted on 20 Aug 19 in room no-104 at 11:30 am. The following members were present -

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2.	Miss. Niyanta Dave	20/8/19.
3.	Mrs. Anushita Moger	20/8/19
4.	Mrs. Laxmi Parate	20/8/19
5.	Mr. Rampravesh N. Singh	20/8/19
6.	Mrunal A. Dajer	20/8/19
7.	Jyoti Gupta	20/8/19
8.	Umesh Prajapati	20/8/19
9.	Abhishek Thakur	20/08/19

The minutes of meeting are as follows.

* Discussion on departmental activities is done and divided to arrange a Poster presentation competition on 30th August 2019.

* Duties allocated to all faculties for the competition. Duties distribution to faculties are -

* Notice - Anushita Moger.
  Report - Abhishek Thakur.
  Stationary - Jyoti Gupta
  attendance - Umesh. P.
  Registration - Niyanta, Laxmi.
  Thanks letter - Rampravesh S.

* HOD instructed to motivate students take participation in competition

The departmental staff meeting was conducted on 15 Nov 19. in room no. 104 at 12:00 noon. The following members were present -

	Name	Sign.
1.	Dr. Hemangi Raut	15/11/19
2.	Nityanta Dave	15/11/19
3.	Laxmi Pagate	15/11/19
4.	Ramparesh N. Singh	15/11/19
5.	Jyoti Gupta	15/11/19
6.	Umesh Prajapati	15/11/19
7.	Abhishek Thakur	15/11/19
8.		

The minutes of the meeting are as follows.

* Syllabus of F.Y, S.Y & T.Y. and M.Sc. Sem II & Sem IV is distributed to all teaching staff
* Prepare a timetable of UG as per workload.
* Discussion on paper assessment of UG and instruction about moderation
* Arrange a workshop on practical of SY & FY. on 20 Nov 19.
* Prepare a question paper for internal exam of M.Sc Sem I & Sem III

The departmental staff meeting was conducted on 02 Jan 2020 in room no 104 at 11:30 am
The following members ~~are~~ were present -

	Name	Sign
1.		
2.		
3.	Mrs. Anushita Moger	02/1/2020
4.	Mrs. Laxmi K. Parate	02/1/2020
5.	Mr. Rampravesh N. Singh	02/01/20
6.	Mr. Umesh J. Prajapati	
7.		
8		

The minutes of the meeting are as follows -

* Dissussion on departmental activities is done and decided to arrange a Quiz competition on 11 th Jan 2020.

* For Quiz competition all staff should collects the G. K. Questions and question based on basic physics decided.

* Notice should be display on notice board. And prepare a 1st round question papar for Quiz.

* Discussion on Practical exam of M.Sc. Sem I & sem III was done.

Minutes of Meeting

05th Aug, 2022

Agenda :-

1. I[st] 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 flo folder.
6. Upload achievement in folder, in 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, Co-operate 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. Roshni 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 Roshani
Co-ordinator Sejal

Teacher's Signature

Dr. Roshni. N. Roshni

Aasadhana. S.

Gauri Y.

Divapriya. S.

Heena. D.

Jagruti.

Kalpana Jain

Keyur. L.

Nilambari Shirsaye

Plenia

Pranali. Iyer

Princy. T

Priyanka. R

Rashmi. G.

Reena. B.

Sailly. P.

Vasanthi. S. VRS

Sneha Patil.

Sunita. N.

Tarika

Karishma. K.

Priyanka. B.

Vishaka.

Abhishek. M.

Ankita. P.

Ashwini G.

Hemangi

Komal. N.

Megha.

Neha. M.

Neha. T. NT

Minutes of Meeting

(Agenda) 12th Sep, 2022

1. Internal Examination Marklist Out of 25 marks.

BBI – SYBBI – Sunita Nair / Struti B / Priyanka B

TYBBI – Nazia S / Ankita A / Abigal / H

* Score Less Marks (Assignment) } Out of 25 Marks
* Mark Not Less than 16 for SYBBI 21 for TYBBI
* Marklist Should not be blank.

2- Absent students given more work.
- Absent write with pencil.
- External marks checklist absent member.
- Responsibility lie with subject Teacher.
- Data submit to Co-ordinator.

3. Syllabus Completion for SYBBI / TYBBI – 30th Sept.

4. SYBBI and TY'S Teachers, Question Bank, Unit wise, Chapter wise, Short note (Big) – 15

5. Third year - Test Series, E-Book.
* Attendence Sheet
* Test Question Data

Principal HOD Co-ordinator Roshani Sign

Teacher's Signature

Dr. Roshni N. Roshni

Aasadhana. S.

Gauri. Y

Sivapriya. S.

Heena. O.

Jagruti.

Kalpana. J.

Keyur. L.

Nilambari

Plenia

Pranali. G.

Princy. T

Priyanka. R.

Rashmi. G.

Reena. B

Sailiy. P

Vasanthi. S.

Shamila. R.

Snehal. P.

Sunita. N.

Tarika

Karishma. K.

Priyanka. B

Vishaka

Abhishek. M

Ankita. P.

Ashwini G.

Hemangi.

Megha.

Neha. M.

Neha. T.

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 Managements (BFMG)
Investment Management (BIM)

Total Number of students →

Resource Person / Chief Guest

Name of the Resource Person

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

Convener of Programme → Dr. Roshni Nagar

→

Principal

HOD

Roshni
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 Teacher's and beloved the students. Our Collegue Mrs. Ambari Sang the prayer and guest lighten 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 (BBI)

We moved forward to our next Anchor Aradhana Singh introduced our guest with there 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. Aradhana.S. introduced our Self-finance courses Co-ordinator with their experience and their PPT, called upon the stage and welcomed, same honoured given to the Respected class Teachers:

Mrs.

Miss. Neha M.

Our Co-ordinators explained about the exam pattern to the students. Anchors Introduced the college and its premises and Infrastuses 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

Aasadhana. S.

Gauri. Y.

Sivapriya. S.

Heena. O.

Jagruti.

Kalpana. J.

Kavya. L.

Nilambari

Plenia

Pranali. G.

Princy. T

Priyanka. R.

Rashmi. G.

Reena. B

Sailaj. P

Vasanthi. S.

Shamila. R.

Sneha. P.

Smita. N.

Tanika

Karishma. K.

Priyanka. B.

Vishaka.

Abhishek. M

Ankita. P

Ashwini G.

Hemangi

Megha. K

Neha. M.

Neha. T.

Minutes of Meetings

– 17th oct, 2022

Agenda.

Date – 17th oct, 2023
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 Co-ordinator and their Steam Staffs.

Principal HOD Co-ordinator Sign

Teacher's signature

Dr. Roshni. N. Roshni

Jayadhara. S.

Gauri. Y.

Swapniya. S.

Heena. D.

Jyoti. A

Kalpana J.

Kajur. L.

Nilambari

Pleena

Bandi G.

Binay. T

Priyanka. R.

Rashmi G.

Reena. B.

Sailiy. P

Vasanthi. S.

Shamida. R.

Sushil. P.

Sunita. N.

Tanika.

Karishma. K.

Priyanka B.

Vishaka.

Abhishek. M.

Ankita. P.

Ashwini G.

Hunangi

Megha. K

Neha. M

Neha. T.

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 subject given to teachers.

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

Principal HOD Co-ordinator Sign

Teacher's Signature

Dr. Roshni. N. Roshni

Aaradhana. S.

Gauri. Y.

Swapnija. S. Swapnija

Heena. Q. Heena

Jagruti

Kalpana. J.

Keyur. I.

Nilambari Nilambari

Pleria Pleria

Baneli. G.

Princy. T Princy

Priyanka. R.

Rashmi G.

Reena. B.

Sailaj. P Patil

Sushal. P.

Sumita. N.

Tarika. Tarika

Karishma. K. Karishma

Priyanka. B. Priyanka

Vishaka. Vishaka

Abhishek. M

Amrita. P.

Ashwini. G. Ashwini

Hemangi Hemangi

Megha k Megha

Neha. M Neha

Neha. T

Minutes of Meetings

13th March, 2023

Date – 13th March, 2023
Day – Monday

Agenda
- Syllabus Compeletion
- Students discipline
- Question Bank should provide to students.
- Holiday taker by staffs. (Nose)
- Punctual on Time to college.

The Meeting was conducted by the Co-ordinator and accompained by staffs.

Principal HOD Coordinator Sign

Teacher's Signature

Dr. Roshni. N.

Aradhana. S.

Gaur. Y.

Shivangi

Heena. Q.

Jyoti. A.

Kalpana. J

Keyur. L.

Nilambari

Plenia

Pranali. G.

Princy. T

Priyanka. R.

Rashmi. G.

Reena. B

Sailaj. P.

Shamila. R.

Sushil. P.

Sunita. N.

Tarika

Karishma. K.

Priyanka. B.

Vishaka

Abhishek. M

Ankita. P.

Ashwini. G.

Hemangi

Megha K

Neha. M

Neha. T.

B. Bisnas

07/09/22

Staff Meeting

Environmental Management & Economics (EME) (S.Y. & T.Y.)
Staff meeting was arranged on 7th September 2022 at 11.30 am in Room No. 407. Following ~~Other~~ points 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) Smita Khaire.	~~Khaire~~ 07/09/22.
2) Sonali P.	
3) Miss. S. Cheriyan	
4) Ashlesha Mahajan	
5) Ms. Jagruti S. N.	
6) Neha Maheshwari.	Neha 07/09/22.
7) Neha Tambe	

Sushal 07/09/22

8/9/22

Dr. V.S. Adigal

Sushal S. Jadhav
EME Co-ordinator

Dr. Rakhee Oza
HOD

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 on 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 teacher have to give project topic.
6) Audit Work - Duties alloted.
7) Attendance Record - Sheets to be maintained.

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

12/01/2023.

Suchal S. Jadhav
Co-Ordinator.

Dr. Rakhee Oza
HOD

Dr. V.S. Adigal
Principal.

Staff Meeting

Environmental Management and Economics (EME)
SYEME, TYEME 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 teacher.
- Attendance Second
- Teaching Plan Submission.
- Revision Lectures

Teacher's Name	Sign.
1) Smita Khaire	Khair
2. Ashdesha Maurya	Amay
3. Aaradhana Singh	
4. Neha Taube	Nalute
5. Vishakha Sane	Sane

20/01/2023
Co-ordinator.
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 Completion
- 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	Sane
Smita Khaire	Khaire
Ashlesha Maurya	
Aaradhana. S.	
Neha Tambe	Tambe
Hemangi. Mehta	Hemangi

Sadhu
Coordinator
13/03/2023.
(EME)

13/03/23

Dr. Rakhee Oza
HOD

Dr. V.S. Adigal
Principal.

Financial Management and Investment Management

2022-23

Minutes of Meeting

05th Aug, 2022

Agenda :-

I st 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-ordinatoss.

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 H/C Dept.

Organise activities in dept. wise.
i.e, BAF, BBI, IM, FM, FMG and EMG.

Department wise activities should be organise.

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

10th August F.Y will start with Activities.

Planning according to Time Table, Co-operate with Co-ordinator 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.
Whats App Group — Abhishek Sir

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

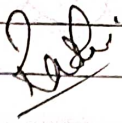
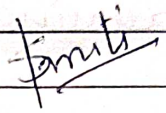
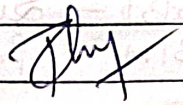
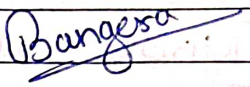
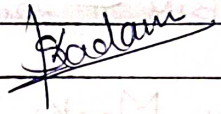
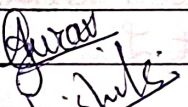
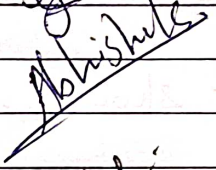
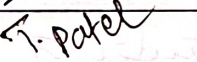
Activities are in one day so duties are allotted to teachers.

Teacher having Idea regarding activities give to Co-ordinators.

Maintain Google classroom subject wise and concentrate only subjects.

7/08/23

Teacher's Signature

Rashmi G	
Surekha B	
Shruti B	
Eini C	
Priyanka B	
Sachin K	
Ashwini G	
Abhishek.	
Tarika	
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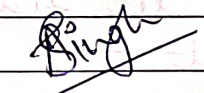
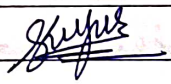
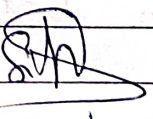
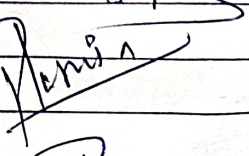
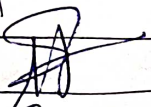
Aaradhna	
Keyur	
Tejesh	
Bhakti Purandare.	
Seema Sihana	
Sarita Panigrahy	
Plenia	
Ankila Almeida.	
Jagruti N.	

Minutes of Meetings

13th March, 2023

Date – 13th March, 2023
Day – Monday

Agenda

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

The meeting was conducted by the co-ordinator and accompained by staffs.

