

Smt. Durgadevi Sharma Charitable Trust



Chandrabhan Sharma College
Arts, Science & Commerce

(Affiliated to the University of Mumbai)
Accredited by NAAC 'B+'

ACADEMIC YEAR 2021 – 2022

I/C PRINCIPAL
Chandrabhan Sharma College
of Arts, Science & Commerce
Powai-Vihar, Powai, Mumbai - 400 076
Tel. 25704526 / 25704530

Chandrabhan Sharma College of Arts, Science & Commerce, Adi Shankaracharya Marg, Powai - Vihar, Powai, Mumbai - 400076.
Tel.: 022-25704526 / 25704530 Email: info@cscollege.co.in Web: www.cscollege.co.in

Departmental Meeting

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Date:22nd June 2021



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DEPARTMENTAL MEETING

NOTICE

This is to inform you that a meeting of all faculty members of the Bachelor of Commerce department will be held on Thursday 24th June 2021 at 2 PM. All faculties are requested to attend the meeting. The link to the meeting will be given on whats app group on the same day.

Agenda

1. Discussion on syllabus allocation for I, III and V semesters for the academic year 2021-22
2. Workload Distribution
3. Discussion topic, syllabus and schedule of certificate course.



Bachelor of Commerce
Coordinator
Ms. Sharlet Bhaskar



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Date: 25th June 2021



DEPARTMENTAL MEETING

MINUTES

The meeting of the Bachelor of Commerce department was held on Thursday 24th June 2021 at 2 PM on Google Meet link <https://meet.google.com/hth-fhqb-kiu>.

1. A discussion was held on subject allocation for semester I, III and V for the academic year 2021-22. Faculties were allotted subjects and workload was also distributed.
2. Further enhancements which should be made to the lectures taken on different platforms like Zoom or Google Meet were also discussed.
3. Discussion was also held on subject allocation and the timetable to be followed.
4. Discussion was held on add on certificate course and finalized topic, syllabus and schedule of 4 certificate courses to be conducted by the department in year 2021-2022 .

Signature of Faculties

Sr. No.	Name of The Faculty	Signature
1.	Mr Krishnakant Pandey	
2.	Mr. Arun Kumar Vishwakarma	



Bachelor of Commerce
Coordinator
Ms Sharlet Bhaskar



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Date: 21st October 2021

Departmental Meeting

NOTICE

All the members of Bachelor of Commerce are hereby informed that there is a meeting on Friday, 22nd October 2021 at 3 PM. Attendance at the meeting is compulsory. The link to the meeting will be given on whats app group on the same day.

Agenda

1. Organizing Webinars for students.
2. Suggestions on the topic of a webinar
3. Work allocation



Bachelor of Commerce
Coordinator
Ms. Sharlet Bhaskar



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Date: 23rd October 2021.

MINUTES

The meeting of Bachelor of Commerce and EMAC Zone was held on Friday, 22nd October 2021 at 3 PM on Google Meet link <https://meet.google.com/feo-iftb-xyu>. Following were the discussions held in the meeting:

1. Discussion on organizing an online webinar. The proposed date of the webinar was discussed in the 3rd or 4th week of January 2022 with the consent of all the members.
2. It was discussed and decided that the webinar should be for SYBMS and SYBCOM students with a special guest lecture on Economics.
3. Work-related to the webinar was allotted to all the members. Overall coordination responsibility was allocated to Ms Sharlet Bhaskar and Mr Umesh Kabadi for B.Com and BMS respectively.

Signature of Faculties

Sr. No.	Name of The Faculty	Signature
1.	Mr Krishnakant Pandey	
2.	Mr. Arun Kumar Vishwakarma	



Bachelor of Commerce

Coordinator
Ms Sharlet Bhaskar



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Date: 1st April 2022

DEPARTMENTAL MEETING
NOTICE

All the members of Bachelor of Commerce are hereby informed that there is a meeting on Monday, 4th April 2022 at 11.00 am in the staffroom. Attendance at the meeting is compulsory

Agenda

1. Discussion on WDC Webinar on 'Empowering Women in the Workplace
2. TY toppers list for the Virtual Annual Day.
3. Additional Internal Examination for FY SY/TY Students



Coordinator
Ms. Sharlet Bhaskar

Cc: Principal



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Date: 5th April 2022

MINUTES OF THE MEETING

Bachelor of Commerce meeting was held on Monday, 4th April 2022 at 11 00 am in the staffroom.

Agenda

1. Conduct of Sem VI Examination
2. Demo Exam for Sem VI
3. Conduct of Sem IV Additional Examination. 4 Conduct of Sem II Regular & ATKT Exam.



The following points were discussed in the meeting:

1. Examination-related duties for the B.Com Sem VI regular exam which was to commence from 19th April till 5th May were discussed and accordingly, duties were allocated.
2. It was decided that the demo exam will be conducted on the software form presenter on the 16th and 17th of April 2022. Accordingly, the work was allocated.
3. Examination-related duties for the Sem IV additional exam which was to commence from 21st April till 28th April were discussed and accordingly, duties were allocated.
4. Examination-related duties for the Sem II regular and ATKT exam which was to commence from 4th May till 11th May were discussed and accordingly, duties were allocated.



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Signature of Faculties

Sr. No.	Name of The Faculty	Signature
1.	Mr Krishnakant Pandey	
2.	Mr. Arun Kumar Vishwakarma	



Bachelor of Commerce
Coordinator
Ms. Sharlet Bhaskar



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Date: 26th April, 2021

DEPARTMENT OF INFORMATION TECHNOLOGY

DEPARTMENT MEETING

AGENDA: -

1. To discuss subject allocation
2. Practical lab utilization
3. Software Requirements
4. Workload distribution
5. To discuss topic, and schedule of certificate course.
 - Meeting was held on 26 April, 2021 at 11:30 PM, in the presence of all the faculties of B.Sc.I.T Department.
 - Finalized the topic, syllabus and schedule of certificate course will be conducted by IT department.
 - Subjects of F.Y.B.Sc.I.T SEM – I, S.Y.B.Sc.I.T SEM – III, and T.Y.B.Sc.I.T SEM – V are allocated to following faculties for the Academic Year 2021-2022.

