



Smt. Durgadevi Sharma Charitable Trust's
Chandrabhan Sharma College
of Arts, Science & Commerce
(Affiliated to The University of Mumbai)
Accredited by NAAC 'B+'

ACADEMIC YEAR

2020 - 2021

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

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E-mail: cbscollege@gmail.com Website: www.cscollege.co.in



Departmental Meeting

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Date: 2nd June 2020

DEPARTMENTAL MEETING
NOTICE

This is to inform that a meeting of all faculty members of Bachelor of Commerce department will be held on Friday, 5th June, 2020 at 4 pm. All faculties are requested to attend the meeting. The link of the meeting will be given on WhatsApp group on the same day.

Agenda

1. Discussion on syllabus allocation for I, III and V semester for academic year 2020-21.
2. Workload Distribution
3. Discussion on certificate course.



Coordinator
Ms. Bharati Sridhara
Cc: Principal



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Date: 6th June 2020


DEPARTMENTAL MEETING
MINUTES

Meeting of Bachelor of Commerce department was held on Friday, 5th June, 2020 at 4.00 pm on Google meet link <https://meet.google.com/yvv-pxow-tzv>:

1. Discussion was held on subject allocation for semester I, III and V for academic year 2020-21. Teachers were allotted subjects and workload was also distributed.
2. There was discussion on taking lectures on different platforms like Zoom or Google meet.
3. Discussion was also held on subject allocation and timetable to be followed.
4. Discussion was held on syllabus and schedule of Certificate program to be conducted during a year.

Signature of Faculties

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


Bachelor of Commerce
Coordinator
Ms. Bharati Sridhara




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Date: 10th October, 2020

Departmental Meeting
NOTICE

All the members of Bachelor of Commerce are hereby informed that there is meeting on Monday, 12th October, 2020 at 4 pm. Attendance for the meeting is compulsory. The link of the meeting will be given on whats app group on the same day.

Agenda

1. Organizing Webinar on 22nd October, 2020.
2. Suggestions on topic of webinar
3. Work allocation

Coordinator
Ms. Bharati Sridhara
Cc: Principal



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Date: 13th October, 2020


MINUTES

Meeting of Bachelor of Commerce and EMAC Zone was held on Thursday, 12th October at 4 pm on Google meet link <https://meet.google.com/xyb-jzqd-dbg>:

1. Discussion was held on organizing a webinar. The date of the webinar was decided as 22nd October, 2020 by the consent of all the members.
2. The topic of webinar was decided as "Awareness on Prevention of cancer and Healthy LifeStyle"
3. Work related to webinar was allotted to all the members. Overall coordination by coordinator Ms. Bharati Sridhara and Mr. Krishnakant Sir, programme schedule and documentation will be done by Ms. Sharlet Bhaskar. Students online attendance to be done by Mr. Arun Vishwakarma. Introduction by TYBCOM student Ms. Manju Nadar, vote of thanks will be delivered by TYBCOM student Ms. Kartika Nadar, photography by TYBCOM student Mr. Ashutosh Singh.

Signature of Faculties

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


Coordinator
Ms. Bharati Sridhara
Cc: Principal


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Date: 1st April, 2021

DEPARTMENTAL MEETING
NOTICE

All the members of Bachelor of Commerce are hereby informed that there is meeting on Tuesday, 1st April, 2021 at 11.00 am. Attendance for the meeting is compulsory. The link of the meeting will be given on whats app group on the same day.

Agenda

1. Discussion on Webinar on 'Environmental Sustainability and Conservation'.
2. Regular/ATKT FY/SY/TY Examination, Semester II/IV/VI and Mock Tests.



Coordinator

Ms. Bharati Sridhara

Cc: Principal



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Date: 2nd April, 2021

MINUTES OF THE MEETING

Meeting of Bachelor of Commerce was held on Tuesday, 1st April, 2021 at 11.00 am on Google meet link <https://meet.google.com/req-evor-ucy>.



Agenda

1. Discussion on Webinar on 'Environmental Sustainability and Conservation'.
2. Regular/ATKT FY/SY/TY Examination, Semester II/IV/VI and Mock Tests.

Following points were discussed in the meeting:

1. It was also decided that a Webinar would be conducted on 'Environmental Sustainability and Conservation' by Mr Manish Pawar. Accordingly, work allocation for the same was decided and planned.
2. Discussion on Mock Test for FY/SY/TY were planned and accordingly work allocation was decided. Also, planning for Regular/ATKT examination for Semester II/IV/VI was done. It was decided that for the Regular Examination, batches of 20 students were to be made and faculties from other departments Dipti Mam, Smita Mam and Sushant Sir would also be supervising the online examination through Google meet.
3. Also discussions regarding online distribution of results and PTA were done.