15/3/23

15/3/23

Teacher's Signature	
Rashmi. G.	
Aasadhana. S.	
Gauri. Y.	
Ashwini. G.	
Lyesh. K.	
Sivapriya. S.	
Sayli. P	S. Patil.
Neha. M	
Seema. S.	
Priyanka	P. Bangera
Sarita. P	
Plenia	
Bhakti. Purandare.	
Sachin. K.	
Tanika Patel	T. Patel.

Bachelor of financial Markets (BFM)

2022-2023

MINUTES OF MEETING.
&
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 co-ordinator.

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 Teacher 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-ordinator 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
Whats App group — Abhishek Sir

Registration for Activities and Rules for Activites told by Dr. Roshni Madam.

Activites are in one day so duties are allotted to teaches.

Teacher having Idea regarding activities given to Coordinator.

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 O.

Bhakti. B.

S. Sivapriya A.

Keyur. L.

Lejesh. K.

Vasanthi. S. 23/06/2023

Surekha. B

Dr. Mabel Lobo

Priyanka Singh.

Gauri

Bhakti Purandare

Neha Taule

Ashwini Gurav

Priyanka Rajput

Minutes of Meeting

— 12th Sep, 2022

<Agenda>

1. Internal Examination Marklist out of 25 Marks.
   BBI — SYBBI — Sunita Nair / Shruti.B / Pranavka.B
   TYBIBI — Nazia.S. / Ankita.A / Abigal /

   * Score Less Marks (Assignment) } out of 25 Marks.
   * Mark Not Less than 16 for SYBBI, 21 for TYBBI }
   * Marklist should not be blank.

2. Absent Students given Make work.
   Absent write with pencil.
   External Marks checklist absent number.
   Responsibility lie with Subject Teacher.
   Data Submit to Co-ordinator.

3. Syllabus Completion for SYBBI / TYBBI — 30th Sept.

4. SYBBI and TYS Teacher Question Bank, Unit wise, Chapter wise, Short Note. (Big) - 15

5. Third year — Test Series, E-Book
   * Attendence sheet.
   * Test Question Data

HOD.
Dr. (CA) Mabel Lobo.

Principal.
Dr. V.S. Adigal.

Teacher's Signature

Kalpana Jain
(Co-ordinator)

Heena. S.

Bristi. B

Swapnija. S.

Keyur. L.

Jayesh. K.

Vasanthi S.

Sukeksha. B

Dr. Mabel L.

Priyanka Singh.

Gauri

Bhakti Purandare

Ashwini Iyyar

Priyanka Rajput

INDUCTION REPORT

Induction Programme of BFM / FMG / IM

Date —

Day —

Totall Participants of all the FYBFM

Resource Person / Chief Guest

Name of the Resourse Person

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

Convener of Programme — ~~K~~alpana Jain
— Rashmi Ghisani

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, the 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 Teacher's and beloved the students. Our collegue Miss. Ambari Sang the prayer and guest lighten 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 Gusavani to explain about (FMG/IM)

We moved forward Our next Anchor Princy. Trish introduced our guest with their experience and qualification with following PPT –

– Dr. Rakhee Oza
– Dr. Mabel Lobo
– Dr. Prajakta. 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 Gusavani with token of love.

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

Next the Anchor Mrs. Aradhana Singh introduced our self-finance 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. Sivapriya 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 Infrastuses 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.

Teacher's List

Kalpana Jain
(Co-ordinator)

Heena S.

Benisti. B

Sivapriya. S.

Keyur. L.

Jayesh. K.

Vasanthi. S.

Sushekha. B

Dr. Mabel. L.

Priyanka Singh

Gauri

Bhakti Purandare

Ashwini Jyoti

Priyanka Rajput

Minutes of Meetings

— 17th oct, 2022

Internal Exam
Date = 17th oct, 2023.
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 Steam Staffs.

HOD.
Dr (CA) Mabel Lobo.

Principal.
Dr. V.S. Adigal.

Teacher's Signature

Kalpana Jain
(Co-ordinator).

Heena D.

Benisti. B.

Sivapriya. S.

Keyur. L.

Jayesh. K.

Vasanthi S.

Suretha. B.

Dr. Mabel L.

Priyanka Singh.

Gauri

Bhakti Purandare

Priyanka 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. 303

Principal.
Dr. V.S. Adigal.

HOD
Dr. (CA) Mabel Lobo

Co-Ordinator Sign
Kalpana Jain

Teacher's Signature

Kalpana Jain

Heena D.

Bristi. B.

Sivapriya. S

Keyur. L.

Jayesh. K.

Vansanthi. S.

Surekha. B.

Dr. Mabel L.

Priyanka

Jyoti

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. (Those)
- Punctual on Time to college.

The meeting was conducted by the co-ordinator and accompanied by staffs.

Principal.
Dr. V.S. Adigal.

HOD.
Dr. (CA) Mabel Lobo.

Co-ordinator.
Kalpana Jain

Teacher's Signature

Kalpana Jain
(Co-ordinator)

Heena. D.

Bristi. B.

Sivapriya. S.

Kayal. L.

Jayesh. K.

Vasanthi. S.

Surekha. B.

Dr. Mabel. L.

Priyanka

Gauri

Priyanka Rajput

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.

→ TimeTable Allored.

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 allored with their Personal Timeta
- 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.

3. Dr. Priyanka Singh.
4. Bhakti Purandare.
5. Reena Behera
6. Ankita Almeida
7. Ambari Patwardhan
8. Ankita Pandey
9. Legesh Keloth
10. Ashwini Gurav.
11. Plemia Rebello
12. Princy Tinish
13. Priyanka Rajput
14. Tarika Patel.
15. Shruti Basre
16. Brisb Biswas
17. Akruti Bose
18. Seema Sinana
19. Sneha Patil
20. Sachin Kadam
21. Keyur Limbachia.
22. Abhishek Madhaye
23. Surekha Bhargav.
24. Ankita Raut.
25. Nazia Shaikh.

17/08/2022 MINUTES OF MEETING.

Agenda :

→ Review of syllabus of completion for Internals Exams. (SY & TY)

→ Disscussing 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 coordinaters 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 6th September, 2022.
- Departmental Activity to be conducted in September.

1. Principal. Dr. V.S. Adigal

2. Dr. Audrin Colaco.

3. Bhakti Vilas Purandare.

4. Priyanka Singh

5. Reena Behera

6. Bristi Biswas

7. Surekha Bhargav

8. Tarika Patel

9. Akruti Base

10. Abhishek Madhaye.

11. Sachin Kadam.

12. Lejesh Keloth.

13. Snehal Patil

14. Plemia Rebello.

15. Anita Almeida

16. Heena Quereshi

17. Ashwini Gurav.

18. Seema Sihang

19. Priyanka Rajput

20. Pinky Tirish

21. Nazia Shaikh

22. Ankita Raut.

23. Keyur Limbachia

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, III, 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 by
- Paper Setters for sem III Regular exams were appointed

1. Principal Dr. V.S. Adigal

2. Dr. Audrin Colaco

3. Priyanka Singh.

4. Bhakti Purandare

5. Reena Behera

6. Princy Tinish.

7. Lejesh Keloth.

8. Akruti Bose.

9. Bristi Biswas

10. Abhishek Madhav

11. Sachin Kadam.

12. Sneha Patil

14. Priyanka Rajput.

15. Ambari Patwardhan

16. Tanya Patil

17. Sureksha Bhargav.

18. Seema Sihana

19. Heena Qureshi

20. Flemia Rebello

21. Ashwini Gurav.

22. Nazia Shaikh

23. Shraddha Basre

24. Ankita Raut

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~~ 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. Adigal

2. Dr. Audrin Colaco.

3. Bhakti Purandare

4. Priyanka Singh

5. Seema Sinana

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. Ambari Patwardhan

15. Tanika Patel

16. Suretcha Bhargav.

17. Ankita Almeida

18. Heena Qureshi

19. Plemia Rebello.

20. Ashwini Gurav.

21. Priyanka Rajput.

22. Gauri Yadav.

21/01/2023 MINUTES OF MEETING.

Agenda:

→ Cancellation of lectures.

→ Departmental Activity.

→ Industrial Vist for students.

→ ABC ID Generation.

- Teachers are instructed to avoid cancellation of lectures offently. 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 Coordinater.

- 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. Adigal
2. Dr. Audrin Colaco.
3. Bhakti Purandare.
4. Priyanka Singh.
5. Reena Behera
6. Neha Maheshwari
7. Kavishma Kale.
8. Priyanka Rajput.
9. Megha Kulkarni
10. Vishal Sawant.
11. Shruti Basre.
12. Heena Qureshi
13. Surekha Bhargav.
14. Tanika Patel.
15. Gauri Yadav.
16. Madhura Survey
17. Sarita Panigrahy
18. Megha Naik

19. Ankita Pandey

20. Pranali Gurav

21. Keyur Limbachia.

22. Seema Sinana

23. Snehal Patil

13/04/2022

B.A.F Dept. Meeting

Time	Description
11.30 am	→ Meeting for Exam Discussion.
	→ Submit Internal Marks.
	→ No submission put Absenteeism
	→ By tommorrow submit it.
	→ T.Y Exam is from 4th May.
	→ 2 Sets of Google form.
	→ Exam needs to be conducted from college itself.
	→ Google Classroom is required
	→ F.Y Offline Exam with supervision 3th of May.
11.35 am.	→ Paper Setter list is store on group.
	→ Paper pattern posted on group.
	→ Paper font size instruction will be posted
	→ 3 Sets with Answer key, A4 size, T.N.R 10 or 12 size, 1 Margin on all 4 sides, VCD – class, Subject, Hour, marks.

DOMS

11:37 am → Back dated reds to be prepared.

→ Time table Subject Wise teaching plan reds to be made.

11:40 am. → If teachers left take data from current teacher.

→ 22nd is the deadline for submitting Q.tn paper with Answer Key in soft copy & hard copy.

→ After 20th April lecture can be taken if needed.

Date :- 13/04/22

Name	Sign.
Nilambari Y. Shidhaye	
Jagruti S.N.	
Ankita Raut	
Heena S	
Bhakti P	
Kavita P	
Ashwini B	
Priyanka. Singh	
Kavishma Kale	
Laxmi. Y	
ROHAN SATAM	
Neha Tambe	
Ankita Almeida	
Ashwini Jaiswal	

Date :- 21st March 2022 B.A.F Meeting

Time

10.30 am.

Description

A.T.K.T & Regular Exam

Sem - I A.T.K.T.
(Objective type).
2 links of 50 Qtn (Each).
1 Link Sir Las
1 New Link needs to be created.

Sem - I : (1 Link)
F.A/c Ankita 1 Link
C A/c Gauri
F.M Plenia
B.C Snehal Sir
Eco ~~Akansha~~ / Vishakha
F.C Ncha.
Com (B.E) Madura.

Sem - II : A.T.K.T Sem II
(Regular Patten (Regular Exam).
One paper Set.

10.35. am.

Sem - III A.T.K.T Online.
F.A/c - Shruti
C.A/c - Ankita R
Tax - Ashwini
I.T - Vaikhari
Law - Ashwini
Eco - Reena.
F.M.O - Priyanka Singh.

10.38 am.

Sem - IV Regular Exam Online

200 MCQs 4 Rs. per objective.

3 papers need to be set

F.A - Rohan & Shruti (Keep a track for uploading link during Exam for Bill Form)
100 100
M.A - Ankita Ashwini
Tax - Aditi Heena.
R.M - Jagruti Ashwini
Law - Sheeta Ashwini
I.T - Vaikhari (3 links).
(200).
F.C - Priyanka Nilambari.

Sem - V A.T.K.T link needs to be created.

F.A 5 - Shruti & Ankita.
F.A 6 - Jagruti & Surekha.
F.M - Krishna.
Tax - Heena.
Margt. - Nilambari.
Cost A/c - Rohan.

Sem VI - 3 links
(Left all papers MCQs will be set by M.U).

31st March Deadline.

10.50 am

From 25th to 30th March
External Viva.
Assigned One group with One teacher.
Link creation & Fixing the timing for external viva.

T.Y.B.A.F Sem VI

1 to 254 Students. Sir 8, Ankita-R 9

9 teachers 30 Students Each.
Shruti 1, Rohan 2, Krishna 3, Jagruti 4, Nilambari 5, Ankita-A 6, Surekha 4

→ A/c related Small calculation Qsts needs to be there

→ 30 practical 20 Qsts Theory.

Rohan Salam

2) Jagruti N

3) Ashwini Bhoir

4) Shruti B.

5) Ankita Almeida

6. Nilambari Shirsharye

7. Vishakha Sure

8. Plemia Rebello

9 Madhura Surve

10 Sneha Bhargav.

11 Neha Taube

12 Kanishma Kale

13. Rashmi Gurnani

14 Ankita Raut

15 Ashwini Gurav

16 Snehal S. Patil

17. Kavita Purandare

18. Bhakti Purandare

19. Priyanka Singh

20. Vaishnavi Patil

21. Rina Bhere

21/3/22

21/3/2022

21-3-22

21/3/22

Shirsharye

Sure

21/3/22.