F.Y.B.Sc.I.T SEM – I

SR. NO.	SUBJECT	FACULTY NAME
1	Imperative Programming	Mrs. Smita Junnarkar
2	Digital Electronics	Mrs. Dipti Parab
3	Operating System	Mr. Ravindra Jaiswal
4	Discrete Mathematics	Mrs. Namrata Dube
5	Communication Skills	Dr. Aruna Singham



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S.Y.B.Sc.I.T SEM – III

Sr. No.	Subject	Faculty Name
1	Python Programming	Mr. Arvind Singh
2	Data Structures	Mr. Sandeep Vishwakarma
3	Database Management System	Mr. Ravindra Jaiswal
4	Applied Mathematics	Mrs. Namrata Dubey
5	Computer Networks	Mrs. Dipti Parab & Mr. Ravindra Jaiswal

T.Y.B.Sc.(I.T.) SEM – V

SR. NO.	SUBJECT	FACULTY NAME
1	Software Project Management	Mr. Rajesh Maisalge
2	Internet of Things	Mr. Ravindra Jaiswal
3	Advanced Web Programming	Mr. Arvind Singh
4	Artificial Intelligence	Mr. Sandeep Vishwakarma
5	Enterprise Java	Mr. Sandeep Vishwakarma



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Date: 14TH September, 2021**DEPARTMENT OF INFORMATION TECHNOLOGY****DEPARTMENT MEETING****AGENDA: -**

- (1) To FYIT internal examination management
- (2) SYIT AND TYIT Practical Examination Conduction
- (3) Distribution of Role of faculties in examination.

Meeting held on 14TH September, 2021 at 12:30 PM, in the presence of all the faculties of B.Sc.(I.T.) Department, subjects of F.Y.B.Sc.(I.T.) – SEM – I, S.Y.B.Sc.(I.T.) – SEM – III, and T.Y.B.Sc.(I.T.) – SEM – V. Examination tasks for internal, practical and project Examination roles were allocated to following faculties for the Academic Year 2021-22. Head of department Prof. Sandeep Vishwakarma had instructed mode of examination to be conducted for Internal and Practical examination. He also guided the role of each faculty for the examinations.

F.Y.B.Sc.(I.T.) – SEM – I

SR. NO.	SUBJECT	FACULTY NAME
1	Imperative Programming	Mrs. Smita Junnarkar
2	Digital Electronics	Mrs. Dipti Parab
3	Operating System	Mr. Ravindra Jaiswal
4	Discrete Mathematics	Mrs. Namrata Dubey
5	Communication Skills	Dr. Aruna Singham



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S.Y.B.Sc.(I.T.) – SEM – III

SR. NO.	SUBJECT	FACULTY NAME
1	Python Programming	Mr. Arvind Singh
2	Data Structures	Mr. Sandeep Vishwakarma
3	Database Management System	Mr. Ravindra Jaiswal
4	Applied Mathematics	Mrs. Namrata Dubey
5	Computer Networks	Mrs. Dipti Parab & Mr. Ravindra Jaiswal

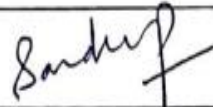
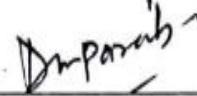
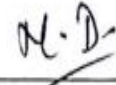
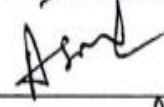
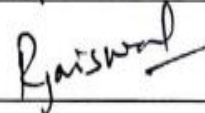
T.Y.B.Sc.(I.T.) – SEM – V

SR. NO.	SUBJECT	FACULTY NAME
1	Software Project Management	Mr. Rajesh Maisalge
2	Internet of Things	Mr. Ravindra Jaiswal
3	Advanced Web Programming	Mr. Arvind Singh
4	Artificial Intelligence	Mr. Sandeep Vishwakarma
5	Enterprise Java	Mr. Sandeep Vishwakarma
6	Project Dissertation	Mr. Arvind Singh




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Signature of Faculties

SR. NO.	FACULTY NAME	SIGNATURE
1	Mr. Sandeep Vishwakarma	
2	Mr. Dipti Parab	
3	Mrs. Namrata Dubey	
4	Mr. Arvind Singh	
5	Mr. Ravindra Jaiswal	







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Date: 18 /11/2021

DEPARTMENT OF INFORMATION TECHNOLOGY
DEPARTMENT MEETING
AGENDA:-

1. To discuss subject allocation
2. Practical lab utilization
3. Software Requirements
4. Workload distribution

Meeting was held on 18th November, 2021 at 12:30 PM, in the presence of all the faculties of B.Sc.(I.T.) Department, subjects of F.Y.B.Sc.(I.T.) SEM – II, S.Y.B.Sc.(I.T.) SEM – IV, and T.Y.B.Sc.I.T SEM – VI are allocated to following faculties for the Academic Year 2021-2022.

F.Y.B.Sc.I.T SEM – II

Sr. No.	Subject	Faculty Name
1	OBJECT ORIENTED PROGRAMMING	Mr. Sandeep Vishwakarma
2	MICROPROCESSOR ARCHITECTURE	Mr. Dipti Parab
3	WEB PROGRAMMING	Mr. Arvind Singh
4	GREEN COMPUTING	Mr. Ravindra Jaiswal
5	NUMERICAL & STATISTICAL METHOD	Mrs. Namrata Dube



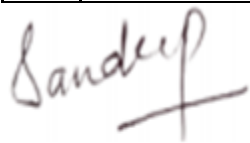

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S.Y.B.Sc.IT SEM – IV

SR. NO.	SUBJECT	FACULTY NAME
1	SOFTWARE ENGINEERING	Mr. Arvind Singh
2	CORE JAVA	Mr. Sandeep Vishwakarma
3	INTRODUCTION TO EMBEDDED SYSTEM	Mr. Dipti Parab
4	COMPUTER GRAPHICS & ANIMATION	Mr. Ravindra Jaiswal
5	COMPUTER ORIENTED STATISTICAL TECH	Mrs. Namrata Dube

T.Y.B.Sc.IT SEM – VI

Sr. No.	Subject	Faculty Name
1	PRINCIPLE OF GEOGRAPHIC INFORMATION SYS	Ms. Dipti Parab & Mr. Ravindra Jaiswal
2	SECURITY IN COMPUTING	Mr. Ravindra Jaiswal
3	SOFTWARE QUALITY ASSURANCE	Mr. Arvind Singh
4	BUSINESS INTELLIGENCE	Mr. Sandeep Vishwakarma
5	IT SERVICE MANAGEMENT	Mr. Ravindra Jaiswal
6	ANDROID APPLICATION	SANDEEP V



Mr. Sandeep Vishwakarma
Co-ordinator
Department of
Information Technology




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Date: 14TH MARCH, 2022**DEPARTMENT OF INFORMATION TECHNOLOGY****DEPARTMENT MEETING****AGENDA:-**

1. To FYIT internal examination management
2. SYIT AND TYIT Practical Examination Conduction
3. Question Bank and question paper work allotment
4. Distribution of Role of faculties in examination.