Faculties

Sr. No.	Name of The Faculty	Signature
1.	Ms. Sharlet Bhaskar	
2.	Mr. Krishnakant Pandey	


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3.	Mr. Arun Kumar Vishwakarma	
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Coordinator

Ms. Bharati Sridhara
Cc: Principal



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NAAC ACCREDITED 'B+' GRADE (FIRST CYCLE)

Date: 06 - 06 - 2020

DEPARTMENT OF B.SC.(I.T.)

DEPARTMENT MEETING

AGENDA:-

- (1) To discuss subject allocation
- (2) Practical lab utilization
- (3) Software Requirements
- (4) Workload distribution

Meeting held on 6th JUNE, 2020 at 11:30 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 – VI. Following are the list of subject allocated to Faculties for the Academic Year 2020-21.

F.Y.B.Sc.(I.T.) – SEM – I

Sr. No.	Subject	Faculty Name
1	Discrete Mathematics	Mrs. Namrata Dube
2	Communication Skills	Ms Rashpal
3	Digital Electronics	Mrs. Dipti Parab
4	Operating System	Mr. Ravindra Jaiswal
5	Imperative Programming	Mr. SandeepVishwakarma & Mr. Arvind singh

S.Y.B.Sc.(I.T.) – SEM – III

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

T.Y.B.Sc.(I.T.) – SEM – V

Sandeep



[Signature]

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T.Y.B.Sc.(I.T.) – SEM – V

Sr. No.	Subject	Faculty Name
1	Software Project Management	Mrs. Dipti Parab & Mr Ravindra Jaiswal
2	Internet of Things	Mr. Ravindra Jaiswal
3	Advanced Web Programming	Mr. Arvind Singh
4	Artificial Intelligence	Mr. SandeepVishwakarma
5	Enterprise Java	Mr. SandeepVishwakarma

Sandeep



[Signature]

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Date: 10 – 09 – 2020

DEPARTMENT OF B.SC.(I.T.)

DEPARTMENT MEETING

AGENDA:-

- (1) To discuss subject Reallocation to new faculty
- (2) To introduce new faculty to other faculty members
- (3) To introduce new faculty to the working environment of the college (Rules and Regulation).

Meeting held on 10th September , 2020 at 11:30 PM, in the presence of all the faculties of B.Sc.(I.T.) Department. This meeting was called to assign the workload of Mr. Nitesh Shukla who left the college at the end of September to Mr. Ravindra Jaiswal, new faculty of the college. 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 – VI are allocated to Mr. Ravindra Jaiswal. Following are the list of subject allocated to Faculties for the Academic Year 2020-21.

F.Y.B.Sc.(I.T.) – SEM – I

Sr. No.	Subject	Faculty Name
1	Discrete Mathematics	Mrs. Namrata Dube
2	Communication Skills	Ms Rashpal
3	Digital Electronics	Mrs. Dipti Parab
4	Operating System	Mr. Ravindra Jaiswal
5	Imperative Programming	Mr. SandeepVishwakarma & Mr. Arvind singh

S.Y.B.Sc.(I.T.) – SEM – III

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

Sandeep



[Signature]

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T.Y.B.Sc.(I.T.) – SEM – V

Sr. No.	Subject	Faculty Name
1	Software Project Management	Mrs. Dipti Parab & Mr Ravindra Jaiswal
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

Sandeep



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Date: 8TH OCTOBER, 2020

DEPARTMENT OF B.SC. (I.T.)

DEPARTMENT MEETING (SEM I-III-V) ACADEMIC YEAR 2020-2021

AGENDA:-

- (1) 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 8TH OCTOBER, 2020 at 2:30 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 task for internal, practical and project Examination roles were allocated to following faculties for the Academic Year 2020-21, Head of department Prof. Sandeep Vishwakarma had instructed mode of examination to be conducted for Internal and Practical examination. He also guided role of each faculty for the examinations.

F.Y.B.Sc.(I.T.) – SEM – I

Sr. No.	Subject	Faculty Name
1	Imperative Programming	Mr. Arvind Singh
2	Digital Electronics	Ms. Dipti Parab
3	Operating Systems	Mr. Ravindra Jaiswal
4	Discrete Mathematics	Mrs. Namrata Dube
5	Communication Skills	Ms. Rashpal Kaur

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	Computer Networks	Mr. Dipti Parab
4	Database Management Systems	Mr. Ravindra Jaiswal
5	Applied Mathematics	Mrs. Namrata Dube

Sandeep



[Signature]

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Notice

Date: 02-01-2021

This is to inform all the teachers of B. Sc IT department that a meeting will be held over Zoom on the 3rd January, 2021 at 6:30 PM, from 6.30 to 7.15 PM. Agenda of Meeting:

- (1) To Discuss the Subject Allocation of Sem-II,IV & VI
- (2) Facilities of Google Class Room
- (3) To discuss the Preparation of MCQ Question bank.
- (4) To conduct Practical in Online Mode.