21/03/22

4/03/22

Taube

21/3/22

Gurav

Raut

Gurav

21/03/22

21/3/22

Bhakti

Priya

Vaishnavi

Rina

10:30 am.

Staff Meeting.

Commerce & Self-Finance Meeting 05-02-2022.

Time	Description
11.15 pm	→ Conduct of offline Lectures.
	→ Discussion regarding the conduct of offline Lectures & Examination.
	→ Offline Lectures has been kept on hold.
11.20 pm.	→ Attendance & Reporting for teachers.
	→ 3 Days a week reporting is compulsory.
	→ 15 days a Month.
11.30 pm.	→ Conference will be conducted soon.
	• It will be intimated soon.
	• Topic :- - Contemporary issues in Commerce & Management.
	- Recent Trends ...
	→ Leave record will be maintained soon as per covid condition.
	→ Intimation regarding lectures Cancellation & rescheduling needs to be done to Co-ordinators respectively.

B.A.F Meeting (Self-Finance) 10:30 am.

Agenda :- 2022 First Dept. Meeting

PAGE No.

DATE 04/01/2022

Time	Description
10.30 am	→ F.Y B.A.F Exam 18th January 2022.
	→ Dept. Activities.
	→ F.Y Paper Setting 200 min Questions (2 teachers 100 Qstn each in MCQ).
	→ Google form has to be made as remuneration as per 100×7 or 200×7 as per the No. of questions made.
	→ Link will be shared by Sudin Sir in that the questions needs to get up.
	→ Check students response for attendance to reach out students for missing internals.
	→ Subject teachers will make the question bank. 1200 Qstn 3 Sets. (200 Qstn to 250 Qstn)
	→ Mutually teachers will do the division of Qstn that needs to be prepared.
	→ Exam will be conducted via computer lab.
	→ S.Y. T.Y teachers will co-ordinate for F.Y Exam.
10.40 am	→ 11.00 to 12.30 exam will be conducted.
	→ For students time limit is 11:00 to 12:00.
	→ After exam internal marks needs to be ready.
	→ Sem I exam guidelines has been discussed.
	→ NO Q.Bank for students.
	→ Practical Qstn small calculation needs to be provided.
	→ 12th Jan is the deadline for F.Y Syllabus.

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→ Put Qtn as per the syllabus that has been taught.
→ Q. Bank Submission 10th January in Excel Format to Audrin Sir.
→ 12th, 13th Jan all 3 sets of Google forms needs to be ready.
→ Teaching Plan needs to be uploaded for Sem I, III & V in 2days.
→ Sem IV & VI T. plan needs to uploded in 15 days.
→ Attendance shall be updated.
→ Jan list of attendance will be posted soon. in (2days).
→ Departmental Activity Will be conducted 2 Webinar will be there.
→ Bhakti Madam (Symposium Committee Making).
10.45 am → 1st Week of February it Will be conducted.
→ Physical Certificate Distribution will be done for last year.

Date :- 2nd December 2021

Commerce & Self finance Meeting

5.00 P.M.

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DATE 18/12/2021

Time	Agenda / Description
5.04	→ End of the year → III & V Sem Exam has been completed → 17th Jan Sem I Exams will start → Time - 11 am to 12 pm. → By 12th Jan syllabus needs to be completed. → Conducted Exam as per taught syllabus. → 80% of the syllabus has been completed. → If not then inform co-ordinators. → Online - offline blend of teaching → Minimum 2 Offline lectures needs to be completed. → From January offline lecture Physically teachers needs to be conducted. → Rescheduleding the attendance & online lecture should be done if its urgent.
5.12	→ In case of absence intimate co-ordinator one day prior the lecture & arrange someone to conduct offline lecture. → Combine lecture needs to be avoided. → Google form will be made for cancellation of offline & Online lectures. → Teaching Plan needs to be updated. → Online reschedulement needs to be after 12 pm
5.17	→ 1st January 7:00 to 12:00 5 hours will be compulsory.

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→ For T.Y offline Exam & lectures might be there
→ Univ. circular for Online Exam payment
→ Sheets will be made to prepare Exam bill form via staff portal.
→ Do it in respective dates for any discrepancy found in examination data.
→ For T.Y & P.G Papers also.
5.27 → Examination will be posted on official Email ID.

Date :- 2nd December 2021
Time :- 11.30 am

Departmental Staff Meeting of B.A.F
(Self-Finance)

Agenda :-

Time	Description
11.30	Sem III are out Sem V result is ready to be sent to M.U Sem - I ↳ Expected Exam 1st or 2nd Week of January ↳ Syllabus completion needs to plan. ↳ 9th Dec Internal Exam (9th/10th/11th Dec). ↳ Time table will be posted. ↳ Teacher has to prepare interal Qstn. (25 Qtn google form) (25 mks). ↳ One teacher will share the interal exam link to students. ↳ Lectures wont be there during interal ↳ Google Meet Internal Exam needs to be conducted ↳ Each teacher will conducted their Own exam. ↳ 3 link for 3 Div with laptop. (for Google Meet interal Exam). ↳ Responsibility is completely on subject teacher.

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Time	Description
11.35.	→ Offline lectures of T.Y.B.I.T from Monday. Online.
	→ Last year Video lectures are recorded & we can share the link of the video
	→ 2 Doses students can come to college.
	→ S.Y. T.Y all timetable are there.
	→ It has been made without any clashes.
	→ Any clash inform Sir on personal chat.
11.45	→ Google Sheet will be shared to link paste with the help of timetable & will join online lecture. (By today or tommorow)
	→ Symposium Dept. activity
	→ Certificate will be provided in physical form.
11.51	→ One day prior the rescheduled lecture will be intimated.
	→ 2 lectures per day.
	→ In any charge intimate it immidiately.
11.55	→ S.Y lectures are on (January 2nd week Internal Exam).
	→ Sheet for Attendance will be shared.
	↳ Be clear for Nov & Dec.
12.00.	→ Offline Attendence Register for 2021-22.
12.03	End of Meeting.

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Date :- 23rd October 2021
Time :- 01 pm

Self Finance Departmental Meeting.

Agenda :- Offline Lectures of FYBAF

Time	Description
1.00 pm	→ Monday 25th Oct offline lecture begins. → S.Y & T.Y Syllabus Done. → After diwali full fleged timetable for F.Y. → Slot of 3 teachers per day 2 lectures per day. → New time table Needs to be followed as per shared or group. → 7.30 lecture offline as well as online in google meet. → Get Tripod so that offline & online can be conduted at the same time. → This week it Needs to be started. → Trial & error Method shall be used → Link shall be provided in the student group.
1.05 pm.	→ 7.30 to 8.30 8.30 to 9.30. → If any clash with B.Com it will be adjusted. → Offline & Online Attendance both. → Temporary Adjustment for this week only. → Madhura Madam & Snehal Sir are having interchange. → Reach college by 7.15.

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Date :- 19th October 2021
Time :- 10.30 am

Self-Finance & Commerce Staff Meeting

Time	Description
10.39	★ → Directive from State govt. for re-opening college in offline & online mode. → F.Y. B.Com & Post-grad students lectures will begin offline. → Intimation to report to college offline → Duties for S.Y will be allotted for exam. → Get Vaccinated at earliest.
10.41	★ → S.Y Self-Finance exam starts from 20-10-2021 → 20 teachers for S.Y. B.Com exam duty has been rescheduled. ★ → Fill up vaccination form. (At earliest). → Guiding A.T.K.T students. → 20th Oct is the last date to complete the syllabus of T.Y.
10.57	→ Offline - Online lecture arrangement & duty allotment intimation. → As the schedule arrive reporting to college needs to be done. ★ Sem III Examination → Exam is only for an hour → Attendance. → Pasting link. → Only hour to submit the paper or they will be marked absent. → 15 min extra can be given but do not disclose it to students.

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Time	Description
11.06	⇒ Teachers can use com. lab they can come to college. ⇒ All question is compulsory. ⇒ Remove compulsory questions. ⇒ Commerce students all question compulsory except B.A.F.

Date :- 28/09/2021

Self Finance (S.Y.B.A.F Exam Sem III External Meeting).

Time	Description
11.37	→ Paper Setting → 18th Oct S.Y Exam. → Paper Setting (Paid Work). → Prepare Qtn Bank of 200 Qtn. → Out of 200 (3 paper Set 50 Set 1 50 Set 2 50 Set 3) → Each Qtn (Rs.7). → Submit 200 Qtn 10th Oct Submit to Audrin Sir.

→ Name 100 objective (Each).

* F.A/C 1) Shruti
2) Rohan.
3)

* C.A/C 1) Audrin Sir.
2) Ankita

* Tax 1) Heena
Ashniri

* IT Vaishali

* M.O Priyanka
Nilambari

* Law Ashniri
Shenta

* Eco Lajesh
Heera

3 Hall.

11.45 → 12th Oct Paper Setter List. (3rd teacher added by Prajakta Kadam).
→ 3 Teachers make (1 Set Each of Google Form.)
(50 Qtn) (50 mks).
→ (By 12th Oct Submit Google Qtn Form/Paper).
→ Practical Qtn should be there
→ Calculative Qtn.
→ NO True or False. (Not Allowed)
→ 75 Qtn from Each teacher.
→ Small Qstn.
→ 150 practical Qtn 50 Concept Based Question.
→ Dont put (All of the above; None of the Above; A or B).
→ 10th Oct 200 Qtn Submission.

Practic Subject Tax, cost, A/C.

11.49 → 12th Oct 3 Set of Google Form
X→ Conduct Exam in Google Classroom only.
→ Exam link from Google Meet students have to take.
→ Google Meet Exam will be conducted. 1½ hour.

1.50 → Official letter for paper Setting.

12.01 → See to it Qtn should not get repeated.
→ Google Form Qstn Should not get repeated.
→ Ashwini Madan will communicate to Heera Madan

B.A.F Monthly Departmental Meeting

Time :- 5.30 Pm. Self Finance Date :- 16/09/2021

Agenda :- * Review of internal examination (I)
* Lectures of First year (II)
* Departmental Activities for Month (III)
* Review of Teaching plan & Attendance System (IV)
* Any other topic with permission from chairperson (V)

Time	Description
	I.>
5.30	→ Students who missed internal exam.
	→ Collective decision for all teachers.
	→ Assignment shall be given to absent students.
	• Via Google classroom.
	• Confusion clearance regarding paper submission.
	• Make a list in excel file of internal exam Attendance & share it with students. (list shared via google classroom.).
	II.>
	→ First year lecture.
	→ Paste lecture link or timetable & check whether its working or not
	→ Make link upto December.
5.35	IV.>
	→ Confirmed Workload is alloted.
	→ Upload teaching plan in appropriate folder.
	→ F.Y teachers needs to upload teaching plan.
	→ Teaching plan incharge needs to check whether all teaching plan has been uploaded or not.
	→ Paste Attendance Regularly
	→ Incharge check the attendance at least once in 3 days.

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Time	Description
5.40.	→ Only paste attendace on data sheet.

III.)
→ No dept. acitivity yet is been conducted.
→ First or second week of Oct will be induction programe.
→ Induction details needs to shared. (Duties Allotment)

V.)
→ Syllabus needs to completed by Sept.
→ Exam needs to done in Oct.
→ Review of Syllabus.
→ Keep extra lectures if needed.
→ All Sem III & Backlog exam I, II IV before end of October.
→ Duties will be assigned for exam.
→ Date for completion is 10th of Oct.

5.45 VI.)
→ Research Paper etc update everything needs to be updated.
→ Submit photograph for website in A4 size.
→ Keep Attd. for extra lecture.

5.52 → Need to Conduct Slow & Advanced learners Lecture
- Advanced topics for Advanced learners.
- At least 10 lecture series of combined lectures. (Planning needs to done).
- Rohan Satam (Planning Incharge for 10 lecture series).

Meeting Minutes 4.30pm Day :- Wednesday

Self-Finance (B.A.F) (Meeting) Date :- 20/08/2021

Agenda :- Departmental Meeting for Attendance System & Rescheduling of Lecture format

Time	Description
4.30 pm	★ Online Attendance system (Format).
	→ PPT explanation.
	→ Inform students.
	→ Code for T.Y → TAF
	S.Y → SAF
	→ Eg Vinay Roll No. 3.
	TAF003 - VINAY PATIL
	→ Code, 3 Digit, Space, - Name (Dash & Name has to be together).
	→ Kindly instruct students.
	→ Google Meet
	→ Extension (Google Meet Attendance List).
	→ Save Attendance.
	→ Export as CSV.
	→ Download.
	→ Personal Drive link Attendance file.
4.39. pm	→ Paste that Attendance Column.
	→ Paste in Data Sheet.
	→ Right Click → Paste Special → Paste Value Only.
4.42 pm	→ Required data is automatically generated for blacklist.
4.45 pm	→ Respective class teacher has to do it own their own for Next Month.
4.47 pm	→ class teacher has to check the file everyday.
	→ Don't delete the data of others.
	→ File → View history → For deleted data.