Meeting held on 14TH MARCH, 2022 at 12:00 PM, in the presence of all the faculties of B.Sc. (I.T.) Department, subjects of FY BSc.I.T. – SEM – II, S.Y.B.Sc.I.T. SEM IV and T.Y.B.Sc.I.T.SEM VI. Examination tasks for internal, practical and project Examination roles were allocated to following faculties for the Academic Year 2021-22. Head of department Prof. Sandeep Vishwakarma had instructed mode of examination to be conducted for Internal and Practical examination. He also guided the role of each faculty for the examinations.

F.Y.B.Sc.I.T SEM – II

SR. NO.	SUBJECT	FACULTY NAME
1	OBJECT ORIENTED PROGRAMMING	Mr. Sandeep Vishwakarma
2	MICROPROCESSOR ARCHITECTURE	Mr. Dipti Parab
3	WEB PROGRAMMING	Mr. Arvind Singh
4	GREEN COMPUTING	Mr. Ravindra Jaiswal
5	NUMERICAL & STATISTICAL METHOD	Mrs. Namrata Dube




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S.Y.B.Sc.IT SEM – IV

SR. NO.	SUBJECT	FACULTY NAME
1	SOFTWARE ENGINEERING	Mr. Arvind Singh
2	CORE JAVA	Mr. Sandeep Vishwakarma
3	INTRODUCTION TO EMBEDDED SYSTEM	Mr. Dipti Parab
4	COMPUTER GRAPHICS & ANIMATION	Mr. Ravindra Jaiswal
5	COMPUTER ORIENTED STATISTICAL TECH	Mrs. Namrata Dube

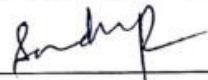
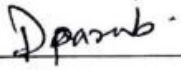

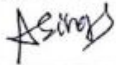
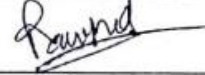
T.Y.B.SC.ITSEM – VI

SR. NO.	SUBJECT	FACULTY NAME
1	PRINCIPLE OF GEOGRAPHIC INFORMATION SYS	Ms. Dipti Parab & Mr. Ravindra Jaiswal
2	SECURITY IN COMPUTING	Mr. Ravindra Jaiswal
3	SOFTWARE QUALITY ASSURANCE	Mr. Arvind Singh
4	BUSINESS INTELLIGENCE	Mr. Sandeep Vishwakarma
5	IT SERVICE MANAGEMENT	Mr. Ravindra Jaiswal




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SIGNATURE OF FACULTIES

SR. NO.	FACULTY NAME	SIGNATURE
1	Mr. Sandeep Vishwakarma	
2	Mr. Dipti Parab	
3	Mrs. Namrata Dubey	
4	Mr. Arvind Singh	
5	Mr. Ravindra Jaiswal	



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ACADEMIC YEAR 2021-22

Date: 9th May, 2021

DEPARTMENT OF B. COM (ACCOUNTING & FINANCE)

NOTICE

Notice is hereby given to the faculties of B. Com (Accounting Finance) Stream, regarding the meeting to be held on 06th June, 2021 at 6th floor Staffroom at 10.30 am to discuss the following agenda.

AGENDA: -

- (1) To discuss Add-on Course to be conducted for First & Second-year students
- (2) Allocation of Subjects & Intimation to visiting faculties.
- (3) Finalization of Timetable
- (4) Planning of Activities
- (5) Scheduling of the term

T.U. Shah

Co-ordinator

Prof. Tushar Shah (HOD)



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Date: 06th June, 2021

MINUTES OF THE MEETING

The minutes of the meeting held on 06th June, 2021 at 10.00 AM, with the presence of all the faculties of B. Com (Accounting & Finance) stream.

1. The coordinator read the minutes of the last meeting.
2. Head of the Department Tushar Shah discussed the Add-on course 'Direct Indirect Course'. He also said that the course will be compulsory for all First year & Second Year students. Vicky Kukreja took the responsibility of framing the content & execution of the course.
3. The subjects for First, Second & Third year were reviewed & allotted to the faculties having necessary expertise. The following subjects were assigned to visiting faculties.

Class	Subject	Name of the Visiting Faculties
SYBAF	Business Law-I	Phalguni Kotak

4. The time table for the class as well as Individual faculties was duly finalized taking in view of their convenient time slots.



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F.Y.B.A.F.– SEM – I

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Financial Accounting – I	Tushar Shah	4
2	Cost Accounting – I	Ravi Vishwakarma	4
3	Financial Management	Vicky Kukreja	4
4	Business Communication – I	Nikhil Mane	4
5	Foundation Course - I	Vicky Kukreja	4
6	Business Economics	Vishanlal Gupta	4
7	Business Environment	Sharlet Bhaskar	4

S.Y.B.A.F. – SEM – III

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Financial Accounting – III	Tushar Shah	4
2	Cost Accounting – II	Ravi Vishwakarma	4
3	Direct Tax	Aruna Singham	4




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4	Business Law	Naina	4
5	Financial Market Operations	Vicky Kukreja	4
6	Information Technology – I	Smita J	4
7	Business Economics	Vishanlal Gupta	4

T. Y.B.A.F. – SEM – V

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Financial Accounting V	Tushar Shah	4
2	Financial Accounting VI	Vicky Kukreja	4
3	Indirect Taxes – II	Aruna Singham	4
4	Cost Accounting	Ravi Vishwakarma	4
5	Financial Management	Arun Vishwakarma	4
6	Management Application	Tushar Shah	4


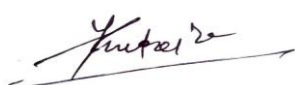

5. Tushar Shah suggested that activity should be planned which would help in boosting the confidence & enhance their communication skills. Vicky Kukreja & Ravi Vishwakarma agreed to the suggestions & accepted the responsibility of conducting events in the upcoming academic year.



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6. Vicky Kukreja & Ravi Vishwakarma put forth the point that since the term is very short, the syllabus should be completed at least by September end, after which the faculties would utilize their lectures for solving doubts of the students & overall revision.
7. Since there was no other matter, meeting was concluded.