Co-ordinator
Department of IT
Prof. Sandeep Vishwakarma



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Date: 03 – 01 – 2021

DEPARTMENT OF B.SC.(I.T.)

DEPARTMENT MEETING

AGENDA:-

- (1) To discuss subject allocation
- (2) Practical lab utilization
- (3) Software Requirements
- (4) Workload distribution

Meeting held on 3rd January , 2021 at 6:30 PM online mode on **GOOGLE MEET**, 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 2020-21.

F.Y.B.Sc.(I.T.) – SEM – II

Sr. No.	Subject	Faculty Name
1	Object oriented Programming	Mr. Sandeep Vishwakarma
2	Microprocessor Architecture	Mrs. Dipti Parab
3	Web Programming	Mr. Arvind Singh
4	Numerical and Statistical Methods	Mrs. Namrata Dube
5	Green Computing	Mr. Ravindra jaiswal

S.Y.B.Sc.(I.T.) – SEM – IV

Sr. No.	Subject	Faculty Name
1	Core Java	Mr. Sandeep Vishwakarma
2	Introduction to Embedded Systems	Mrs. Dipti Parab
3	Computer Oriented Statistical Techniques	Mrs. Namrata Dube
4	Software Engineering	Mr. Arvind Singh
5	Computer Graphics and Animation	Mr. Ravindra Jaiswal




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T.Y.B.Sc.(I.T.) – SEM – VI

Sr. No.	Subject	Faculty Name
1	Software Quality Assurance	Mr. Arvind singh
2	Security in Computing	Mr. Ravindra Jaiswal
3	Business Intelligence	Mr. Sandeep Vishwakarma
4	Principles of Geographic Information Systems	Mr. Dipti Parab
5	IT Service Management	Mr. Arvind Singh & Mr. Ravindra jaiswal



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Date: 9th May, 2020

ACADEMIC YEAR 2020-21

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, 2020 by zoom meeting platform at 10.30 am to discuss the following agenda.

AGENDA: -

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



Coordinator:

CA. Neeta Vaidya (HOD)



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ACADEMIC YEAR 2020-21

DEPARTMENT OF B. COM (ACCOUNTING & FINANCE)

MINUTES OF THE MEETING

The minutes of the meeting held on 06th June, 2020 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 CA Neeta Vaidya discussed about the Add-on course. She also said that the course will be compulsory for all First year & Second Year students. Tushar shah 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	Paridhi Tulsyan
SYBAF	Economics – II	Vishanlal Gupta

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	CA Neeta Vaidya	4
3	Financial Management	Vishwanath Acharya	4
4	Business Communication - I	Anita Das	4
5	Foundation Course - I	Vishwanath Acharya	4
6	Business Economics	Vishanlal Gupta	4
7	Business Environment	Sharlet Bhaskar	4




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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	Vishwanath Acharya	4
3	Direct Tax	CA Neeta Vaidya	4
4	Business Law	Paridhi Tulsyan	4
5	Financial Market Operations	Vishwanath Acharya	4
6	Information Technology – I	Smita	4
7	Business Economics	Tanvi Sanghani	4




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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	Vishwanath Acharya	4
3	Indirect Taxes – I	CA Neeta Vaidya	4
4	Cost Accounting	Vishwanath Acharya	4
5	Financial Management	Arpita Atibuddhi	4
6	Management Application	Tushar Shah	4

5. CA Neeta Vaidya suggested that activity should be planned which would help in boosting the confidence & enhance their communication skills.
Tushar Shah & Vishwanath Acharya agreed to the suggestions & accepted the responsibility of conducting events in the upcoming academic year.
6. Tushar Shah & Vishwanath Acharya 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.




