



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

2018 – 2019

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

Powai Vihar, Powai, Mumbai - 400 076, Maharashtra, India. Tel.: +91 22 2570 4526 / 2570 4530
E-mail: cbscollege@gmail.com Website: www.ccollege.co.in



Departmental Meeting

Sr. No	Class	Page No.
1	Bachelor of Commerce (B.Com)	3-9
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Powai-Vihar, Powai, Mumbai - 400 076

18th June, 2018




NOTICE

All the commerce faculty members are hereby informed that a department meeting will be conducted on 19th June, 2018 at 11.00 am in staff room.

Agenda of the Meeting:

1. Internal exam
2. Timetable.
3. Subject allotment
4. Conduct of examination.
5. topic and schedule of certificate program

Chair: Bharati Sridhara (Co-ordinator)

1. Ms. Sharlet Bhaskar 
2. Mr. Krishnakant Pandey 
3. Mr. Arunkumar Vishwakarma 



Coordinator

Ms. Bharati Sridhara





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Powai-Vihar, Powai, Mumbai - 400 076

19th June, 2018




MINUTES OF THE MEETING

Meeting Agenda:

1. Internal exam
2. Timetable.
3. Subject allotment
4. Conduct of examination.
5. Any other matter with the permission of the chair.

Chaired by: Mrs. Bharati Sridhara (Co-ordinator)

Attended by:

1. Mrs. Sharlet Bhaskar 
2. Mr. Krishnakant Pandey 
3. Mr. Arunkumar Vishwakarma 

Venue: Staff room

Time: 11:00 AM – 11:30 AM

Minutes:

With the above agenda, Co-ordinator, Mrs. Bharati Sridhara warmly welcomed all the faculties for the new academic year 2018-19. After having informal introduction of new faculties, the following agenda was discussed:

1. The co-ordinator read the minutes of the last meeting.
2. Class and subject allocation for faculties were discussed for the academic year 2018-19.
3. The co-ordinator discussed various issues like student issues, class representative for each class was selected and it was finalized that a whats app group of all the class representatives should be created.
4. Topic of two certificate program that is English speaking and Social Media Marketing decided and syllabus also finalized.
5. Academic calendar for B.Com was also decided in the meeting which included mentoring, activities to be conducted, remedial lectures, bridging the gap etc.

Conclusion:

The meeting ended with a pleasant note.



Coordinator

Ms. Bharati Sridhara



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30th November, 2018

NOTICE


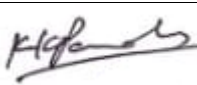

All the commerce faculty members are hereby informed that a department meeting will be conducted on 1st December, 2018 at 11.00 am in staff room.

Agenda of the Meeting:

1. Internal exam
2. Timetable.
3. Subject allotment
4. Conduct of examination.
5. Attendance of students
6. Any other matter

Chair: Bharati Sridhara (Co-ordinator)

Signature of Faculties

Sr. No.	Name of The Faculty	Signature
1.	Mrs. Sharlet Bhaskar	
2.	Mr. Krishnakant Pandey	
3.	Mr. Arunkumar Vishwakarma	



Coordinator

Ms. Bharati Sridhara





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02nd December, 2018

MINUTES OF THE MEETING

Meeting Agenda:

1. Internal exam
2. Timetable.
3. Subject allotment
4. Conduct of examination.
5. List of new courses
6. Attendance
7. Any other matter.

Chaired by: Mrs. Bharati Sridhara (Co-ordinator)

Attended by:

Signature of Faculties

Sr. No.	Name of The Faculty	Signature
1.	Mrs. Sharlet Bhaskar	
2.	Mr. Krishnakant Pandey	
3.	Mr. Arunkumar Vishwakarma	

Venue: Staff room

Time: 11:00 AM – 11:30 AM



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Minutes:

With the above agenda, Coordinator, Mrs. Bharati Sridhara warmly welcomed all the faculties for the second half of the academic year 2018-19. The following agenda was discussed:

1. The coordinator read the minutes of the last meeting.
2. Subject allocation for faculties were discussed for the second half of the academic year 2018-19.
3. The coordinator discussed various issues like student attendance, programs to be conducted under EMAC Zone, paper correction etc.
4. Academic calendar for B.Com was also decided in the meeting which included mentoring, remedial lectures, tentative schedule of the internal examination, syllabus to be covered, improvement in students attendance etc.
5. Discussion regarding starting the new certificate courses and keeping a check on the total enrollment of students was done.

Conclusion:

The meeting ended with a pleasant note.

Coordinator

Ms. Bharati Sridhara



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Date: 23rd April, 2019

DEPARTMENTAL MEETING
NOTICE

All the members of Bachelor of Commerce are hereby informed that there is meeting on Thursday, 25th April 2019 at 11.00 am. The meeting will be held in the staff room (6th Floor). Attendance for the meeting is compulsory.

Proposed Agenda

1. II semester assessment and result distribution
2. IV semester PTA meeting and result distribution
3. Any other matter

Coordinator

Ms. Bharati Sridhara



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Date: 26th April, 2019

MINUTES OF THE MEETING

Meeting of Bachelor of Commerce was held on Thursday, 25th April, 2019 at 11.00 am. in the Staff Room (6th Floor).