Signature of Faculties Present

Sr. No.	Faculty Name	Signature
1	Prof. Tushar Shah (HOD)	
2	Prof. Vicky Kukreja	
3	Prof. Ravi Vishwakarma	

T. U. Shah

Coordinator

Prof. Tushar Shah (HOD)



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Date: 14th October, 2021

ACADEMIC YEAR 2021-22

DEPARTMENT OF B.COM (ACCOUNTING & FINANCE)

NOTICE

Notice is hereby given to the faculties of B. Com (Accounting & Finance) Stream, regarding the departmental meeting to be held on 17th of November, 2021 at 6th floor Staffroom at 10.00 am to discuss the following agenda.

AGENDA: -

- (1) To discuss the change in syllabus for Second year Semester IV
- (2) Allocation of Subjects & Intimation to visiting faculties.
- (3) Finalization of Timetable
- (4) Planning of Activities
- (5) Scheduling of the term

T.U. Shah

Coordinator:

Prof. Tushar Shah (HOD)



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Date: 17th November 2021**ACADEMIC YEAR 2021-22****MINUTES OF THE MEETING**

The minutes of the meeting held on 17th November, 2021 at 10.00 AM, in the presence of all the faculties of B. Com (Accounting & Finance) Stream.

1. Head of the Department Prof. Tushar Shah discussed the changes in the Second-year syllabus with other faculties.
2. The subjects for First, Second & Third year were reviewed & allotted to the faculties having necessary expertise. The following subjects were assigned to visiting faculties.

Class	Subject	Name of the Visiting Faculties
FYBAF	Law	Phalguni Kotak

3. The timetable for the class as well as Individual faculties was duly finalized taking in view of their convenient time slots.

F.Y.B.A.F – SEM – II

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Financial Accounting – II	Tushar Shah	4
2	Auditing	Ravi Vishwakarma	4
3	Business Communication	Anita Das	4
4	Foundation Course II	Vicky Kukreja	4
5	Business Mathematics	Namrata Dubey	4
6	Innovative Financial Services	Vicky Kukreja	4
7	Business Law – I	Paridhi Tulsyan	4



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S.Y.B.A. F – SEM – IV

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Financial Accounting – IV	Tushar Shah	4
2	Management Accounting	Ravi Vishwakarma	4
3	Direct Taxation-I	Tushar Shah	4
4	Research Methodology	Tushar Shah	4
5	Business Law – III	Paridhi Tulsyan	4
6	Introduction to management (FC)	Sharlet	4
7	Information Technology in Accountancy-II	Smitha J	4

T.Y.B.A.F. – SEM – VI

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Financial Accounting VII	Vicky Kukreja	4
2	Indirect Taxation	Tushar Shah	4
3	Financial Management	Tushar Shah	4
4	Cost Accounting	Ravi Vishwakarma	4
5	SAPM	Tushar Shah	4

- Tushar Shah suggested that activity should be planned which would help in boosting the confidence & enhance their communication skills. Vicky Kukreja agreed to the suggestions & accepted the responsibility of conducting events in the upcoming year.
- Mr. Tushar Shah put forth the point that since the term is very short, the syllabus should be completed at least by September end, after which the faculties would utilize their



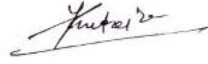

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lectures for solving doubts of the students & overall revision.

6. Since there was no other matter, meeting was concluded.

SIGNATURE OF FACULTIES PRESENT

Sr. No.	Faculty Name	Signature
1	Prof. Tushar Shah (HOD)	T.U. Shah
2	Prof. Vicky Kukreja	
3	Prof. Ravi Vishwakarma	

T.U. Shah

Coordinator:

Prof. Tushar Shah (HOD)



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Date: 12th March, 2022

ACADEMIC YEAR 2021-22

NOTICE

All the B.Com (Accounting & Finance) faculty members are hereby informed that a department meeting will be conducted on 19th March, 2022 at 11.00 am in staff room.

Agenda of the Meeting:

- Syllabus Completion.
- Result declaration
- Admission process for next academic year
- Add-on Course for students for next academic year
- Any other matter.

Chair: Prof. Tushar Shah (HOD)

Prof. Vicky Kukreja

Prof. Ravi Vishwakarma

T.U. Shah

Coordinator:

Prof. Tushar Shah (HOD)



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Date: 19th March, 2022

MINUTES OF THE MEETING

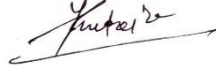

With the above agenda, Coordinator, Tushar Shah warmly welcomed all the faculties. The following agenda was discussed:

1. The coordinator read the minutes of the last meeting.
2. Coordinator discussed completion of syllabus & it was decided that signature of respective faculties to be taken on syllabus completion form.
3. It was decided that paper assessment will be completed in time & results will be declared as follow: First Year – 6th May, 2022 Second Year – 13th May, 2022
4. Co-Ordinator also said that on the day of result all students & their parents should be oriented regarding the admission process for next academic year & it was agreed that faculties will have to look into the admission process.
5. Tushar Shah suggested that with a view to enhance students' employability and skills the department must start an Add-on course for the student. Mr. Vicky Kukreja agreed that he will take responsibility for designing the course structure & content.
6. Since there was no other matter, the meeting was concluded.



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Signature of Faculties Present

Sr. No.	Faculty Name	Signature
1	Prof. Tushar Shah (HOD)	T.U. Shah
2	Prof. Vicky Kukreja	
3	Prof. Ravi Vishwakarma	

T.U. Shah

Coordinator:

Prof. Tushar Shah (HOD)



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Date: 3th June 2021

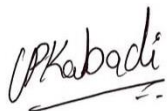
NOTICE

DEPARTMENT OF MANAGEMENT STUDIES

All the BMS faculties are hereby informed department meeting via Zoom Platform to be held on 6th June 2021 at 12 p.m

AGENDA:

1. To discuss the workload of teachers for semester I, III & V
2. To discuss subject allocation.
3. To discuss the disciplinary rules and regulations for students.
4. To discuss the teaching plan.
5. To Discuss about certificate program
6. To Discuss of Faculty Exchange program
7. To Chalk out some activities of Chanakyaniti Club
8. To discuss the responsibility and documentation work related to the departments & clubs associated with the same.