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Signature of Faculties Present

Sr. No.	Faculty Name	Signature
1	CA Neeta Vaidya	
2	Tushar Shah	
3	Vishwanath Acharya	



Coordinator:
CA. Neeta Vaidya (HOD)



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Date: 14th October, 2020

ACADEMIC YEAR 2020-21

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 17th of November, 2020 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:

Tushar Shah (HOD)

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Date: 17th November, 2020

ACADEMIC YEAR 2020-21

DEPARTMENT OF B. COM (ACCOUNTING & FINANCE)

MINUTES OF THE MEETING

The minutes of the meeting held on 17th November, 2020 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	Paridhi Tulsyan
SYBAF	Law	Paridhi Tulsyan
SYBAF	IT	Smitha J

3. The timetable 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 – 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	3
4	Foundation Course II	Vicky Kukreja	3
5	Business Mathematics	Namrata Dubey	4
6	Innovative Financial Services	Vicky Kukreja	4
7	Business Law – I	Paridhi Tulsyan	4

S.Y.B.A. F – SEM – IV

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Financial Accounting – IV	Tushar Shah	4
2	Cost Accounting	Ravi Vishwakarma	4



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3	Direct Taxation-I	Tushar Shah	4
4	Business Economics-II	Vishanlal Gupta	4
5	Business Law – III	Paridhi Tulsyan	4
6	Financial Market Operations	Vicky Kukreja	4
7	Information Technology in Accountancy	Smitha J	4

T.Y.B.A.F. – SEM – VI



Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	SAPM	Tushar Shah	4
2	Financial Accounting VII	Vicky Kukreja	4
3	Taxation	Dr. Aruna Singham	4
4	Financial Management	Arpita Atibuddhi	4
5	Cost Accounting	Vicky Kukreja	2




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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.
5. 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 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	Tushar Shah	
2.	Vicky Kukreja	



T.U. Shah

Coordinator:

Prof. Tushar Shah (HOD)



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Date: 12th March, 2021

ACADEMIC YEAR 2020-21

NOTICE

All the B. Com (Accounting & Finance) faculty members are hereby informed that a department meeting will be conducted on 19th March, 2021 at 11.00 am in staffroom.

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 (Coordinator)

Vicky Kukreja

T.U. Shah

Coordinator:

Prof. Tushar Shah (HOD)



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Date: 19th March, 2021

ACADEMIC YEAR 2020-21
MINUTES OF THE MEETING

Minutes:

With the above agenda, Coordinator, Prof. 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 about 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, 2021 Second Year – 13th May, 2021
4. Coordinator also said that on the day of result all students & their parents should be oriented regarding admission process for next academic year & it was agreed that faculties will have look into the admission process.
5. Prof. Tushar Shah suggested that with a view to enhance students' employability and skills the department must start an Add-on course for the student. Vicky Kukreja agreed that he will take responsibility of designing the course structure & content.
6. Since there was no other matter, 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	

T. U. Shah

Coordinator:

Prof. Tushar Shah (HOD)



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Date: 3rd June, 2020

NOTICE

Department of Management Studies

All faculty members are hereby informed to be present in the online department meeting to be held on 6th June, 2020

Agenda:

1. To discuss about various virtual platform for lectures
2. To discuss about sudden change teaching methodology
3. To discuss about the workload of teachers for odd Semester.
4. To discuss the teaching plan.
5. To Discuss about certificate program
6. To discuss on Online parent teacher meeting
7. To discuss the responsibility and documentation work related to the department



Mr Umesh Kabadi
BMS Coordinator



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Date: 6th, June 2020

Minutes of the Meeting

Department of Management Studies

1. Platform like Zoom & Meet were selected to be used for conducting lecture.
2. More emphasis to be given on PPTs & Videos lectures for effective teaching learning process
3. Student Attendance to be taken through Google form.
4. Record of attendance to be maintained in excel document.
5. Usage of google classroom to be implemented and should be used to share the notes with students.
6. Coordinators informed about the date for conducting of Parents teacher meet
7. Completion of syllabus within a stipulated time span.
8. Topic for certificate program, syllabus, schedule & mode was informed

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: 7th Novemebr 2020

NOTICE

Department of Management Studies

All the BMS faculties are hereby informed to be present in the online department meeting to be held on 11th November.

AGENDA

- To discuss about the Mock Test.
- To discuss about the New Paper pattern
- To discuss the about the mode of examination
- To discuss the disciplinary rules and regulations for Online Exams for students.
- To discuss about the date of submission of marksheets.
- To discuss the next semester subjects.
- To discuss the workload of teachers for Even Semester.

Mr Umesh Kabadi
BMS Coordinator



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Date: 11th November, 2020

Minutes of the Meeting
Department of Management Studies

1. Cordiantor informed about the dates for Mock-Test.
2. New Paper pattern for online exam as per university guidance where discussed
3. Platform like Google Suit to be used for conducting examination was informed
4. Dates for Doubt solving session for students before the commencement of exams where informed by the coordinators
5. Dates for Students training for the online exam where informed
6. The teachers were allotted subjects for the semester II, IV & VI.
7. Teaching plan for even semester where asked to prepare

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: 26th April, 2021

NOTICE

Department of Management Studies

All the BMS faculties are hereby informed to be present in the online department meeting to be held on 29th April, 2021.