Agenda

1. II semester assessment and result distribution
2. IV semester PTA meeting and result distribution
3. Year-end review

Following points were discussed in the meeting:

1. The co-ordinator read the minutes of the last meeting.
2. Class and subject allocation for faculties were discussed for the academic year 2019-20.
3. The co-ordinator discussed various issues like overall result improvement, identify advanced learners and guide the students more effective for better results.
4. To complete all the departmental work and the file before the end of the term.
5. Planning for II and IV Semester Result distribution was discussed. It was decided, by the end of April, results for Semester IV would be distributed and that the results for Semester II will be distributed by 2nd week of May, 2019.

Signature of Faculties

Sr. No.	Name of The Faculty	Signature
4.	Mrs. Sharlet Bhaskar	
5.	Mr. Krishnakant Pandey	
6.	Mr. Arunkumar Vishwakarma	



Coordinator
Ms. Bharati Sridhara
Cc: Principal





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CHANDRABHAN SHARMA COLLEGE OF ARTS, SCIENCE & COMMERCE
 POWAI VIHAR, POWAI, MUMBAI – 400 076

Academic Year 2018 -2019

Date:- 08-04-2018

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 20th April, 2018 at 11:30 AM, 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 are allocated to following faculties for the Academic Year 2018-19:

F.Y.B.Sc.(I.T.) – SEM – I

Sr. No.	Subject	Faculty Name
1	Discrete Mathematics	Mrs. Namrata Dube
2	Professional Communication Skills	Mrs. Nikita Naresh
3	Digital Electronics	Mrs. Sunita Yadav
4	Operating System	Mr. Nitesh Shukla
5	Imperative Programming	Mr. Arvind Singh

S.Y.B.Sc.(I.T.) – SEM – III

Sr. No.	Subject	Faculty Name
1	Applied Mathematics	Mrs. Namrata Dube
2	Data Structures	Mr. Sandeep Vishwakarma
3	Computer Networks	Mr. Alok Singh
4	Database Management System	Mr. Nitesh Shukla
5	Python Programming	Mr. Arvind Singh

Sandeep



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T.Y.B.Sc.(I.T.) – SEM – V

Sr. No.	Subject	Faculty Name
1	Enterprise Java	Mr. Sandeep Vishwakarma
2	Linux Administration	Mr. Sandeep Vishwakarma / Mr. Nitesh Shukla
3	Software Project Management	Mr. Alok Singh
4	Advanced Web Programming	Mr. Arvind Singh
5	Internet of Things	Mr. Nitesh Shukla
6	Project Dissertation	Mr. Arvind Singh

Workload Distribution

SUBJECT	FYIT		TOTAL
	THEORY	PRACTICAL	
DISCRETE MATHS	5	1+1	7
PCS	5	1+1	7
DIGITAL ELECTRONICS	4	2+2	8
OPERATING SYSTEMS	4	2	6
IMPERATIVE PROGRAMMING	4	2+2	8
SYIT			
APPLIED MATHS	5	1+1	7
DATA STRUCTURES	4	2+2	8
PYTHON PROGRAMMING	4	2+2	8
COMPUTER NETWORKS	5	1+1	7
DBMS	4	2+2	8
TYIT			
E.JAVA	4	3+3	10
SPM	5	-	5
ADV.WEB PROGRAMMING	4	3+3	10
IOT	4	3+3	10
LINUX ADMIN	4	3	7
PROJECT DISS.	4	1	1

Sandeep



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Software's to be Used

Sr. No.	Software
1	Turbo C 7 by Akki
2	JDK 1.8 or latest version
3	Net Beans 7.2 or latest version
4	Visual Studio 2015
5	Oracle 11g Express Edition
6	Raspberry Kits
7	Red Hat 6.0 or latest version

Signature of Faculties

Sr. No.	Faculty Name	Signature
1	Mr. Sandeep Vishwakarma	
2	Mrs. Arvind Singh	
3	Mrs. Namrata Dube	
4	Mr. Nitesh Shukla	
5	Mr. Krishnkant Pandey	
6	Mrs. Sunita Yadav	
7	Mrs. Nitika Naresh	

Sandeep



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Date: 5TH FEBRUARY, 2019

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

DEPARTMENT MEETING (SEM II-IV-VI) ACADEMIC YEAR 2018-2019

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 5TH FEBRUARY, 2019 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. Examination task for internal, practical and project Examination roles were allocated to following faculties for the Academic Year 2018-19. 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 – II

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

S.Y.B.Sc.(I.T.) – 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. Alok Singh
4	COMPUTER GRAPHICS & ANIMATION	Mr. Nitesh Shukla
5	COMPUTER ORIENTED STATISTICAL TECH	Mrs. Namrata Dube