Mr Umesh Kabadi
BMS Coordinator



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Date: 6th June 2021

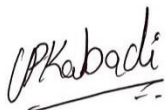
MINUTES OF THE MEETING

Department of Management Studies

1. Meeting was held on ZOOM platform at 12 p.m, in presence of all the faculties of BMS department.
2. New appointee were oriented about the activities in the department and briefed about there responsibilities.
3. Record of attendance to be maintained and Faculties were asked to submit teaching plan and maintain Logbook on regular basis
4. Coordinators informed about certificate program which will be conducted by the department i.e 'Certificate program on Digital Marketing', 'certificate program on Smart Girl' for Students
5. A list of tentative activities of Chanakya Niti club where discussed & Finalized
6. Discussed to conduct of virtual conduct of Faculty Exchange Program
7. Completion of syllabus within stipulated time span.
8. Class mentor were decided

The following members were present for the meeting held on

Sr. No.	Name
1.	Mr. Umesh Kabadi
2.	Ms Anita Das
3.	Ms. Sneha Pandey



Mr Umesh Kabadi
BMS Coordinator



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Date: 11th November, 2021

NOTICE

DEPARTMENT OF MANAGEMENT STUDIES

All the BMS faculties are hereby informed to be present in the department meeting to be held on 15th November 2021 in room no 702.

Agenda:

- To discuss Completion of syllabus of semester II, IV & VI
- To discuss about the preparation and finalization of mark sheet.
- To review departmental activities
- To discuss the next semester subjects.
- To discuss the workload of teachers for Even Semester.
- To discuss the teaching plan.
- To discuss the responsibility and documentation work related to the departments & clubs associated with the same.
- Guidance session for preparation of Black Book for Sem VI Students
- To allot TY students for projects under the guidance of respective guides.



Mr Umesh Kabadi
BMS Coordinator



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Date: 15th November, 2021

MINUTES OF THE MEETING

DEPARTMENT OF MANAGEMENT STUDIES

- Meeting was held on time at 11;00 am, in presence of all the faculties of BMS department.
- Discuss on Completion of syllabus within a stipulated time span.
- Departmental activities where reviewed & activities for next semester where planned
- The teachers were allotted subjects for the next semester.
- Teaching plan for even semester where asked to prepare
- Guidance session on Black Book for sem VI students was discussed & finalised
- Students of TY for Project Guide were divided among the faculties teaching in BMS Dept.
- Attendance record, lectures schedule and other aspects of the Dept. were discussed

Following members were present at the meeting

Sr. No.	Name
1.	Mr. Umesh Kabadi
2.	Ms Anita Das
3.	Ms. Sneha Pandey



Mr Umesh Kabadi
BMS Coordinator



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Date: 17th April, 2022

NOTICE

DEPARTMENT OF MANAGEMENT STUDIES

All the BMS faculties are hereby informed to be present in the department meeting to be held on 24th April, 2022 in room no 702.

AGENDA

- To analysis the attendance of FYBMS, SYBMS and TYBMS.
- To review department activities.
- To discuss the feedback on certificate programme
- To review the Logbook maintained by each faculty.
- To discuss about the completion of assessment.



Mr Umesh Kabadi
BMS Coordinator



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Date: 24th April, 2022

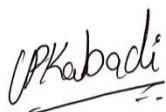
DEPARTMENT OF MANAGEMENT STUDIES

MINUTES OF THE MEETING

- Meeting was held on time at 11:00 am, in presence of all the faculties of BMS department.
- Logbook were reviewed of all faculties, and found that syllabus was completed on time.
- Mentors were asked to discuss about the class a brief overview.
- TY Students Black Book VIVA-VOCE discussed
- Assessment & marksheet submission was completed within stipulated time
- Feedback on certificate programs where also collected from students
- Feedback on curriculum from teachers, students where discussed

Following members were present at the meeting

Sr. No.	Name
1.	Mr. Umesh Kabadi
2.	Dr. Anita Pandey
3.	Janvi Ailani



Mr Umesh Kabadi
BMS Coordinator



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DEPARTMENT OF Commerce (Banking and Insurance)

Date: 5th June, 2021

Notice




SEM I/III/V Beginning Meeting

Academic Year 2021-2022

All the faculties are hereby informed that there is an online semester beginning meeting scheduled to be held on Saturday, 12th June, 2021, Timing 5: 00 PM

Agenda of the meeting are:

1. Discussion on time table
2. Lecture log
3. Lecture attendance
4. Group Assignment per month
5. Lecture link to be shared in bbi lecture common grp
6. Subjectwise Google classroom
7. On first day lecture subject faculty can share google classroom code with the students
8. subjectwise quiz carnival
9. Feedback practice for lecture on weekly basis

Sr. No.	Faculty	Signature
1.	Asst. Prof. Anjana Verma	
2.	Asst. Prof. Namrata Dube	
3.	Asst. Prof. Tushar Shah	



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4.	Asst. Prof. Krishnakant Pandey	<i>Krishnakant</i>
5.	Asst. Prof. Sneha	<i>Sneha</i>
6.	Asst. Prof. Vinita	<i>Vinita</i>
7.	Asst. Prof. Vishanlal Gupta	<i>Vishanlal Gupta</i>
8.	Asst. Prof. Vicky Kukreja	<i>Vicky Kukreja</i>
9.	Asst. Prof. Nikhil Mane	<i>Nikhil</i>

Anjana
Asst. Prof. Anjana Verma

HoD



[Signature]
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Date: 12 June, 2021

MINUTES

Meeting of BB1 department was held on Saturday 12 June, 2020 at 5:00 pm on google meet

1. Discussion was held on subject allocation for semester I, III and V for academic year 2021-22. Teachers were allotted subjects and workload was also distributed.
2. Timetable was given to all
3. There was discussion on taking attendance by direct roll call in the class room, Teachers will take attendance in spread sheet shared with them class wise. In this new Boat of attendance, it will be convenient to make defaulters list monthly and also students will not be able to share link and put false attendance.
4. Finalized topic of certificate course 'certificate course on Financial Planning and Investment', and also finalized syllabus and schedule of certificate course will be conducted by BBI department.



Ms. Anjana Verma

BBI Coordinator



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Date: 25th September, 2021

Semester End Meeting

Academic Year 2021-22

SEM III & V

Following faculty members are requested to kindly attend the departmental SEM end meeting on 27th September, 2021.