1. To discuss about the Mock Test.
2. To discuss the about the mode of examination.
3. To discuss the disciplinary rules and regulations for students.
4. To discuss the feedback on certificate programme
5. To discuss TY Students Black Book VIVA-VOCE
6. To review departmental activities



Mr Umesh Kabadi
BMS Coordinator



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Date: 29th April, 2021.

Minutes of the Meeting

Department of Management Studies

1. Platform like G-suite were selected to be used for conducting Exam.
2. Mock test to be conducted
3. Student Attendance to be taken through google form.
4. Feedback on certificate program was analyzed
5. Students were informed about the date of Black Book VIVA-VOCE
6. Reviewed Departmental activities

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: 23rd July, 2020

NOTICE

This is to inform that meeting of all faculty members of BBI department will be held on Friday, 24th July, 2020 at 5 pm. All teachers are requested to attend the meeting. The link of the meeting will be given on whats app group on the same day.

Agenda

1. Discussion on syllabus status for internal examination in I, III and V semester for academic year 2020-21.
2. Discussion on the format of internal examination question paper.
3. Discussion on the submission of link of question paper to the coordinator.
4. Discussion on the time limit for the internal examination.
5. Allotment of Invigilators in SYBBI and TYBBI during internal examination.
6. Discussion on certificate program.

Coordinator
Ms. Anjana Verma
Cc: Principal



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Date: 25th July, 2020

MINUTES

Meeting of BBI department was held on Friday, 25th July, 2020 at 5 pm on google meet

Agenda

1. Discussion on syllabus status for internal examination in I, III and V semesters for academic year 2020-21 was done.
2. It was decided that, question paper with marks 20 will be typed in google form. True / False and multiple choice questions will be asked.
3. Subject teacher will send the link of question paper till 31st July to the coordinator.
4. Examination will be of 45 minutes. It was decided that there will be uniformity in the format of question paper of all the subjects.
5. SYBBI exam invigilation duty is allotted to Ms. Namrata Dube and TYBBI exam invigilation duty will be done by Ms. Anjana Verma.
6. Time table of examination was already forwarded in whats app group of all the classes.
7. Finalized syllabus and schedule of certificate program

BBI Coordinator
Ms. Anjana Verma



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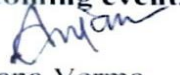
Date: 23rd August, 2020

Department of B. Com. (Banking & Insurance)
Notice
Departmental Meeting

All the faculty members of BBI are requested to attend the departmental meeting organized on Tuesday, 25th August, 2020 at 5 PM on google meet <https://meet.google.com/rky-zxfx-otu>.

To discuss:

1. Defaulters status
2. Fees status
3. 2nd internal examination
4. Admission status – FYBBI
5. Upcoming events


Anjana Verma
HOD



Dr. Pratima Singh

CC: Principal


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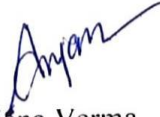
Date: 26th August, 2020

Department of B. Com. (Banking & Insurance)

Minutes of Departmental Meeting

Meeting of BBI department was held on Tuesday 25th August, 2020 at 5 pm. Following points were discussed in the meeting:

- 1) It was observed that many students are not regular for the lecture. So we should talk to them and find out the reason. We should encourage them to attend the lecture.
- 2) The fees status of students was also discuss in the meeting. Due to this pandemic, many parents job have been affected. But for the smooth functioning of the college also, we should request them to pay at least 50% of the fees till first week of September.
- 3) It was announced that 2nd internal examination will be held in the second week of September. The paper pattern will be same as they did in the first internal examination held in the month of August. So all subject teachers have to send the link of their question paper by 6th September, 2020 only.
- 4) The admission status of FYBBI was also discussed in the meeting. For admission, the students will be continuously called and admission notice will be forwarded again to all other whats app groups. Teachers are also requested to keep the status of attendance notice in social media.
- 5) Since the BBI department is also associated with Hindi Bhasha Samiti, so the department has planned to organize the event on 14th September. For this it is planned to keep separate meeting with other members of this committee.


Anjana Verma
HOD

Dr. PratimaSingh
CC: Principal




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Date: 4th September, 2020

Department of B. Com. (Banking & Insurance)
Notice
Departmental Meeting

All the faculty members of BBI are requested to attend the departmental meeting organized on Saturday, 6th September, 2020 at 5 pm on google meet. The link for meeting will be forwarded on the same day.