4.49 pm → Only Data Sheet has to be worked with.
→ Take atterdance, download, go to link, paste the data for particular date, lecture no.
→ First colourm below blue line.
→ Keep instructing students for forthcoming lectures.

4.58 pm → Keep past data as it is.
→ Take atteradance for first 10 Mins.
→ Google form Atterdance (Upto 15th August).

5.00 pm → Currently Software is used.

5.06 pm → class Teacher Keep a check for all lectures Atterdance.
→ Give 2-3 Day time for Atterdance.

5.10 pm → Doubt solving session.
→ Information regarding rescheduling of lecture date recording.
→ class teacher send msg in telegram group for BAF & Specify Div.

5.14 pm → class teacher Need to take a note on telegram group of cancellation of lecture.
→ Link has been shared.

5.15 pm → Meeting has been ended.
→ For query contact Dr. Audrin Colaco

Meeting Minutes 4.30pm Day:- Thursday

Self Finance (BAF) (Meeting) Date 05/08/2021

Time	Description.
4.30.	★ Reading Min of last Meeting → Later on.
	★ Syllabus Completion → Complete syllabus. → Submit Teaching Plan (1-2 Weeks). → Blacklist (Keep Ready). → Class teacher should Prepare it. (consolidate from all).
4.35	★ Policy & Re-scheduling Lecture. → Excel file shared (Rescheduling data needs to be submitted) → If someone reschedule it. → Note telegram group for the cancellation of lectures. → Lecture Adjustment should be Adjusted with intimation. → Organising Webinar in month of September. (August – → Submit Proposal.
4.44.	→ Post Digital Content for Students. → Having You tube channel to post video of the class. (Upload to Google classroom). → Departmental Digital Work can get registered → Post Google Classroom link again. → Put up a reminder.

PAGE NO:
DATE:

4.48. Last Meeting (Reading).

→ Online teaching, quiz, google classroom,
→ Conduct one activity
→ Teaching plan needs to be done. (Jagruti)
→ Respective duty needs to completed. (As per Incharge).
→ ICT (Vaikhari Madam can workout for youtube channel).
→ Research (Ankita Madam).

4.57 Most Important Mark
→ (cancelling & Rescheduling of lectures).
→ Keep record of Adjustment.

10th July Self Finance Staff Meeting Minutes

(2021 - 22) (First Formal Meeting)

Agenda :- Lecture Schedule (online teaching Tools / Process)
Time table
NAAC Work

Time (Minutes) (Work Assigned / Discussed)

4.00 pm General Instⁿ Online Teaching Process

→ Creation of our lecture link.
→ Time table with link has been posted.
→ Attendance is Important.
→ 210 Admission (S.Y.B.A.F).
215 Admission. (T.Y.B.A.F)
→ From Monday Start with Syllabus for portion completion.
→ Attendance Needs to be maintained.

4.04 pm → Subject Bifurgation (Teachers decide themselves). (Mutual Understading).

→ In Writing syllabus completion needs to be taken.
→ No Adjustment of lectures.

4.06 pm Online Teaching Tools

→ Google Meet.
→ Quiz
→ Websites
→ Videos
→ Have to create One Google Classroom Account of ~~Own~~ id. for eg. Reera Behera (Eco)
Lijesh

→ Post material into it.
→ Per subject Per classroom of Group in Google Classroom.
→ S.Y (6 subjects).
→ T.Y (7 subjects).

4.11 pm → Google forms (Auto correct).
→ Summary Topics. (Video link Post) (Test).

4.15 → Submit Google Classroom link or telegram Group.

4.16 Dept. NAAC WORK
→ Planning of Activities
→ Submission of Respective Work (Submit Online).
→ ICT (Google Meet / Google Classroom).
→ List various ICT Tools to Vaikhari Madam.

4.29 → Allocation of Updation of Data duty to respective teachers.

Doubt:-

4.30 → Syllabus Needs to completed as per subjective & Objective Method
→ Theory & Practical Sir
→ Muster for Meeting Needs to be purchased & Minutes Needs to be maintained.

Date :- 16th April 2021

TY B.A.F Staff Meeting

PAGE NO.
DATE

05-31 T.Y 16th May Exam

6 Subject

1 Subject (Dore) (Viva) (completed).

4 A/c 1 Eco

->Suggestion (50 MCQ) (Compulsory)
-> 20 Qtn Calculation Concept MCQ (Self-Made)
-> To improve paper quality.
-> Challenging Question
-> Duty of Paper Setting.
-> Invitation on email ID.

★ F.A VII -> Jagruti & Mabel Madam
1 Set. 1 Set

C.A -> Rohan Sir & Suvidha Madam
1 Set 1 Set.

F.M -> Plenia Madam & Jagruti Madam
1 Set 1 Set.

Indirect -> Heena Madam & Mabel Madam
Tax 1 Set 1 Set.

Economics -> Reena & Nelima Madam.
↳ 2 Sets

05.49 -> By 5th May Deadline

Viva Self Finance Meeting
Agenda Examination / Syllabus / Paper Setting
01 - 04 - 2021

5.00 pm Agenda Paper Setting.
The Exam timetable was provided.
S.Y Exam Starts - 15th April, 16, 17, 19, 20, 22, 23
Exam Dates.
- Sem - IV Exam (Regular) (ATKT)
- Also TYBAF Sem I A.T.K.T Exam.

Paper Setting → 1st paper I.T.
Duty - Sem IV S.Y.B.A.F Regular.
Vaishali & Jinal.
1 Set

→ 2nd F.C in Management.
Rashmi & Princy
1 Set 1 Set

→ 3rd Last Set Prajakta Madam
R. Tour
Ambari Princy
1 Set 1 Set

→ 4th Sheretta 1st.
R.M.
Jagruti Nazia
1 Set 1 Set.

→ 5th Bhakti → 1 Set.
F. A/C
Rohan Shruti.
1 Set 1 Set.

→ 6th M. A/C
Ankita A. Ankita R.
Set - 1 Set 1

→ 7th Tax
Hema Abha Sir
1 Set 1 Set

Objectives avoid from textbook
Give subjective questions
Min 20 Q's practical ones.

5.10 → Paper Submission Details :-
→ 2nd April Google form / format for Question will be provided 5:20
→ 50 Qtn compulsory.
→ 50 Qtn mark compulsory needs to be Attempted
→ Detail will be posted a Vivo college I.d.
→ 8th April Deadline for Submission of Qtn paper.
→ If not Assignment work will be given to someone else.
→ No Auto proctor Required.

5.15 → T.Y.B.A.F Sem I ATKT.
→ Certain links are there.
→ Earlier links are there so no need.
→ Certain Paper for B.Comm. (Needed)
↳ General (T.Y.B.A.F) Sem - I One Set
↳ Rohan (T.C) (T.Y.B.A.F) Sem - I One Set
↳ Raiyaka B. Enviror. Sem - I One Set
↳ Akruti ↓ Reera. Eco Sem - I One Set.

(15th April - 23th April -

5-20 Sem - II Regular

26th April.

1) F&C Akshay One Bhaking One

2) Auditing Vishwanath 1 Ahmed 1

3) I.F.S Sujata 1 Priyanka 1

4) B. Comm Snehal 1 (Share S.B) Prajakta Madan 1 Archana Joshi 1

5) I.C Princy 1 Nilambari 1

6) B. Law Shweta 1 Ambari 1 Princy

7) Maths. Prafull 1 Dipashri 1 Remaining

T.Y. Exam 15th May.

PAGE No.
DATE

29
Minutes
.04

5.20. (26th April). Sem III (A.T.K.T).

1) I.T Vaikhari
2) IMO Nilambari.
3) B.Law Ghent C
4) Eco Reera
5) F A/C Bhakti
6) Cost A/C Audrii
7) Tax Audrii.

Internal Exam Marks Details.

→ If absent does not respond put Absent.
→ Wrong Roll no. written please make correction.
→ Fill Data of Marks Physically & submit to exam section
→ Take Marksheet & fill it & submit to Dipti. (2 copies).
→ External Marks will be put in same sheet.
→ By 5th April Submit internal Marks for Sem I, III

5.30 * Fill Syllabus Completion Format needs to be filled Once received.

* Feeback form from Students is needed.

Googl Meet Responsibility

5.45 Link posted by Sir.
→ 3 people per day for attendance. per paper.
Responsibility → Bhakti S.Y Exam. (7 days 3 teacher per day) (create Google Meet Link for attendace) (Recording is important).
→ Rohan T.Y Exam.

Date :- 29th January

Self-Finance (B.A.F)

Minutes	Details
2.04	⇒ Meeting Begun (Follow up of last week work)
	Point 5:- Ankita Almeida & Gauri Yadav → (Mention name no. of lectures I, III, V / II, IV, VI) (as per personal timetable).
	→ (By Today Evening has to be submitted But only for BA.F) (2018-19, 19-20)
1.2.08	⇒ Defaulter's List. (Not submitted Yet) (2018-19 & 19-20). (2 Files) As per
	→ Vaikhari Patil
	→ Snehal Sir
	→ Rohan Satam Sir.
12.10	⇒ Personal File (Has to be done on our own) (as per Oza Madam's Notice) (10 files per teacher will be allotted).
	⇒ Upload data for Commerce dept. in all drives.
12.15.	⇒ Sandra Madam has to upload the award file details. (for Workshop).
	⇒ PHD Guide details needs to be uploaded.
	⇒ Small write up needs to be submitted.
	⇒ DLLE (Sci. Prof needs to be find out.) for the details.
12.20.	→ No. of Students got privileges & facilities under Govt. Schemes. (Needs to be asked Maske Madam).
	→ Dept. Library records submitted by Vishwanath Sir & team. (2018-19) & (2019-20).

Details.

Time	
12.16.	⇒ Book Bank Details.
	⇒ Earn & leave (Received).
	⇒ Dept. Programme. needs to be conducted. (Achievements of Resource Persons needs to be submitted). for each event.

29/01/2021

Name	Sign.
Prafful Ghag	
2) Vishwanath. V. Pawar	
3) Snehal S. Patil	
4) Jinal Chohan.	
5) SANDRA S. ALMEIDA	29-01-2021
6) Shruti B. Basare	
7) Jisha Patil	
8) Reena Bohora	
9) Princy Tinish	
10) Gauri Y.	
11) SUKETA B.	
12) Neha Taube	
13) Ashwini Gurav	
14. Ankita Almeida.	
15. Aarachana Sajr	
16. Mrs. Jagruti S.N.	29/1/2021
17. Ambani P	
18. Plemia. R	
19. Rohan Satam	
20. Ankita Raut	29th Jan 21

January 2021
Date.

Self finance (B.A.F) (Meeting)
Minutes.
11.30 to 12.00

11.34 → Regular Timetable
→ Link will be posted today
→ (Regular Timetable will be followed by Wednesday)
→ Personal Details (needs to filled) on the required link.
(Posted by Abidrin Sir).

11.45. → Feb Dept. Activity (Symposium).
(Research Paper Activity).
(collect Research paper from students).
(S.Y & T.Y Students).
* 5-10 students group.
* 1 teacher each group.
* Online winner will be declared
* Each Div - One group shall be there.
(Snehal, Rabar, Bhakti, Rashmi & Aaradhna Mam Incharge / Co-ordinator)
→ Prof. needs to arrange guest lecture / Workshop / etc from outside. (Certificat will be issued)
(Payment need to be made) (No financial Aid).
One Activity (four teachers) → A group of 4 teachers ~~with Students~~. in one group (for workshop) e.g Martial Arts Craft Day.
→ Participation certificate will be issued.
→ list of students needs to be submitted to Reena Behera → By Wednesday
→ All these in Month of February.

11.50. → Snehal Sir last two years Symposium of Research Paper Event Photographs (2018-19 & 2019-20) Needs to be submitted.
→ Two diff write up i.e Report writing (Soft copy) (2018-19 & 19-20 alongwith (2020-21)) by Wednesday. (Next week).

11.52 → S.Y.B.A.F Marksheet Needs to be submitted.
(Internals & Externals).
Collected by Mon or Tue.
18th or 19th January (Last Date).

	Name	Signature.
1	Vaikhari Patil	
2	Tinal Chohan.	
3	Nazia Shaikh	
4	Rohan Sanam	
5	Ankita Raut	
6	Reena Behera	
7	Heena Surti	
8	Nilambari. Shidhaye	NMS
9	Priyanka Singh	
10	Bhakti Purandare	
11	Kavishma Kale	
12	Shruti B. Basare	
13	Kashmi Gurnani	
14	Snehal S. Patil	
15	Suvidha Bhargav	
16	Aaradhana Singh	
17	Gauri Yadav	
18	Akruti Bose	
19	Ankita Almeida	
20	Ambari Patwardhan	APatwardhan

Minutes of the first academic year 2021-2022 of the Department of Financial Market dated 10th August, 2021.

The meeting was headed by the coordinator Vasanthi Shenoy of Financial Market department.