Agenda:

1. Completion of syllabus
2. Semester end Examination
3. Examination question paper
4. Question bank for website
5. Remedial lectures for ATKT students

Kindly join in following google link

Department semester end meeting

Monday, 27 September · 12:30 – 1:00pm

Google Meet joining info

Video call link: <https://meet.google.com/mex-eaif-tbt>

Or dial: (US) +1 321-420-4138 PIN: 666 003 963#



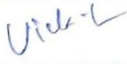

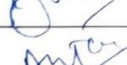






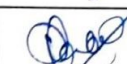

More phone numbers: <https://tel.meet/mex-eaif-tbt?pin=1769468933773>

<https://forms.gle/f6GEm5855H4gACvY8>



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Sr.No.	Subject	Faculty	Signature
1	INFORMATION TECHNOLOGY IN BANKING & INSURANCE- I	Mrs. Namrata Dube	
2	FINANCIAL MARKETS	Asst.Prof. Anjana Verma	
3	DIRECT TAXATION	Vicky kurkerja	
4	FOUNDATION COURSE – III (AN OVERVIEW OF BANKING SECTOR)	Sneha Pandey	
5	FINANCIAL MANAGEMENT – I	Asst.Prof. Anjana Verma	
6	MANAGEMENT ACCOUNTING	Vicky. Kukreja	
7	Mutual Fund Management	Tushar shah	
1	FINANCIAL REPORTING & ANALYSIS(CORPORATE BANKING & INSURANCE)	Tushar shah	
2	AUDITING – I	Vicky. Kukreja	
3	Strategic Management	Nikhil Mane	
4	INTERNATIONAL BANKING AND FINANCE	Asst.Prof. Anjana Verma	
5	RESEARCH METHODOLOGY	Mrs. Namrata Dube	
6	FINANCIAL SERVICES MANAGEMENT	Asst.Prof. Anjana Verma	




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Date: 27th September, 2021.


MINUTES

Meeting of BBI department was held on **Monday, 27 September · 12:30 – 1:00pm**
on google meet.

1. Completion of syllabus: Discussion was held on subject completion for semester III and V for academic year 2021-22. Faculties were informed about the last date of lectures will be 10th October, 2021

2. Semester end Examination: discussion were held on online examination paper pattern, Sample MCQ for website, preparation of question banks for the cluster and Mock examination.

3. Remedial lectures for ATKT students: Remedial time table shared with the faculties for helping students to overcome the difficulties in their respective subjects


BBI Coordinator
Ms. Anjana Verma

CC: Principal




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Date: 18th May, 2021

DEPARTMENT OF B.F.M

NOTICE

Notice is hereby given to the faculties of B.Com (Financial Markets) Stream, Regarding the meeting to be held on 30th May, 2021 on Zoom Meeting Online at 11.00 am to discuss the following agenda.

AGENDA:-

- (1) To discuss the change in syllabus for First year Semester I
- (2) Allocation of Subjects & Intimation to visiting faculties.
- (3) Finalization of Timetable
- (4) Planning of Activities
- (5) Scheduling of the term
- (6) To discuss about add on certificate program to be conducted by department.



Mrs. Anjana Verma

BFM Co-ordinator



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Academic Year 2021-22**Date: 30th may, 2022****MINUTES OF THE MEETING**

The meeting held on 30th May 2021 on Zoom Meeting Online at 11.00 am, in the presence of all the faculties of B.Com (Financial Markets) Stream.

1. Cordinator of the Department Mrs Anjana Verma discussed the Certificate course on financial planning and Investment Syllabus with Mr. Sushant Vichare and implement the same in Academic year 2021-22 for SYBFM and TYBFM students
2. The subjects for First, Second & Third year were reviewed & allotted to the faculties having necessary expertise. The following subjects were assigned to visiting faculties.

Class	Subject	Name of the Visiting Faculties
SYBFM	Business Law-I	Mr. Paridhi Tulsian

3. The time table for the class as well as Individual faculties was duly finalized taking in view of their convenient time slots.

FYB.F.M- SEM - I

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Financial Accounting – I	Mr. Ravi Vishwakarma	4
2	Introduction to Financial System	Mr.Sushant Vichare	4
3	Business Mathematics	Mrs. Namrata Dube	4
4	Business Communication – I	Ms. Vinita Khedwal	4



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5	Foundation Course - I	Mr. Krishnakant pandey	4
6	Business Environment	Mr.Umesh Kabadi	4
7	Business Economics - 1	Mrs.Vishanlal Gupta	4

SYB.F.M – SEM – III

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Debt Markets-I	Mr. Ravi Vishwakarma	4
2	Computer Skills	Ms. Smitha Junarkar	4
3	Equity Markets - I	Mr.Umesh Kabadi	4
4	Commodities Market	Mr. Sushant Vichare	4
5	Management accounting	MR, Arun Vishwakaram	4
6	Business Law-I	Mr. Paridi Tulsian	4
7	FC in Money market	Mr. Sushant Vichare	4

TYB.F.M – SEM – V

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Marketing in financial Services	Mr.Umesh Kabadi	4






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2	Technical Analysis	Mr. Sushant Vichare	4
3	Financial derivatives	Mr. Sushant Vichare	4
4	Equity research	Mr. Ravi Vishwakarma	4
5	Business Valuation	Mr. Vicky Kukreja	4
6	Business Ethics and corporate governance	Mr. Umesh Kabadi	4

- Mrs. Anjana Verma suggested that activity should be planned which would help in boosting the confidence & enhance their communication skills.
Mr. Sushant Vichare agreed to the suggestions & accepted the responsibility of conducting events in the upcoming year.
- Mr. Sushant Vichare put forth the point that since the term is very short, the syllabus should be completed at least by September end, after which the faculties would utilize their lectures for solving doubts of the students & overall revision.
- Since there was no other matter, meeting was concluded.

Signature of Faculties Present

Sr. No.	Faculty Name	Signature
1.	Mrs. Anjana Verma (Co-ordinator)	
2.	Mr. Sushant Vichare	




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Academic Year 2021-2022

Date:5th December 2021

DEPARTMENT OF B.F.M.

NOTICE

Notice is hereby given to the faculties of B.Com (Financial Markets) Stream, Regarding the meeting to be held on 10th December 2021 at 11.00 am in 503 Class room to discuss the following agenda.

AGENDA:-

1. To review the First term of Academic year 2021-22.
2. Allocation of Subjects & Intimation to visiting faculties.
3. Finalization of Timetable.
4. Planning of Activities.
5. Scheduling of the term.
6. To discuss with the principal about appointing a faculty from the shortlisted candidates.
7. To take a remedial lecture



Mrs. Anjana Verma
BFM Co-ordinator



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Date: 10th december,2021

MINUTES OF THE MEETING

The minutes of the meeting held on 10th December, 2021 at 10.00 AM, in the presence of all the faculties of B.Com (Financial Markets) Stream.