To discuss:

1. FYBBI subject allocation
2. Upcoming FYBBI orientation
3. Second Internal Examination of Semester III and V.

Anjana Verma
HOD

Dr. Pratima Singh
CC: Principal




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Date: 8th September, 2020

Department of B. Com. (Banking & Insurance)
Departmental Meeting
Minutes

Meeting of BBI department was held on Friday, 8th September, 2020 at 5 pm on google meet.

1. Discussion was held on subject allocation for semester I for academic year 2020-21. Teachers were allotted subjects and workload was also distributed.
2. There was discussion on taking lectures on different platforms like Zoom or google meet.
3. Discussion was also held on paper pattern and format for various subjects in Unit test – I.
4. Discussion was also held on FYBCOM (Banking & Insurance) orientation which was decided to be held on 19th September, 2020. Overall coordination by coordinator Ms. Anjana Verma schedule and documentation will be done by Ms. Namrata Dube. Introduction by TYBBI student Ms. Sakshi Ghogale, vote of thanks will be delivered by SYBBI student Ms. Aditi Upadhya, photography by TYBBBI student Mr. Sonu Mishra.
5. It was also informed that the second Internal Examination for semester III & V would commence from 10th September till 17th September, 2020.


BBI Coordinator
Ms. Anjana Verma




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Date: 15th May, 2020

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 18th June, 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 certificate course.

MR. Umesh Kabadi

BFM Co-ordinator



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MINUTES OF THE MEETING

The meeting held on 30th May 2020 on Zoom Meeting Online at 11.00 am, in the presence of all the faculties of B.Com (Financial Markets) Stream.

1. Coordinator of the Department Mr. Umesh Kabadi discussed the Certificate course on Financial Planning and Investment syllabus with Mr. Ravi Vishwakarma and Mr. Sushant Vichare and implement the same in Academic year 2020-21 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. Anand Mohan

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. Umesh Kabadi	4
3	Business Mathematics	Mrs. Namrata Dube	4
4	Business Communication - I	Ms. Pratiksha Mishra	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. Bharati Shridhara	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	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. Anand Mohan	4
7	FC in Money market	Mr. Sushant Vichare	4



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TYB.F.M – SEM – V

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Marketing in financial Services	Mr.Umesh Kabadi	4
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. Ravi Vishwakarma	4
6	Business Ethics and corporate governance	Mr.Umesh Kabadi	4

4. Mr. Umesh Kabadi suggested that activity should be planned which would help in boosting the confidence & enhance their communication skills. Mr. Ravi Vishwakarma and Mr. Sushant Vichare agreed to the suggestions & accepted the responsibility of conducting events in the upcoming year.
5. Mr. Ravi Vishwakarma and 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.
6. Since there was no other matter, meeting was concluded.




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Signature of Faculties Present

Sr. No.	Faculty Name	Signature
1.	Mr. Umesh Kabadi	
2.	Mr. Ravi Vishwakarma	
3.	Mr. Sushant Vichare	



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Date: 20th December, 2020

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 02nd January, 2021 on Zoom meeting online at 9.00 am to discuss the following agenda.

AGENDA:-

1. To review the First term of Academic year 2020-21
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



MR.Umesh Kabadi
BFM Co-ordinator

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Date: 02nd January, 2021

MINUTES OF THE MEETING

The minutes of the meeting held on 02nd January, 2021 on Zoom meeting online at 9.00 am, in the presence of all the faculties of B.Com (Financial Markets) Stream.

1. Mr. Umesh Kabadi 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	Mr. Anand Mohan

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	Mr. Arun Vishwakarma	4
2	Principles of Management	Mr. Umesh Kabadi	4
3	Business Statistics	Mr. Krishnakant Pandey	4
4	Business Communication	Ms. Anita Das	4
5	Foundation Course	Mr. Krishnakant Pandey	4
6	Environmental Science	Mr. Sushant Vichare	4
7	Computer Skills	Mrs. Smita Junerkar	4




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SYB.F.M – SEM – IV

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Business Economics	Mrs. Bharti Shridhara	4
2	Business Law II	Mr. Anand Mohan	4
3	FOREX	Mr. Sushant Vichare	4
4	Debt Markets -II	Mr. Ravi Vishwakarma	4
5	Equity Markets II	Mr. Umesh Kabadi	4
6	Corporate Finance	Mr. Ravi Vishwakarma	4
7	Commodities Derivatives	Mr. Sushant Vichare	4

TYB.F.M. – SEM – VI




Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Venture Capital and Private Equity	Mr. Umesh Kabadi	4
2	Mutual Fund Management	Mr. Sushant Vichare	4
3	Risk Management	Mr. Sushant Vichare	4
4	Strategic Corporate Finance	Mr. Ravi Vishwakarma	4
5	Corporate Restructuring	Mr. Arun Vishwakarma	4




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4. Mr. Umesh Kabadi 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. Ravi Vishwkarma and Mr. Sushant Vichare agreed to the suggestions & accepted the responsibility of conducting events in the upcoming year.
5. Mr. Ravi vishwakarma and 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.	Mr. Umesh Kabadi	
2.	Mr. Ravi Vishwakarma	
3.	Mr. Sushant Vichare	




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Date: 4th May, 2021

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 finalize the completion of work and the last working day for the academic year 2020-21
- (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 2021-22.
- (5) To discuss about the tentative date for re-opening of college as per university guidelines.