1. **The lectures of the second year and third year will be online platforms due to the pandemic situation.**
2. **The workload of the teachers was been allotted for the second year and third year classes.**
3. **The mode of conducted lectures will be google meet and google classsroom**
4. **Timetable was allotted to the teachers.**
5. **The teachers were supposed to create a single google meet link for delivering lectures.**
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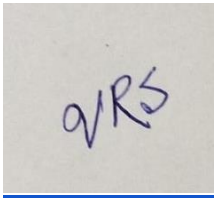
9. **Any sort of assignment and test would be conducted on googel classroom only, no others methods should be used.**
10. **Tentative dates for the internal exam was finalized.**
11. **Teachers were guided to prepare and suggest the activities of the department for the academic year.**
12. **Students should join the lectures only through the Institututional Email Ids given by the college.**
13. **The discussion was made relating to the postponed of the university exam, which might be conducted on online platforms.**



HEAD OF THE DEPARTMENT

Minutes of the first academic year 2021-2022 of the Department of Environmental Management & Economics dated 10th August, 2021.

The meeting was headed by the coordinator Snehal Jadhav of EME Department.

1. **The lectures of the second year and third year will be online platforms due to the pandemic situation.**
2. **The workload of the teachers was been allotted for the second year and third year classes.**
3. **The mode of conducted lectures will be google meet and google classsroom**
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HEAD OF THE DEPARTMENT

Minutes of the second meeting for the academic year 2021 - of the Department of Banking and Insurance dated 29th Oct, 2022.

The meeting was headed by the coordinator Dr. Roshani Nagar of Banking and Insurance department.

1. **The first year would work on the same mechanism as the second year and third year lectures are conducted.**
2. **The internal exam dates was finalized for the second and third year students, 9th ,10th and 11th Nov 2022 was finalized for the test.**
3. **The exam will be conducted on the google classroom.**
4. **Teachers were allotted the work of making the internal papers and discussion was made about the google form to be created.**
5. **The activities of the department was finalized and the work was allocated to the teachers for the same.**
6. **Mock test to be conducted for the third year as the university was on the mode of conducting exams online platforms.**
7. **The teachers were allocated the work for making MCQ on the excel sheets.**
8. **3 sets of paper with 150 MCQ was told to the teachers to prepare for the exam.**
9. **Links has to be created by the taechers and mail to the email id of department before 5th nov.**
10. **Tenatative dates was finalized for the first year internal exam.**

Minutes of the second meeting for the academic year 2021 - of the Department of Environmental Management & Economics dated 29th Oct, 2022.

The meeting was headed by the coordinator Snehal Jadhav of EME Department.

1. **The first year would work on the same mechanism as the second year and third year lectures are conducted.**
2. **The internal exam dates was finalized for the second and third year students, 9th ,10th and 11th Nov 2022 was finalized for the test.**
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HEAD OF THE DEPARTMENT

Minutes of the first academic year 2021-2022 of the Department of Environmental Management & Economics dated 10th August, 2021.

The meeting was headed by the coordinator Snehal Jadhav of EME Department.

1. **The lectures of the second year and third year will be online platforms due to the pandemic situation.**
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11. **Teachers were guided to prepare and suggest the activities f the department for the academic year.**
12. **Students should join the lectures only through the Institututional Email Ids given by the college.**
13. **The discussion was made relating to the postponed of the university exam, which might be conducted on online platforms.**

HEAD OF THE DEPARTMENT

Minutes of the first academic year 2021-2022 of the Department of FMG and BIM dated 12th August, 2021.

The meeting was headed by the coordinator Amol M. Vaze of FMG and BIM department.

1. **The lectures of the second year and third year will be online platforms due to the pandemic situation.**
2. **The workload of the teachers was been allotted for the second year and third year classes.**
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12. **Students should join the lectures only through the Institutional Email Ids given by the college.**
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HEAD OF THE DEPARTMENT

Attendance of meeting dated 28th August, 2021 time 5:30, day satur

1. DILIP JAIN
2. KAUSHIK SAVE
3. Mezbin Lalani
4. Nazia Shaikh
5. Princy Tinish
6. Roshani Nagar
7. abhishek madaye
8. bhakti purandare
9. jinal chohan
10. nikita jogle
11. rashmi gurunani
12. rashmi mehbubani
13. surehka bhargav
14. tarika patel
15. wilma dcunha

rday

link of the meeting

date	Link
11/07/2021-2022	https://drive.google.com/file/d/18esl2HjCGHmuol41yuYCXQDJSEB21-uZ/view?
28/08/2021-2022	https://drive.google.com/file/d/16f0qysqXzF8YamtinXriRUNTCZ2GklSP/view?u

?usp=sharing
usp=sharing

Attendance of meeting dated 28th August, 2021 time 5:30, day satur

1. DILIP JAIN
2. KAUSHIK SAVE
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4. Nazia Shaikh
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6. Roshani Nagar
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8. bhakti purandare
9. jinal chohan
10. nikita jogle
11. rashmi gurunani
12. rashmi mehbubani
13. surehka bhargav
14. tarika patel
15. wilma dcunha

rday

link of the meeting

date	Link
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28/08/2021-2022	https://drive.google.com/file/d/16f0qysqXzF8YamtinXriRUNTCZ2GklSP/view?u

?usp=sharing
usp=sharing

Attendance 12th Aug 2021

Sr.No	Name of the teachers
1	Amol M. Vaze
2	Mezbin Lalani
3	Brishti Biswas
4	Nikita Jogle
5	Kaushik Save
6	Heena Qureshi
7	Tarika Patel
8	Priyanka Rajput
9	Monali Sankhe
10	Abhishek Madhye
11	Sachin Kadam

Minutes of the second meeting for the academic year 2020-2021 of the Department of Banking and Insurance dated 29th Oct, 2020.

The meeting was headed by the coordinator Dr. Roshani Nagar of Banking and Insurance department.

1. **The first year would work on the same mechanism as the second year and third year lectures are conducted.**
2. **The internal exam dates was finalized for the second and third year students, 9th ,10th and 11th Nov 2021 was finalized for the test.**
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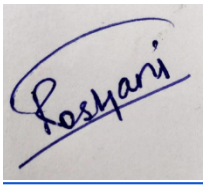

HEAD OF THE DEPARTMENT

Minutes of the first academic year 2020-2021 of the Department of Banking and Insurance dated 10th August, 2020.

The meeting was headed by the coordinator Dr. Roshani Nagar of Banking and Insurance department.

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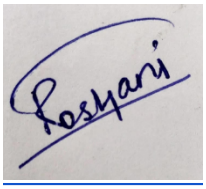

HEAD OF THE DEPARTMENT

Minutes of the first academic year 2020-2021 of the Department of Environmental Management & Economics dated 10th August, 2020.

The meeting was headed by the coordinator Snehal Shirke of EME department.

1. **The lectures of the second year will be online platforms due to the pandemic situation.**
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Head of the department

Minutes of the second meeting for the academic year 2020-2021 of the Department of Environmental Management & Economics dated 29th Oct, 2020.

The meeting was headed by the coordinator Snehal Shirke of EME department.

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10. **Tenatative dates was finalized for the first year internal exam.**

Head of the department

Minutes of the first academic year 2020-2021 of the Department of Financial Markets dated 10th August, 2020.

The meeting was headed by the coordinator Vasanthi Shenoy of FM department.

1. **The lectures of the second year and third year will be online platforms due to the pandemic situation.**
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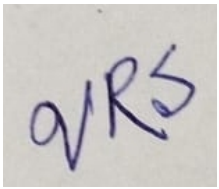
8. **After completing the chapters of the particular subjects teachers are supposed to upload the ppt of their lecture on the google classroom.**
9. **Any sort of assignment and test would be conducted on google classroom only, no other methods should be used.**
10. **Tentative dates for the internal exam were finalized.**
11. **Teachers were guided to prepare and suggest the activities of the department for the academic year.**
12. **Students should join the lectures only through the Institutional Email Ids given by the college.**
13. **The discussion was made relating to the postponement of the university exam, which might be conducted on online platforms.**

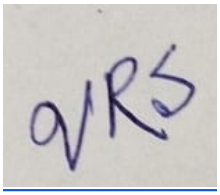


Head of the department

Minutes of the second meeting for the academic year 2020-2021 of the Department of Financial Markets dated 29th Oct, 2020.

The meeting was headed by the coordinator Vasanthi Shenoy of FM department.

1. **The first year would work on the same mechanism as the second year and third year lectures are conducted.**
2. **The internal exam dates was finalized for the second and third year students, 9th ,10th and 11th Nov 2021 was finalized for the test.**
3. **The exam will be conducted on the google classroom.**
4. **Teachers were allotted the work of making the internal papers and discussion was made about the google form to be created.**
5. **The activities of the department was finalized and the work was allocated to the teachers for the same.**
6. **Mock test to be conducted for the third year as the university was on the mode of conducting exams online platforms.**
7. **The teachers were allocated the work for making MCQ on the excel sheets.**
8. **3 sets of paper with 150 MCQ was told to the teachers to prepare for the exam.**
9. **Links has to be created by the taechers and mail to the email id of department before 5th nov.**
10. **Tenatative dates was finalized for the first year internal exam.**



Head of the department

Minutes of the second meeting for the academic year 2020-2021 of the Department of Financial Management dated 30th Oct, 2020.

The meeting was headed by the coordinator Mr. Amol M. Vaze Financial Management department.

1. **The first year would work on the same mechanism as the second year and third year lectures are conducted.**
2. **The internal exam dates were finalized for the second and third year students, 9th ,10th and 11th Nov 2021 was finalized for the test.**
3. **The exam will be conducted on the google classroom.**
4. **Teachers were allotted the work of making the internal papers and discussion was made about the google form to be created.**
5. **The activities of the department were finalized and the work was allocated to the teachers for the same.**
6. **Mock test to be conducted for the third year as the university was on the mode of conducting exams online platforms.**
7. **The teachers were allocated the work for making MCQ on the excel sheets.**
8. **3 sets of paper with 150 MCQ was told to the teachers to prepare for the exam.**
9. **Links have to be created by the teachers and mail to the email id of the department before 5th Nov.**
10. **Tentative dates were finalized for the first year internal exam.**

Head of The department

Minutes of the first academic year 2020-2021 of the Department of Financial Management dated 11th August, 2020.

The meeting was headed by the coordinator Mr. Amol M. Vaze of department of BFMG

The followings points were discussed in the meeting.

1. **The lectures of the second year and third year will be online platforms due to the pandemic situation.**
2. **The workload of the teachers was allotted for the second year and third year classes.**
3. **The mode of lectures will be Google meet and Google classroom**
4. **Timetable was allotted to the teachers.**
5. **The teachers were supposed to create a Google meet link for delivering lectures.**
6. **Teachers were guided to schedule all the aspects relating to the subject to the students through the Google classroom.**
7. **Teachers are supposed to use the PPT methods for teaching to the students online.**
8. **Tentative dates for the internal exam were finalized.**
9. **Teachers were guided to prepare and suggest the activities of the department for the academic year.**
10. **The discussion was made relating to the postponement of the university exam, which might be conducted on online platforms.**

Head of The department

Minutes of the first academic year 2020-2021 of the Department of Investment Management dated 11th August, 2020.

The meeting was headed by the coordinator Mr. Amol M. Vaze of department of BIM

The followings points were discussed in the meeting.

1. **The lectures of the second year and third year will be online platforms due to the pandemic situation.**
2. **The workload of the teachers was allotted for the second year and third year classes.**
3. **The mode of lectures will be Google meet and Google classroom**
4. **Timetable was allotted to the teachers.**
5. **The teachers were supposed to create a Google meet link for delivering lectures.**
6. **Teachers were guided to schedule all the aspects relating to the subject to the students through the Google classroom.**
7. **Teachers are supposed to use the PPT methods for teaching to the students online.**
8. **Any sort of assignment and test would be conducted on Google classroom only, no other methods should be used.**
9. **Tentative dates for the internal exam were finalized.**
10. **Teachers were guided to prepare and suggest the activities of the department for the academic year.**
11. **Students should join the lectures only through the Institutional Email Ids given by the college.**
12. **The discussion was made relating to the postponement of the university exam, which might be conducted on online platforms.**

Head of The department

Minutes of the second meeting for the academic year 2020-2021 of the Department of Investment Management dated 30th Oct, 2020.

The meeting was headed by the coordinator Mr. Amol M. Vaze Investment Management department.