1. Mrs. Anjan Verma briefed about the first half of academic year 2020-21. He informed about the status of the assessment of papers & discussed about tentative dates for declaring the results of First & Second year students.
2. The subjects for the second term for First, Second & Third years were reviewed & allotted to the faculties having necessary expertise. The following subjects were assigned to visiting faculties.

Class	Subject	Name of the Visiting Faculties
SYBFM	Business Law	Ms.Naina Paligraha

3. The timetable for the class as well as Individual faculties was duly finalized taking in view of their convenient time slots.

FYB.F.M – SEM – II

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Financial Accounting – II	VICKY KUKREJA	4
2	Principles of Management	UMESH KABADI	4
3	Business Statistics	NAMRATA	4
4	Business Communication	VINITA	4
5	Foundation Course	KRISHNAKANT SIR	4
6	Environmental Science	JANVI A.	4




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7	Computer Skills	SMITA	4
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SYB.F.M – SEM – IV

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Business Economics	VISHANLAL	4
2	Business Law II	NAINA	4
3	FOREX	JANVI	4
4	Debt Markets -II	RAVI VISHWAKARMA	4
5	Equity Markets II	UMESH KABADI	4
6	Corporate Finance	ANJANA VERMA	4
7	Commodities Derivatives	JANVI	4

TYB.F.M. – SEM – VI

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Venture Capital and Private Equity	ANJANA VERMA	4
2	Mutual Fund Management	RAVI VISHWAKARMA	4
3	Risk Management	JANVI	4
4	Strategic Corporate Finance	RAVI VISHWAKARMA	4






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5	Corporate Restructuring	ARUN V	4
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4. Mrs. Anjana Verma talked about success of various activities & events conducted through Shareholderz Club in first half. He also suggested that more of such activities should be planned which would help in boosting the confidence & enhance their communication skills.
Mr. Sushant Vichare agreed to the suggestions & accepted the responsibility of conducting events in the upcoming year.
5. Mr. Sushant Vichare put forth the point that since the term is very short, the syllabus should be completed at least by mid of march end, after which the faculties would utilize their lectures for solving doubts of the students & overall revision.
6. Since there was no other matter, meeting was concluded.

Signature of Faculties Present

Sr. No.	Faculty Name	Signature
1.	Ms. Anjana Verma	
2.	Mr. Sushant Vichare	




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Academic Year 2021-22

Date: 6th May, 2022

DEPARTMENTAL MEETING OF BFM

Agenda:

- (1) To discuss about the result declaration of FY & SYBFM dates and next academic year's admission dates.
- (2) To finalise the completion of work and the last working day for the academic year 2021-22
- (3) To discuss about the subject allocation and workload of the next academic year.
- (4) To discuss about the Certificate Programme to be introduced in the next academic year 2022-23
- (5) To discuss about the tentative date for re-opening of college as per university guidelines.



Mrs. Anjana Verma
BFM Co-ordinator



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Academic Year 2021-22

Date 10th May, 2022

Minutes of the Meeting:

- Meeting held on **10th May, 2022** at 12:00 pm, in the presence of the coordinator Mrs . Anjana Verma and all the faculty members of BFM Department.
- The coordinator Mrs . Anjana Verma commenced the meeting with result declaration date of FY & SYBFM which is scheduled on 2nd May 2022 & 3rd May 2022 respectively.
- Mrs . Anjana Verma discussed about the pending work to be completed by 10th May 2019 as last working day is tentatively is scheduled on 17th May 2022
- Mrs . Anjana Verma discussed about the subject allocated to the respective faculty for the next academic year.
- She informed about the introduction of Certificate Programme in the year 2021-22 departments wise.
- She informed about the tentative date for re-opening of college as per university guidelines is 12th June 2022.

Signature of Faculties

Sr. No.	Faculty	Signature
1.	Mrs. Anjana Verma	



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Department of Multi Media & Mass Communication

Date: 6th March, 2022

NOTICE

This is to inform all the Faculty members that the Departmental Meeting will be held on 15th March, 2022, in staff room at 12pm sharp.



Ms. Manali Naik

H.O.D Dept of Mass Media



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Academic year 21-22

Date: - 15th March,2022

Departmental Meeting of BAMMC

Agenda:

- 1) To discuss about syllabus completion status in SYBAMMC and TYBAMMC
- 2) To discuss about Result of Mock Test Semester VI TY BAMMC and IV SYBAMMC.
- 3) To discuss about semester and external examiner of SY BAMMC and TYBAMMC.
- 4) To discuss about ATKT and Remedial Lectures for students.
- 5) To discuss document status of departmental files and various committee which is allocated to respective faculty.
- 6) To discuss about AQAR work.
- 7) To discuss topic, and schedule of certificate course to be conducted by the department.

Minutes of Meeting.

- Meeting held on 15th March,2022 at 12.00 pm in the presence of coordinator Ms. Manali Naik and all the faculty members of BMM Department.
- The coordinator Ms. Mnali Naik commenced a meeting the syllabus completion status for SYBAMMC and TYBAMMC.
- Mock test Examination results were analyzed and recommendation were made to the respective subject teacher in order to hold meeting with students who performed poorly in order to improve performance in the final examination by Coordinator Ms. Manali Naik.
- As examinations date were decided for SYBAMMC (23rd to 2nd) and TYBAMMC (4th to 15th).
- She examines the status of departmental files and various committee work assigned to the respective faculty.
- Finalized topic, syllabus and schedule of certificate course will be conducted by the department in coming year.
- All the Actions plans were discussed with the principal.

Manali Naik

Ms. Manali Naik
Coordinator – Dept of Multimedia and Mass Communication

[Signature]

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Department of Multi Media & Mass Communication


Date: 2nd January, 2022

NOTICE

This is to inform all the BAMMC Faculty members that the Departmental Meeting will be held in staff room on 7th January, 2022 at 12pm sharp.