U.Kabadi

MR.Umesh Kabadi

BFM Co-ordinator



[Signature]

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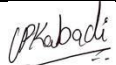


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Date: 07/05/2021

Minutes of the Meeting:

- Meeting held on **5th May, 2021** at 12:00 pm, in the presence of the coordinator Mr. Umesh Kabadi and all the faculty members of BFM Department.
- The coordinator Mr. Umesh Kabadi commenced the meeting with result declaration date of FY & SYBFM which is scheduled on 08th May 2021 & 9th May 2021 respectively.
- Mr. Umesh Kabadi discussed about the pending work to be completed by 10th May 2021 as last working day is tentatively is scheduled on 17th May 2021.
- Mr. Umesh Kabadi discussed about the subject allocated to the respective faculty for the next academic year.
- He informed about the introduction of Certificate Programme in the year 2021-22 departments wise.
- He informed about the tentative date for re-opening of college as per university guidelines is 12th June 2021.

Signature of Faculties

Sr. No.	Faculty	Signature
1.	Umesh Kabadi	
2.	Ravi Vishwakarma	
3.	Sushant Vichare	



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Date: 2nd April, 2021

Department of Mass Media

NOTICE

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


Ms. Manali Naik

H.O.D Dept of Mass Media





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Academic Year 2020-21

Date: 10th April, 2021

DEPARTMENTAL MEETING OF BMM

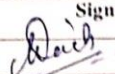
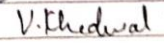

Agenda:

- (20) To discuss about the syllabus status of FY/SY/TYBMM
- (21) To discuss about Semester End examination of SEM II/IV/VI
- (22) To discuss for SYBAMMC & TYBAMMC briefing session for choosing Specialization and Electives
- (23) To discuss about Documentation work for academic year 2021-22
- (24) To discuss AQAR work
- (25) To discuss for next academic year (2021-22) Subject and workload distribution
- (26) To discuss Media world planner for next academic year – 1st Half

Minutes of the Meeting:

- Meeting held on 7th April, 2021 at 12:00 pm, in the presence of the coordinator Ms. Manali Naik and all the faculty members of BMM Department. (via Zoom)
- The coordinator Ms. Manali Naik commenced the meeting with syllabus completion status of FYBAMMC / SYBAMMC AND TYBMM
- As exam dates were announced, 16th April, 2021 onwards till 14th May, 2021 (FY/SY/TYBMM) so Examination procedure, conduct, question paper links, etc. work was discussed and documented
- The coordinator Ms. Manali Naik informed Vinita and Nikhil to conduct Specialization and Elective choosing session for SYBAMMC AND TYBAMMC for next academic year 2021-22
- Specialization and Elective subjects were discussed and finalized among the department faculty's and informed Admin staff for further admission procedure
- She informed Vinita and Nikhil to finalize and document departmental and clubs' documents as per IQAC requirements
- The coordinator Ms. Manali Naik discussed and updated AQAR work allotted and submitted the same to IQAC team
- All the action plans were discussed with the Principal.

Signature of Faculties

Sr. No.	Faculty	Signature
1.	Manali Naik	
2.	Vinita Khedwal	
3.	Nikhil Mane	




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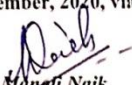
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Date: 27th November, 2020

Department of Mass Media

NOTICE

This is to inform all the Faculty members that the Departmental Meeting will be held on 1st December, 2020, via Google meet at 12pm sharp. Link will be shared later


Ms. Madani Naik

H.O.D Dept of Mass Media




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Academic Year 2020-21

Date: 2nd December, 2020

DEPARTMENTAL MEETING OF BMM

Agenda:

- (14) To discuss about the Time Table of FY, SY and TYBMM.
- (15) To finalize the subject allocation and Workload Distribution for semester II, IV, VI.
- (16) To discuss about the Attendance Improvement and action plan against defaulters.
- (17) To discuss about the Media World Activities to be held in the month of January and February.
- (18) To discuss about Examination for FYBAMMC
- (19) To discuss to appoint New Faculty in dept

Minutes of the Meeting:

- Meeting held on 1st December, 2020 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 the meeting with the finalization of workload / Time Table for FY, SY and TYBMM.
- Ms Manali Naik also discussed about the Attendance improvement and calling the parents on regular basis for the defaulters.
- List of activities were scheduled for the month of January and February on tentative dates.
- Ms. Manali Naik informed about Examination of FYBAMMC in Jan month, so to prepare Question bank, MCQS and send to Cluster college as informed
- Mr. Nikhil Mane was appointed as new bmm faculty in dept
- All the action plans were discussed with the Principal.