1. **The first year would work on the same mechanism as the second year and third year lectures are conducted.**
2. **The internal exam dates was finalized for the second and third year students, 9th ,10th and 11th Nov 2021 was finalized for the test.**
3. **The exam will be conducted on the google classroom.**
4. **Teachers were allotted the work of making the internal papers and discussion was made about the google form to be created.**
5. **The activities of the department was finalized and the work was allocated to the teachers for the same.**
6. **Mock test to be conducted for the third year as the university was on the mode of conducting exams online platforms.**
7. **The teachers were allocated the work for making MCQ on the excel sheets.**
8. **3 sets of paper with 150 MCQ was told to the teachers to prepare for the exam.**
9. **Links has to be created by the teachers and mail to the email id of department before 5th Nov.**
10. **Tentative dates were finalized for the first year internal exam.**

Head of The department

Sr.No.	Date	Mode	Time
1	1/2/2021	Offline	11.30 to 12.30
2	1/16/2021	Offline	11.30 to 12.30
3	29-01-2021	Online	12.00 to 12.30
4	3/2/2021	Offline	11.30 to 12.30
5	01-04-2021	Online	05.00 to 05.45
6	.07-04-2021	Online	5.00 to 5.40
7	16-04-2021	Online	5.30 to 5.49

Agenda	Minutes Book
Planning for departmental Activities	Physical Copy in Staff Room
Staff Meeting for NAAC & Symposium	Physical Copy in Staff Room
NAAC details submission guidelines	Physical Copy in Staff Room
Departmental Work	Physical Copy in Staff Room
Examination/Syllabus/Paper Setting for F.Y & S.Y	Physical Copy in Staff Room
TYBAF Viva voce	Physical Copy in Staff Room
Paper Setting for TYBAF	Physical Copy in Staff Room

Link of Meeting
Offline
Offline
https://drive.google.com/file/d/1tjvk3k46iAaOq9xBJDkD6BP7ZhdmHyDO/view?usp=sharing
Offline
https://drive.google.com/file/d/1H4JVYyA8F4OogbL91o2hGsHrl-OzGftg/view?usp=sharing
https://drive.google.com/file/d/1X07YFDz6yGLjZJFyKvPXTHHftnU0yB_D/view?usp=sharing
https://drive.google.com/file/d/1oxNI04wtYv9ELiDig0REqOwbyrTM_9Dc/view?usp=sharing

COMMERCE

STAFF MEETING

RECORD

ACADEMIC YEAR

2018-19.

STAFF Meeting

26/6/18.

Kalpita Chaudhry
Amita Patil
Megha Naik
Akruti Bose
Bhakti Purandhare
Vishal Sawant
Mrs. Sharmila J. Patil
Kalpana Jain
Manjushree Oak
Priyanka Singh.
Mata Khachandani
Deepa Dalvi
Rashmi Sawant
Nazia Shaikh.
Tejaswini N.
Babli Jha
Jwita Patil
Aradhana Singh
Ankita Raut
Ashwini Bhoir
Priscy Trivedi
Dr. Neeli Rath
Vasanthi Shenoy
Wilma Dcunha
Shweta Chandra
Sandra D'Lima
Audrin Colaco
Pallavi Naik
Manish Pitradia
Deepak Gupta
Nikita Dyle

26th June 2018

Minutes of the Meeting held on 26/6/18.

1. Dr. Rakhee Oza HOD, Commerce Dept, addressed the meeting by welcoming all the teachers for new academic year 2018-19.

2. All the staff members were given tentative workload for the year.

3. Dr. Nilima Bhagwat thanked all the staff members for their cooperation in supervision duties during the vacation.

4. Teachers were informed that they have to do the bio-metric attendence without fail.

5. It was informed to the teachers that they need to submit their leave forms at the earliest.

6 Rough idea about completion of syllabus was given to the teachers.

7 All the staff members who had completed their PhD degrees and NET/SET Exams were congragulated.

HOD Commerce

Department meeting on 06/08/18.

Attendance sheet

Sr. No	Name	Sign.
01.	CA Mabel Lobo	06/08/18
02	Megha Nair	06/08/18
03	Ashmini Bhoir	
04	Manisha R. Bhosle	
5	Kavita Pwandam	
6	Princy Tinish	
7.	Bhakti. Pwandam	
8.	Ankita Raut	
9.	Priyanka Singh	
10.	Vaishnavi Patil	
11.	Jinal chohan	
12	Heena Qureshi	
13	Padmaja V. Joshi	
14	Praktana Kore	
15.	Dr. Neeta Rath.	
16	Kalpita Chowdhary	
17	Amita Patil	
18	Monali Sanche	
19.	Shruti Palil	
20	Aeena Sikora	
21	Rai Mirchi	
22.	Shruti Basave	
23.	Gauri Yadav	
24.	Ankita Shaviela.	
25	Ambani Patwardhan	
26	Dipti Patil	
27.	Sunitha Nair	
28	Vanda Kehe	
29	Madhura A. Surve	
30	Mrs. Sharmila J. Patil	
31.	Mrs. Subarna S. Banerjee	
32	Gauri k	
33.	Mala Khanchandani	
34.	Nazia. S. Shaikh	
35.	Babli A. Jha	

6th Aug. 2018

Minutes of the meeting held on 6/8/18.

1. Dr. Rakhee Oza addressed the meeting.

2. Review of syllabus completed was done. So that date for internal exam. self finance courses can be finalised.

3. Staff members were motivated to undertake various activities for the upliftment of students and department.

4. All the teachers were told to wind up the syllabus by 25th sept 2018.

5. Tentative dates of TY exam. were discussed with the staff members.

6. Staff members instructed to keep proper track of teaching plan and record.

7. Dr Nilima Bhagwat instructed teachers to keep proper record of students attendence so that Attendence Committee can maintain attendence record and prepare defaulters list in time.

HOD Committee

Thakur Vaman Keshav Patil College of Science
Jhunjhunwala Dayanand Patil College of Commerce
M.B. Estate, Viva College Road, Virar (W), Pin-401 303.
Virar (W)

3rd Jan. 2019

Minutes of the meeting held on 3rd Jan. at 11.00 am in room no. 403.

1. Dr Rakhee Ozo address the meeting.

2. All the teachers were thanked for their cooperation during semester end exam.

3 Review of assessment and moderation work for first / third / fifth semester exam was done

4 Work load for semester II / IV / VI was distributed to the teachers.

5. Performance of the students during the I / III semester exams was discussed.

6. It was instructed to the teachers that nobody should carry mobiles during the d. lectures.

7 Teachers were also instructed to display their id cards in the college campus. Teachers should insist students to display id's in classrooms.

8 Teachers were required to prepare teachi plan which will enable them to complete the syllabus by 15th march 2019.

Bhaskar Waman Thakur College of Science
Bhawant Keshav Patil College of Commerce
Vidya Dayanand Patil College of Arts
M.B. Estate, Viva College Road, Virar (W), Pin-401 303.
Virar (W)

HOD Comme

15th March 2019

Minutes of the meeting held on 15/3/19 in room no 403 at 11 am.

1. CA Suraj Wadhwa, HOD, Accountancy Dept. addressed the meeting.

2. Examination dates of II / IV / VI semesters were informed to staff members.

3 Review was taken whether all teachers have completed their syllabus. in time.

4. Teachers were given a tentative dates of supervision.

5. Dr. Nilima Bhagwat strictly instructed that no CLs are allowed during exam. period. Teachers cannot interchange their supervision duties without prior intimation to higher authorities.

6. As observed by principal, & vice-principal that teachers sit and do supervison duties. The same was informed to the teachers and teachers were strictly instructed to do the supervision duties deligently.

7 All the teachers were informed that certain exams can be scheduled in the month of may. Hence nobody should arrange for any vacation trips till 15th May 2019

8. As some exams can be continued till first week of May 2019, teachers were requested to kindly cooperate for assessment and moderation work during the vacation period.

Bhaskar Waman Thakur College of Science
Keshav Patil College of Commerce
Yashwant Narayanand Patil College of Arts
M.B. Estate, Viva College Road, Virar (W), Pin-401 303.
Virar (W)

HOD Commerce

Sr. no.	Date	Remark
1		
2		
3		
4		
5		
6		

Note : Records is available in department .

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- V T.Y B.Sc.

Paper I – Unit 1 – Principle of Taxanomy. – 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 – Cytology – S.D
Unit 2 – Crafts & Greases – 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.

2022-2023

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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/SD
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.
KJ - Kaustubh Jadhav.

Teacher In-charges.
F.Y.B.Sc - Bhumika. & Ankita.
S.Y.B.Sc - Sonal S.
T.Y.B.Sc - Smitha / Johnson.
A.C - Sonal D.

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Practical In-charge

Paper - I - Johnson
Paper - II - Sonal S.
Paper - III - Ankita
Paper - IV - Juber.
A.C - Sonal D.

Excursion In-charge - Johson, Ankita.
Library In-charge - Shweta S.
Academic calendar -

1) Mangrove visit - Sonal S.
2) Carrers in para-medical orientation - Juber. (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 / Byculla Zoo / Aarey.
5) F.Y.B.Sc (Zai Beach) / Katraj milk factory / Katraj Zoo & Snake Park.
6) Aquascaping - Taraporewala. (Old & New Batch)

~~T.Y.B.Sc - 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 - ~~Marine diseases~~. Herpatology.
Beach cleaning activity post Ganpati.
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

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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 1- 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. - IInd Term.
Bridge course on Molecular Biology. (for. S.Y.B.Sc).

First aid demo.
Long Exursion - Coorg - Mysore.
(Jan End - feb first week)
F.Y.B.Sc Bird watching - VIVA wetlands
Earn & Learn - Prawn pickle.

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01/07/22.

1) Video before practical.
2) T.Y.B.Sc practical to be windup
3) Enquiry 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, coursesdone or sports, felicitation etc. to be asked to students.
11) Excursion → T.Y.B.Sc long → Coorg - Mysore.
Bugwalla Zoo → F.Y.B.Sc (sem-I) → ~~Kataraj elaksonet Food Ltd~~
S.Y.B.Sc (sem-III → Amul Dairy

12) Orientation → T.Y.B.Sc → 9th July 2022
→ 11.00 am
S.Y.B.Sc → 7th July 2022. → 11.00 am

13) whatsappgroup ~~Gardent~~ Link for S.Y.B.Sc (seperate for zoology).

Mentor - Mentee - Johnson V ~~R~~ Kaustubh
Biodiversity.

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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

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F.Y.B.Sc Orientation 17/08/22

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

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

   → Ankita & Bhumika.

A Departmental meeting was conducted on 17th August 2022 at biology laboratory at 10.00am following points were discusseed in the meeting-

1. conduction F.Y. B.Sc. orientation for academic year 2022-23
2. allottment 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) Juber 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 paper submission

Regular + A.T.K.T paper setting

↓ 07/10/22 onwards. Exam

↓ F.Y & S.Y. (1 copy only) (soft copy only)

17th sep → submission

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

- 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 compulary.

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)

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

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 allotements for Zooster events.

Following staff members were present.

1) Dr. Anushri Kini
2) Dr. Smita Subramanian
3) Johnson Varkey
4) Sonal Salvi — Sonal
5) Sonal Dandge
6) Ankita Patil — Apatil
7) Bhumika Oza — B.A Oza
8) Juber Ansari — Jubr
9) Shweta Shahasane — Shahasane
10) Kaustubh Jadhav — Kjadhav

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14/12/2022

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

Following points were discussed in meeting.

1. Discussion on long excursion.
2. duty allotement regarding excursion. to incharge and other staff members.
3. ~~Duty allotement 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) Bhumika Oza
8) Juber Ansari
9) Shweta Shahasane
10) Kaustubh Jadhav

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

Following staff members were present for the meeting.

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

27/2/23.

B.A.Oza

Shahasane

Academic Year 2021-22. 03/03/2022.

→ S.Y.B.Sc theory & Sem-VI A.T.K.T & Reg. 4th Apr. - 13th Apr. → Mode of exam MCQ's, online type 50 Questions.
→ Practicals 21st Mar - 4th April → offline 3days.
→ Result declaration 30th April & Marksheet submission on 18th April.
→ No revaluation for online exam.

→ Sem I, III & V Backlog exam 25th March onwards (online) - A.T.K.T practical Sem-III
F.Y.B.Sc Sem-II Regular 11th May offline theory
→ 20 mins extra for PwD candidates.
→ T.Y.B.Sc lectures online.
→ Internal & External audit within 40 days documents for academic year 16th-17th, 17th-18th, 18th-19th, 19th-20th, 20-21 & 21-22 to be verified & kept ready.

* Note - Kindly check AIKT exam roll nos. & verify it before taking exam.

→ S.Y.B.Sc (CZ+BZ) from 21st Mar - 23rd March.

21-03-2022 - Paper-I
22-03-2022 - Paper-II
23-03-2022 - Paper-III

→ 21st April theory for T.Y.B.Sc.

27/11/2020

(1) Departmental Audit between next 15 days
(2) 26th Dec. 2020 onwards T.Y.B.Sc. Examination (Regular) Theory time 12 to 1 pm.
(3) T.Y. B.Sc. Examination Paper pattern
40 MCQ Each Question for 1½ Marks.
(4) A.C. Exam 31st Dec.
(5) Practical Exam ⇒ 16th to 24th Dec. S.Y. B.Sc. & T.Y. B.Sc.
(6) 16th, 17th, 18th Dec. 2020 Tentative date
(7) S.Y. B.Sc. Exam Dec. 2020 Regular 26th Dec. to 09 Jan 2021
(8) Topics for F.Y. B.Sc. Activity for Dec.
(a) Guest lectures by Shubham Hadkar.