Ms. Manoh Naik
H.O.D Dept of Mass Media




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Academic Year 2021-22

Date: 7th January, 2022

DEPARTMENTAL MEETING OF BAMMC

Agenda:


- (1) To discuss about hybrid lecture in FY\SY\TY BAMMC
- (2) To discuss about Syllabus Completion status in FY BAMMC
- (3) To discuss about External examination semester I of FY BAMMC
- (4) To discuss about internal examination of semester IV/VI of SY BAMMC and TY BAMMC
- (5) To discuss action plan for Defaulter's students

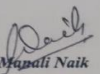
Minutes of the Meeting:


- Meeting held on 7th January, 2022 at 12:00 pm, in the presence of the coordinator Ms. Manali Naik and all the faculty members of BMM Department.
- Ms. Manali Naik, the coordinator, began a meeting with Overviewing about the conduct an offline and online hybrid lecture in the BAMMC class room.
- She too update about syllabus completion status in FY BAMMC
- External examination semester I of FY BAMMC dates was decided from to
- As Internal examination dates were decided for SY BAMMC (5th to 15th) and TY BAMMC (10th to 23rd)
- I was decided to hold a PTA and meet with defaulters' parents to try to understand about poor student's attendance in Online and Offline lectures
- All the action plans were prior discussed with the principal.



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Sr.No	Name of Faculty	Signature
1	Manali Naik	
2	Vinita Khedwal	V.Khedwal
3	Venay. Nadar	Nadar.V


Ms. Manali Naik
H.O.D Dept. of Mass Media





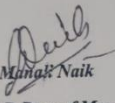
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Department of Multi Media & Mass Communication

Date: 3rd October, 2021

NOTICE

This is to inform all the faculty members that the Departmental Meeting will be held on 21st October, 2021, in staff room at 12pm sharp.


Ms. Munira Naik
H.O.D Dept of Mass Media




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Academic Year 2021-22

Date: 21st October, 2021

DEPARTMENTAL MEETING OF BAMMC

Agenda:

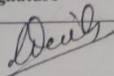
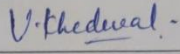
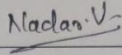
- (1) To discuss about Syllabus Completion status in SY BAMMC and TY BAMMC
- (2) To discuss about MOCK test performance
- (3) To discuss about FYBAMMC Admission status and further plan of action
- (4) To discuss about semester end examination of SY BAMMC and TY BAMMC
- (5) To discuss ATKT examination and Remedial lectures for students
- (6) To discuss AQAR work

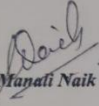
Minutes of the Meeting:


- Meeting held on 21st October, 2021 at 12:00 pm, in the presence of the coordinator Ms. Manali Naik and all the faculty members of BMM Department.
- The coordinator Ms. Manali Naik commenced a meeting the syllabus completion status for SY BAMMC and TY BAMMC
- Mock test examination results were analyzed, and recommendations were made to the respective subject teacher in order to hold a meeting with students who performed poorly in order to improve performance in the final examination by coordinator Ms. Manali Naik
- As examination dates were decided for SY BAMMC (16th October to 23rd October) and TY BAMMC (25th November to 8th December)
- Action Plans were discussed for ATKT examination and Remedial Lecture schedule was finalized.
- Manali Naik addressed the AQAR workload to the BAMMC faculty members Vinita and Nikhil.
- All the action plans were prior discussed with the principal.




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Sr.No	Name of Faculty	Signature
1	Manali Naik	
2	Vinita Khedwal	
3	Venay. Nadar .	


Ms. Manali Naik
H.O.D Dept. of Mass Media



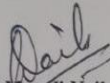

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Department of Multi Media & Mass Communication

Date: 1st June, 2021

NOTICE

This is to inform all the faculty members that the Departmental Meeting will be held on 7th June, 2021, via Google meet at 12pm sharp. Link will be shared later


Ms. Mazali Naik

H.O.D Dept of Mass Media




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Academic Year 2021-22

Date: 7th June, 2021


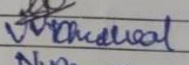
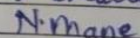
DEPARTMENTAL MEETING OF BMM

Agenda:

- (1) To discuss about subject allocation
- (2) Workload distribution
- (3) Briefing & suggestions on applications and methods to be used for online lectures
- (4) To chalk out activities for Media World
- (5) Briefing about monthly and yearly documentation

Minutes of the Meeting:

- Meeting held on 7th June, 2021 at 12:00 pm, in the presence of the coordinator Ms. Manali Naik and all the faculty members of BMM Department.
- Mentor distribution was discussed and the following mentors were allocated:
Manali Naik – TYBMM
Nikhil Mane – SYBAMMC
Vinita – FYBAMMC
- Briefing & suggestions on applications and methods to be used for online lectures- Zoom, Google Meet, Google Classroom, PPT, links etc.
- A list of tentative activities for Media World Club was planned and discussed.
- Teaching approach for the syllabus and appropriate teaching plan was curated for the upcoming semester.
- Subjects of FYBAMMC, SEM – I, SYBAMMC, SEM – III, and TYBMM, SEM – V are allocated to following faculties for the Academic Year 2021-22.
- All the action plans were prior discussed with the principal.

Sr. No	Name of the faculty	Sign
1	Ms. Manali Naik	
2	Ms. Vinita Khedwal	
3	Mr. Nikhil Mane	



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HUMAN VALUE CELL

NOTICE

This is to inform to all the members of human value cell that a meeting is scheduled on 22nd June for future prospectus of Human value cell through Google Meet.

Agenda –

- 1- To discuss the further curriculum of the cell
- 2- To discuss about the collaboration with Sanskrit Bharti and Brahma Kumaris in reference to certificate courses.
- 3- To discuss and decide syllabus of certificate course.
- 4- To decide further plan of action for the ongoing academic year.
- 5- To confirm the positions of the various members of the cell.
- 6- To assign positions and responsibilities of member selected for upcoming events.
- 7- To discuss the responsibility and documentation work related to the events & cell associated with the same.

Day and date- Tuesday 22nd June 2021

Time – 11.a.m

Venue – Google Meet

All the members are hereby requested to be present before 10 minutes of the scheduled time.

Manali Naik

Convener



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HUMAN VALUE CELL

Minutes of the Meeting

Date: 23rd June 2021

1. Meeting was held on time at 11:00 am, in presence of all the faculty members and students of human value cell through online mode.
2. Ms. Manali Naik have taken the charge of chairperson for the meeting.
3. An action plan is chalked out for activities and events to be organized in ongoing year.
4. It is decided that HVC will start 2 certificate courses i.e Mukhe – Mukhe Sanskrit, Anger Management and Self Development in collaboration with Sanskrit Bharti and Brahma Kumari respectively.
5. The syllabus and schedule has been decided for both the certificate course during the year.

The following members were present for the meeting held -

Sr. No.	Name
1.	Ms Manali Naik
2.	Mrs. Neelam Agarwal
3.	Mrs. Ghanshree Chilka



Naik

**Ms. Manali Naik
Convener**

[Signature]

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