Signature of Faculties

Sr. No.	Faculty	Signature
1.	Manali Naik	
2.	Vinita Khedwal	




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Date: 15th September, 2020

Department of Mass Media

NOTICE

This is to inform all the Faculty members that the Departmental Meeting will be held on 21st June, 2020, via Google meet at 12pm sharp. Link will be shared later


Ms. Manali Naik

H.O.D Dept of Mass Media





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Academic Year 2020-21

Date: 23rd September, 2020

DEPARTMENTAL MEETING OF BMM

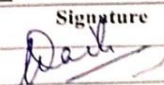
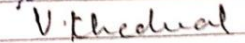
Agenda:

- (7) To discuss about the Attendance and Defaulter Students.
- (8) To discuss about the Mentoring sessions
- (9) To discuss & plan about the FY BAMMC Orientation scheduled on 26th September, 2020
- (10) To appoint new faculty in BMM dept & finalize workload accordingly
- (11) To finalize FYBAMMC timetable and lectures commencement from 28th September, 2020
- (12) To discuss and plan the Media World Activities
- (13) To discuss about TYBMM – University Examination Online conduct

Minutes of the Meeting:

- Meeting held on 21st September, 2020 at 12:00 pm, in the presence of the coordinator Ms. Manali Naik and all the faculty members of BMM Department.
- The Meeting commenced with the discussion on the attendance record. Coordinator Ms. Manali Naik instructed the faculties about it and also informed to make calls to the parents of the students in defaulters list to improve their attendance.
- Ms. Manali Naik informed to document all mentoring sessions of all classes
- Ms. Manali Naik discussed about the FY. BAMMC's Orientation Program which is to be held on 26th September, 2020 and PPT for the same was made
- Ms. Vinita Kedwal new BMM faculty was appointed in dept and her workload & job description was explained
- Ms. Manali Naik finalized FYBAMMC lectures date i.e., 28th September, 2020
- A list of tentative activities for Media World Club was planned and discussed.
- Ms. Manali Naik discussed about TYBMM University Online Examination conduct – MCQS question format / Supervision duty (as Exam date was announced 1st October 2020 onwards)
- All the action plans were discussed with the Principal.

Signature of Faculties

Sr. No.	Faculty	Signature
1.	Manali Naik	
2.	Vinita Kedwal	



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Date: 27th May, 2020

Department of Mass Media

NOTICE

This is to inform all the Faculty members that the Departmental Meeting will be held on 1st June, 2020, via Google meet at 12pm sharp. Link will be shared later

Ms. Manali Naik

H.O.D Dept of Mass Media



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Academic Year 2020-21

Date: 3rd June, 2020

DEPARTMENTAL MEETING OF BMM

Agenda:

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

Minutes of the Meeting:

- Meeting held on 1st June, 2020 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
Pooja Singh – SYBAMMC
Riddhi Sadhale – FYBAMMC
- Briefing & suggestions on applications and methods to be used for online lectures- Zoom, Google Meet, Google Classroom, PPT, links certificate program
- 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.
- All the action plans were prior discussed with the Principal.
- Subjects of FYBAMMC, SEM – I, SYBAMMC, SEM – III, and TYBMM, SEM – V are allocated to following faculties for the Academic Year 2020-21



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Date: 22nd June 2020

HUMAN VALUE CELL

NOTICE

This is to inform to all the members of human value cell that a meeting is scheduled on 24th June for future prospectus of Human value cell- through online mode.

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- Wednesday 24th June 2020

Time – 11.a.m

Venue – Google Meet.

All the members are hereby requested to login before 05 minutes of the scheduled time



Manali Naik

Convener



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HUMAN VALUE CELL

Minutes of the Meeting

Date: 25th June 2020

1. Meeting was held on time at 11.00 am, in presence of all the members faculties and students of human value cell.
2. Ms. Manali Naik has 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 course i.e. Vishwa Bhasha Sanskrit, Mental Empowerment for Success in collaboration with Sanskrit Bharti and Brahma Kumaris 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. Sharlet Bhaskar



Manali Naik

Convener



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