(9) T.Y. B.Sc. Sem V

Paper I :- Unit 1 - Jonson Varkey
Unit 2 - Bhumika Oza
Unit 3 - Sonal Dandge
Unit 4 - Ankita Patil

Paper II :- Unit 1 - Pradnya Salvankar
Unit 2 - Smita Pillai
Unit 3 - Sonal Salvi
Unit 4 - Anushri Kini

Paper III :- Unit 1 - Anushri Kini
Unit 2 - Bhumika Oza
Unit 3 - Sonal Salvi
Unit 4 - Smita Pillai

Paper IV :- Unit 1 - Jonson Varkey
Unit 2 - Juber Ansari
Unit 3 - Ankita Patil
Unit 4 - Shweta Shahasane

(10) S.Y. B.Sc. Sem III

Paper I :- Unit 1 - Sonal Salvi
Unit 2 - Bhumika A. Oza
Unit 3 - Anushri Kini

Paper II :- Unit 1 - Ankita Patil
Unit 2 - Pradnya Salvankar
Unit 3 - Smita Pillai

Feb 9, 2024, 14:33

27/11/2020

(Regular) Theory

& T.Y. B.Sc.

to 09 Jan 2021

paper III :- Unit 1 - Jonson Markey
Unit 2 - Sonal Dandge.
Unit 3 - Juber Ansari

T.Y. B.Sc. Sem V :- Applied component

Unit 2 : Juber Ansari
Unit 6 : Shweta Shahasane

Attendence of Meeting.

1. Shweta Shahasane - Shahasane
2. Amita Pillai Subramanian
3. Sonal Dandge
4. Dr. Anushri Kshi
5. Pradnya Salvankar
6. Bhumika A. Oza
7. Ankita Patil
8. Juber Ansari
9. Sonal Salvi

Feb 9, 2024, 14:33

4/7/2018.

Depart-mental meeting was conducted on 04/07/2018 in Biology laboratory at 10.30 Am.

Following staff members were present :-
- Anushri Kini
- Smita S.
- Johnson
- Sonal
- Pradnya.

Following points were discussed :-
1) Staff inchages for T.Y.BSC., S.Y.BSC., F.Y.BSC.

2) Attendance incharge for T.Y.BSc., S.Y.BSc. & T.Y.BSc.

3) Eccusion incharge.

4) Kits, chemicals & instruments incharge.

5) Bill forms.

6) Excusion places-
1st term (short): Fish market Bhayander (T.Y.)
Tanaporwala (S.Y.)
S.G.N.P. (F.Y.BSc.)

2nd term (short) :- Satpati palghar (T.Y.BSc).
Kataj & Bhimashankar (S.Y.BSc)
New viva (F.Y.BSc.)

7) Departmental Activities :-
Anushri Kini :- Guidance lecture - scope of zoology
Smita S. :- Microtomy workshop.
Johnson V :- Elocution on how to tackles plastic menace
Sonal S. :- Bioinformatics workshop.
Pradnya S :- Poster presentation - Recent research.

- Documentary on Ranthambore Excursion for S.Y. & F.Y. Bsc.
- Documentary (once a week) - (F.Y., S.Y. & T.Y. Bsc.)

Anushri Kini
Smita Subramanian
Solomon Varkey
Sonal Salvi
Prdnya Salvankar.

06/08/2018

Departmental Meeting was conducted on 06/08/2018 in Biology laboratory at 10.00Am. Following points were discussed -

- Syllabus distribution - F.Y.B.Sc, S.Y.B.Sc & T.Y.B.Sc - Theory and practical.
- Final syllabus distribution to new staff members.
- Workload distribution.
- Final timetable allotment.
- Attendance inchage duty.

Following staff members were present :-

1) Anushri Kini
2) Smita Subramonian
3) Johnson Varkey
4) Sonal Salvi
5) Pradnya Salvankar
6) Ankita Patil
7) Priyadarshini Dhole.
8) Priyanka Desai.

10/09/18.

Departmental meeting was conducted on 10/09/18 in biology lab, at 10.00 Am.
Following points were discussed:-

- S.Y.BSc. Sem III Practical examination timetable.
- Distribution of practical examination duties.
- T.Y.BSc. Practical exam sem V practical exam.

Anushri Kini
Smita Subramanian
Johnson Varkey
Sonal Sahi
Pradnya Sahrankar.
Ankita Patil
Priyadarshini Dhole
Priyanka Desai

01/11/2018.

Departmental meeting was conducted on 01/11/2018 in biology lab at 10.30 Am.

- Distribution of paper assessement duties to staff members.
  F.Y.BSc. - Paper I & II
  S.Y.BSc Paper I, II & III.
  ~~T.Y.BSc. Papers I, II, III & IV~~

Anushri Kini
Smita Subramanian
Johnson Varkey
Sonal Sahi
Pradnya Sahrankar.
Ankita Patil
Priyadarshini Dhole
Priyanka Desai

29/11/2018.

29/11/2018

Departmental meeting was conducted at 10.00 Am in Biology lab.

- Following points were discussed:-

- Syllabus distribution – F.Y.B.Sc – Sem II.
  S.Y.B.Sc. – Sem IV.
  T.Y.B.Sc. – Sem V.

Anushri Rini
Smita Subramanian
Johnson Varkey
Sonal Salvi.
Pradnya Salvankar.
Priyadarshini Shole.
Ankita Patil
Priyanka Desai.

11/12/2018

Departmental meeting was conducted on 11/12/2018 in Biology lab at 11.30 Am.

Following points were discussed:-

- F.Y.B.Sc. Sem I practical exam timetable.
- Allotment of practical examination duties.

Anushri Rini
Smita Subramanian
Johnson Varkey
Sonal Salvi.
Pradnya Salvankar
Ankita Patil.
Priyadarshini Shole.
Ankita Patil.
Priyanka Desai
Pro

11/03/2019

Departmental Meeting was conducted in biology laboratory at 10.30 Am on 11/03/2019.

Following points were discussed:-

- S.Y. Bsc. Sem IV. practical examination timetable.
- Distribution of examination duties for practical.

Anushri Kini
Amita Subramanian
Johnson Varkey
Sonal Sahi.
Pradnya Sawankar.
Ankita Patil
Priyadarshini Dhole.
Priyanka Desai.

19/03/2019

Departmental meeting was conducted on 19/03/19 at 11.00 Am, in Biology lab.

Following points were discussed:-

- Examiners for Sem VI Applied components practical Exam 2019.
- Time for practical exams.
- Laboratory experts for practical exam.

- F.Y. Bsc. Sem II - Regular practical exam timetable.
- Examination duties for practical exams.

- T.Y. Bsc. Sem VI Practical exam - lab supervisors & experts duties distribution.

Anushri Kini
Amita Subramanian
Johnson Varkey
Sonal Sahi.
Pradnya Sawankar
Ankita Patil
Priyanka Desai
~~Priyanka~~ Priyadarshini Dhole.

07/06/2019

Department meeting was conducted in biology laboratory on 07/06/2019 at 10.30 Am.
Following points were discussed:-

- Syllabus distribution for T.Y., S.Y. & F.Y. BSc.
- Timetable for semester I, III & IV.
- Workload distribution.

Anushri Kini
Smita Subramanian
Johnson Varkey
Sonal Salvi.
Pradnya Sawantkar.
Priyadarshini Dhole
Ankita Patil.
Priyanka Desai.

15/7/19

Departmental meeting was conducted on 15th July 2019 in Biology laboratory at 12.30pm.
Following members were present for the same.

1) HOD - Anushri Kini
2) Johnson Varkey.
3) Sonal Salvi.
4) Ankita Patil.
5) Juber Ansari
6) Shweta Shahasane
7) Bhumika Oza
8) Pradeep Yadav

Following Topics were discussed:-

=> General instruction
1) F.Y. BSC - Ankita Patil
2) S.Y. BSC - Sonal Salvi.
3) T.Y. BSC - Johnson Varkey.

=> Excursion Incharge - Johnson Varkey.
Juber
Pradeep.

=> T.Y. BSC. Long excursion - Ranthambore & Bharatpur.
S.Y. BSC & F.Y. BSC. - will be decided by Johnson sir, Juber, Pradeep.

=> Accounts - Sonal Salvi & Ankita Patil.

T_1 - Pradeep & Ankita. - F.Y. Attendance.
T_4 - Bhumika & Ankita - F.Y. Attendance
T_2 - Shweta & Sonal Salvi - S.Y. Attendance.
T_3 - Juber & Johnson - T.Y. Attendance.

=> Practical schedule for Sem I, III & V.
=> Distribution of timetable & workload.
=> Distribution of syllabus.

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22/09/22
S.Y.B.Sc. Practical Exam Question Paper
→ Rate 22/9/22

following Staff members were present

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

03/08/2019

Departmental meeting was conducted on 03rd of August 2019 in Biology laboratory at 10.00am

Following points were discussed

- F.Y. B.Sc. Syllabus distribution for Div A and Div B
- Discussion on departmental activities to be conducted in 2019-20 academic year.

Following staff members were present.

1) HOD - Anushri kini -
2) Ms. Smita Subramanian -
3) Mr. Johnson Varkey
4) Sonal Dodge
5) Ankita Patil
6) Sonal Salvi
7) Bhumika Oza
8) Juber Ansari
9) Shweta Shahasane

Minutes of Meeting

Syllabus Distribution.

28/07/22

~~28/07/22~~.

T.Y.B.Sc. Sem-VI

Paper- I
- U-I - BO
- U-II - KJ
- U-III - JA
- U-IV - AK

Paper- II
- U-I - SH
- U-II - AP
- U-III - SS
- U-IV - SP

Paper III
- UNIT- I - JV
- UNIT- II - BO
- UNIT- III - AK
- UNIT IV - SP

Paper IV
- UNIT- I - AP
- UNIT- II - SD
- UNIT- III - JA
- UNIT- IV - SS

S.Y.B.Sc. Sem IV

PAPER- I
- UNIT- I - SS
- UNIT- II - JV
- UNIT- III - SP

PAPER- II
- UNIT- I BO
- II - JA
- III - SH

PAPER-III
- UNIT- I - SD
- UNIT- II - AP
- UNIT- III - AK

F.Y.B.Sc - Sem I

PAPER - I
- UNIT - I - JV/A/B
- UNIT - II - BO-A/B
- UNIT - III - AP(A)/AK(B)

PAPER-II.

UNIT - I - SH(A)	JA(B)
UNIT - II - KJ(B)	SP(A)
UNIT - III - SD(B)	SS(A)

13/09/2019

A departmental meeting was conducted on 13th of Nov. 2019 in Biology laboratory at 11.00am

Following points were discussed.

- T. Y. B.Sc. Practical exam Sem I - lab supervisors duty allotment
- S.Y. B.Sc. Practical exam duty distribution.
- S.Y. B.Sc. Theory exam paper setting duty allotment

Following staff members were present -

1) Dr. Anushri Kini
2) Dr. Amita Subramanian
3) Johnson Varkey
4) Sonal Davdge
5) Ankita Patil
6) Sonal Salvi
7) Bhumika Oza
8) Juber Ansari
9) Shweta Shahasane

09/10/2019

A departmental meeting was conducted on 09th of Oct 2019 in Biology laboratory at 10.30am

Following points were discussed

- S.Y. B.Sc. Theory exam paper assesment duties allotment.
- F.Y. Short excursion was decided to be taken to Taraporwala aquarium

~~F.Y. B.Sc.~~

Following staff members were present

1) Dr. Anushri Kini
2) Dr. Amita Subramanian
3) Johnson Varkey
4) Sonal Davdge
5) Ankita Patil
6) Sonal Salvi
7) Bhumika Oza
8) Juber Ansari
9) Shweta Shahasane

17/11/2019

A departmental meeting was conducted on 17th Nov. 2019 in Biology laboratory at 9.00 am

Following points were discussed during meeting.

- S.Y. B.Sc. sem II and T.Y. B.Sc. sem II Syllabus distribution among teachers.
- F.Y. B.Sc. sem I regular and ATKT theory exam paper setters duty allotment
- F.Y. B.Sc. sem I practical examiners duty allotment.

Following staff members were present for the same-

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

7/12/2019

A departmental meeting was conducted on 7th of Dec. 2019 in Biology laboratory at 12.00 pm

Following points were discussed during meeting

- Discussion on T.Y. B.Sc. long excursion to Ranthambore National Park tentatively in the month of January.

Following staff members were present during meeting —

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

4/02/2020

A departmental meeting was conducted on 4th feb 2020 at biology laboratory at 11.00 am

following points were discussed in the meeting

1. S.Y. paper setting duty allotment.
2. S.Y. ATKT sem III paper setting duty allotment.

following staff members were present ~~in~~ for the meeting

1) Dr. Anushri Kini
2) Dr. Smita Subramanian
3) Johnson Varkey
4) Sonal Dodge
5) Ankita Patil
6) Sonal Salvi
7) Bhumika Oza
8) Juber Ansari
9) Shweta Shahasane

Anushri Kini
S. Sui
Johnson
Patil
B.A. Oza
Juber
Shahasane

4/7/2018.

Depart-mental meeting was conducted on 04/07/2018 in Biology laboratory at 10.30 Am

Following staff members were present :-
- Anushri Kini
- Smita S.
- Johnson
- Sonal
- Pradnya.

Following points were discussed :-
1) Staff inchages for T.Y.BSC, S.Y.BSc., F.Y.BSc.

2) Attendance incharge for T.Y.BSc., S.Y.BSc & T.Y.BSc.

3) Excursion incharge.

4) Kits, chemicals & instruments incharge.

5) Bill forms.

6) Excursion places-
1st term (short): Fish market Bhayander (T.Y.)
Tarapurwala (S.Y.)
S.G.N.P. (F.Y.BSc)

2nd term (Short) : Satpati palghar (T.Y.BSc).
Kataj & Bhimashankar (S.Y.BSc)
New viva (F.Y.BSc).

7) Departmental Activities :-
Anushri Kini :- Guidance lecture - scope of zoology
Smita S. :- Microtomy workshop.
Johnson V :- Elocution on how to tackle plastic menace
Sonal S. :- Bioinformatics workshop
Pradnya S :- Poster presentation - Recent research

- Documentary on Ranthambore session for 3 Y. & FY BSc
- Documentary (once a week) (FY, 2 Y. & TY. BA.)

Anuhni Rini
Amita Subramanian
Johnson Varkey
Sonal Sahni
Padmja Sakrikar.

06/08/2018

Departmental Meeting was conducted on 06/08/2018 in Biology laboratory at 10.00Am. Following points were discussed -

- Syllabus distribution - F.Y.B.Sc, S.Y.B.Sc & T.Y.B.Sc - Theory and practical.
- Final syllabus distribution to new staff members.
- Workload distribution.
- Final timetable allotment.
- Attendance inchage duty.

Following staff members were present:-

1) Anushri Kini
2) Smita Subramonian
3) Johnson Varkey
4) Sonal Salvi
5) Pradnya Salvankar
6) Ankita Patil
7) Priyadarshini Dhole.
8) Priyanka Desai.

10/09/18.

Departmental meeting was conducted on 10/09/18 in biology lab, at- 10.00 Am.
Following points were discussed:-

- S.Y.B.Sc. Sem III Practical examination timetable.
- Distribution of practical examination duties.
- T.Y.B.Sc. Practical exam Sem V practical exam.

Anushri Kini
Smita Subramanian
Johnson Varkey
Sonal Sawi
Pradnya Satvankar.
Ankita Patil
Priyadarshini Bhole
Priyanka Desai

01/11/2018.

Departmental meeting was conducted on 01/11/2018 in biology lab at 10.30 Am.

- Distribution of paper assessment duties to staff members.

F.Y.BSC. - Paper I & II.

S.Y.BSC Paper I, II & III.

~~T.Y.BSC. Paper I, II, III~~

Anushri Kini

Amita Subramanian

Johnson Varkey

Sonal Sawi

Pradnya Sawantkar.

Ankita Patil

Priyadarshini Dhole

Priyanka Desai

29/11/2018.

29/11/2018
Departmental meeting was conducted at 10.00 Am in Biology lab.
- Following points were discussed :-

- Syllabus distribution - F.Y.B.Sc - Sem II.
S.Y.B.Sc. - Sem IV.
T.Y.B.Sc. - Sem VI.

Anusha Rini
Smita Subramanian
Johnson Varkey
Sonal Sawi
Pradnya Sawantkar.
Priyadarshini Shisle
Ankita Patil
Priyanka Desai.

11/12/2018

Departmental meeting was conducted on 11/12/2018 in Biology lab at 11.30Am.

Following points were discussed:-

- F.Y.Bsc Sem I practical exam timetable.
- Allotment of practical examination duties.

Anushri Kini
Smita Subramanian
Selwyn Varkey
Sonal Salvi.
Pradnya Salvankar
Ankita Patil.
Priyadarshini Dhole.
Ankita Patil.
Priyanka Desai
~~Poo~~

11/03/2019

Departmental meeting was conducted in biology laboratory at 10.30 AM on 11/03/2019.

Following points were discussed:-

- S.Y. BSc. Sem IV. practical examination timetable.
- Distribution of examination duties for practical.

Anushri Kini	
Smita Subramanian	
Johnson Varkey	
Sonal Salvi.	
Pradnya Salvankar.	
Ankita Patil	
Priyadarshini Bhole.	
Priyanka Desai.	

19/03/2019

Departmental meeting was conducted on 19/03/19 at 11.00 Am, in Biology lab.

Following points were discussed:-

- Examiners for Sem VI Applied components practical Exam 2019.
- Time for practical exams.
- Laboratory experts for practical exam.

- F.Y.Bsc. Sem II Regular practical exam timetable.
- Examination duties for practical exams.

- T.Y.Bsc. Sem VI Practical exam-
  lab supervisors & experts duties distribution.

Anushri Kini
Amita Subramanian
Johnson Varkey
Sonal Sahvi.
Pradnya Sawankar
Ankita Patil
Priyanka Desai
~~Priyanka~~ Priyadarshini Bhole.

30/04/2019.

A departmental meeting was conducted in Biology lab on 30/04/2019 at 11.08 Am.

Following points were discussed-

- S.Y.Bsc. Cr 4 BZ Sem IV Theory paper correction duties allotment.

- F.Y.Bsc. CBZ. Sem II. Theory paper correction duties allotment.

Anushri Kini
Smita Subramanian
Johnson Varkey
Sonal Sathe
Pradnya Sawankar.
Priyanka Desai
Priyadarshini Dhole.
Ankita Patil.

6/7/19

F.Y.Bsc. [A] Sem-I 2018-19

PAPER-I USZ0101

Unit-I - Wonders of Animal World Johnsons

Unit-II - Biodiversity and its Conservation. Priyadarshani D.

Unit-III - Footsteps to follow. Ti

PAPER-II USZ0102

Unit-I - Laboratory safety and Units of Measurements. Sonal. S

Unit II - Animal Biotechnology Smita. S

Unit III - Instrumentation Pradnya. S

F.Y. Bsc. [B] Sem-I 2018-19

PAPER-I

Unit I - Wonders of Animal World Johnson. V

Unit-II - Biodiversity and its Conservation Ankita P.

Unit-III - Footsteps to follow. Ti

PAPER-II USZ0102

Unit-I - Laboratory safety and Units of Measurements Sonal S.

Unit-II - Animal Biotechnology Priyanka. D

Unit-III - Instrumentation. Pradnya S.

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S.Y Bsc. [BZ] SEM-III 2018-19

PAPER - I USZO301

Unit - I - Fundamentals of Genetics Sonal. S

Unit - II - Chromosomes and Heredity Johnson V

Unit - III - Nucleic Acids Anushri K.

PAPER - II USZO302

Unit - I - Study of Nutrition and Excreation. Pradnya S

Unit II - Study of Respiration and Circulation Ankita P.

Unit III - Control and Coordination, Locomation and Reproduction. Smita S.

PAPER - III USZO 303

Unit I - Ethology Joh T

Unit II - Parasitology Priyanka D

Unit III - Economic Zoology Priyadarshani D

S.Y.B.Sc. [CZ] SEM-III 2018-19

PAPER - I USZ0301

Unit I - Fundamentals of Genetics Sonal S

Unit - II - Chromosomes and Heredity Johnson V

Unit III - Nucleic Acids. Anushri K

PAPER - II USZ0302

Unit I - Study of Nutrition and Excretion Pradnya S.

Unit - II - Study of Respiration and Circulation Ankita P.

Unit - III - Control and Co-ordination, Locomotion and Reproduction. Smita S.

PAPER - III USZ0303

Unit - I - Ethology

Unit - II - Parasitology Priyanka

Unit - III - Economic Zoology. Priyadarshani D

T.Y.BSc. [Zoology/BZ] SEM-V 2018-19

PAPER-I USZO501

Unit I - Principles of Taxonomy Johnson V.

Unit-II - Kingdom Animalia I Johnson V

Unit-III - Type Study : Sepia Pradnya S.

Unit IV Kingdom Animalia II Priyanka D.

PAPER-II USZO502

Unit I - Basic Haematology Sonal S.

Unit-II - Applied Haematology Anushri K.

Unit III - Basic Immunology Pradnya S.

Unit IV - Applied Immunology ~~Smita S~~ Ankita

PAPER-III USZO503

Unit I - Mammalian Histology Ankita P.

Unit-II - Toxicology Sonal S.

Unit-III - General Pathology Smita S.

Unit-IV - Biostatistics. Smita S.

PAPER - IV USZO 504

Unit - I - Integumentary System and Derivatives. Johnson V

Unit - II - Human Osteology Anushri K

Unit III - Muscles of Long Bones of Human Limbs. Smita S. - S. Smita

Unit IV - Developmental Biology of Chick. Sonal. S

APPLIED COMPONENT EVS

PAPER - I

Unit - I - Introduction to Environment and Pollution Priyankarestani Thakur

Unit - II - Green Chemistry and Sustainability Ti

Unit - III - Alternate Energy Resources Priyanka

Unit VIII - Case-Study and simulation T.

PAPER - II

Unit - I -

F.Y.B.Sc. [A] SEM-II 2018-19.

PAPER-I USZ0201

UNIT-I :- Population Ecology - Smita S.

UNIT II :- Ecosystem - T1

UNIT III :- National Park and Sanctuaries - Johnson V.

PAPER-II USZ0202

UNIT-I :- Nutrition and Health - Sonal S.

UNIT-II :- Public health and Hygiene - Pradnya S

UNIT-III :- Common Human Diseases - Priyadarshani D.

F.Y.B.Sc. [B] SEM-II 2018-19.

PAPER-II USZ0201

UNIT I :- Population Ecology - Priyanka D.

UNIT II :- Ecosystem - T1

UNIT III :- National Parks and Sanctuaries - Johnson V.

PAPER-II USZ0202

UNIT I :- Nutrition and Health - Sonal S.

UNIT II :- Public Health and Hygiene Pradnya S.

UNIT III :- Common Human Diseases Ankita Patil

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S.Y.B.Sc [BZ] SEM-IV 2018-19

PAPER - I USZ0401

UNIT - I :- Origin and Evolution OF Life. - Ankita

UNIT - II :- Population Genetics and Evolution - Johnson V.

UNIT - III :- Scientific Attitude Methodology, - Pradnya S.
Writing and Ethics

PAPER - II USZ0402

UNIT - I :- Cell Biology - Anushri Kini

UNIT - II :- Endomembrane System - Smita S.

UNIT - III :- Biomolecules. - Priyanka D.

PAPER - III USZ0403

UNIT - I :- Comparative Embryology Sonal S.

UNIT - II :- Aspects OF Human Reproduction - Johnson V.

UNIT - III :- Pollution and its Effect on Organisms.
- Priyadharshani D.

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S.Y.B.Sc. [CZ] SEM-IV 2018-19.

PAPER-I USZ0401

UNIT-I :- Origin and Evolution OF Life - Ankita

UNIT-II :- Population Genetics and Evolution - Johnson V.

UNIT-III :- Scientific Attitude Methodology, Pradnya S.
Writing and Ethics.

PAPER-II USZ0402

UNIT-I :- Cell Biology - Anushri Kini.

UNIT-II :- Endomebrane System - Smita S.

UNIT-III :- Biomolecules. - Priyanka D.

PAPER-III USZ0403

UNIT.I :- Comparative Embryology - Sonal S.

UNIT-II :- Aspects Of Human Reproduction - Johnson V.

UNIT III :- Pollution and its Effects on Organisms.
Priyadarshani D.

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T.Y.B.Sc. [ZOOLOGY/BZ] SEM-VI 2018-19

PAPER-I USZ0601

UNIT-I :- Phylum Chordata and Euchordata I - Johnson V. S.D.

UNIT-II :- Group Euchordata II - Johnson V. Juber

UNIT-III :- Group Euchordata III - Priyanka D. JV.

UNIT-IV :- Type Study : Shark. - Ankita Patil Shw

PAPER-II USZ0602

UNIT I :- Enzymology - Sonal S. Bhurpi

UNIT II :- Homeostasis - Anushri Kini

UNIT III :- Endocrinology. - Ankita Patil

UNIT IV :- Animal Tissue Culture - Pradnya S. S.S.

PAPER-III USZ0603

UNIT-I :- Molecular Biology - Anushri Kini.

UNIT-II :- Genetic Engineering - Pradnya S. Shw.

UNIT-III :- Human Genetics - Smita S.

UNIT-IV :- Bioinformatics. - Sonal S.

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PAPER-IV USZ0604

UNIT-I :- Environment Management - Smita S.

UNIT-II :- Wildlife Management. - Smita S.

UNIT-III :- Bioprospecting and Zoopharmacognosy - Sonal S.

UNIT-IV :- Zoogeography. Johnson V.

A.C. E.V.S. USACEVS601

UNIT-02 :- Ecological Restoration - Priyanka D

UNIT-05 :- Biodiversity Conservation and Ecotourism
UNIT-06 :- Climate Change - Priyadarshni D.

UNIT-07 :- Environmental Educator and Legislation.
- Priyanka D

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