Sandeep

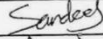



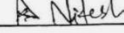



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T.Y.B.Sc.(I.T.) – SEM – VI

Sr. No.	Subject	Faculty Name
1	PRINCIPLE OF GEOGRAPHIC INFORMATION SYS	Mr. Alok Singh
2	SECURITY IN COMPUTING	Mr. Nitesh Shukla
3	SOFTWARE QUALITY ASSURANCE	Mr. Arvind Singh
4	BUSINESS INTELLIGENCE	Mr. Sandeep Vishwakarma
5	IT SERVICE MANAGEMENT	Mr. Arvind Singh & Mr. Nitesh shukla

Signature of Faculties

Sr. No.	Faculty Name	Signature
1	Mr. Sandeep Vishwakarma	
2	Mr. Alok Singh	
3	Mrs. Namrata Dubey	
4	Mr. Arvind Singh	
5	Mr. Nitesh Shukla	







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

DEPARTMENT MEETING

AGENDA:-

- (1) Syllabus completion report

In the presence of all the faculties of BSc.(IT) Department, we have discussed regarding the syllabus completion.

As per the discussion every faculty has given their own syllabus completion report.

Faculty	Class	Subject	Syllabus Coverage
Mr. Sandeep Vishwakarma	TYBSC(IT)	ARTIFICIAL INTELLIGENCE	100 %
	TYBSC(IT)	ENTERPRISE JAVA	
	SYBSC(IT)	DATA STRUCTURES	
Mr. Nikita Naresh	FYBSC(IT)	Digital Electronics	100%
	SYBSC(IT)	COMPUTER NETWORKS	
	TYBSC(IT)	SOFTWARE PROJECT MANAGEMENT	
Mr. Arvind Singh	FYBSC(IT)	IMPERATIVE PROGRAMMING	100%
	SYBSC(IT)	PYTHON PROGRAMMING	
Mr. Alok Singh	TYBSC(IT)	ADV.WEB PROGRAMMING & PROJECT	100%
	TYBSC(IT)	INTERNET OF THINGS	
Mrs. Namrata Dubey	FYBSC(IT)	DISCRETE MATHEMATICS	100%
	SYBSC(IT)	APPLIED MATHE MATHEMATICS	
Mrs. Nikita Naresh	FYBSC(IT)	COMMUNICATION SKILLS	100%
Mr. Nitesh Shukla	FYBSC(IT)	OPERATING SYSTEM	100%
	SYBSC(IT)	DATABASE MANAGEMENT SYSTEM	100%

Sandeep



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Date: 10TH OCTOBER, 2018

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

DEPARTMENT MEETING (SEM I -III - V) ACADEMIC YEAR 2018-2019

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 10TH OCTOBER, 2018 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 task for internal, practical and project Examination roles were allocated to following faculties for the Academic Year 2018-19. 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. Sunita Yadav
3	Operating Systems	Mr. Nitesh Shukla & Mr. Sandeep Vishwakarma
4	Discrete Mathematics	Mrs. Namrata Dube
5	Communication Skills	Mr. Nitika Naresh

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. Alok Singh
4	Database Management Systems	Mr. Nitesh Shukla
5	Applied Mathematics	Mrs. Namrata Dube

Sandeep



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T.Y.B.Sc.(I.T.) – SEM – IV

Sr. No.	Subject	Faculty Name
1	Software Project Management	Mr. Alok Singh
2	Internet of Things	Mr. Nitesh Shukla
3	Advanced Web Programming	Mr. Arvind Singh
4	Artificial Intelligence	Mr. SandeepVishwakarma
5	Enterprise Java	Mr. SandeepVishwakarma
6	Project Dissertation	Mr. Arvind Singh & Mr. SandeepVishwakarma

Signature of Faculties

Sr. No.	Faculty Name	Signature
1	Mr. Sandeep Vishwakarma	
2	Mr. Alok Singh	
3	Mrs. Namrata Dubey	
4	Mr. Arvind Singh	
5	Mr. Nitesh Shukla	



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Date: 10th May, 2018

ACADEMIC YEAR 2018-2019

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 18th June, 2018 at 6th floor Staffroom at 10.00 am to discuss the following agenda.

AGENDA: -

1. To discuss the change in syllabus for Third year Semester V.
2. Allocation of Subjects & Intimation to visiting faculties.
3. Finalization of Timetable.
4. Planning of Activities.
5. To discuss the topic, schedule and syllabus of certificate program.
6. Scheduling of the term.

CA Neeta Vaidya
Coordinator

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Powai-Vihar, Powai, Mumbai - 400 076

Date: 18th June 2018

ACADEMIC YEAR 2018-2019

MINUTES OF THE MEETING

The minutes of the meeting held on 18th June, 2018 at 10.00 AM, in the presence of all the faculties of B. Com (Accounting Finance) Stream.

- Head of the Department CA Neeta Vaidya discussed the changes in the Third-year syllabus with Tushar Shah & Vishwanath Acharya. She also said that she would be attending Revised Syllabus Workshop for TYBAF to be held on 19th June, 2018 in Gurukul College, Ghatkopar.
- 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	Economics - I	Tanvi Sanghani
SYBAF	Business Law-I	Kavita Rai
SYBAF	Economics – II	Tanvi Sanghani

- 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	Riddhi Sable	4
5	Foundation Course - I	Vishwanath Acharya	4
6	Business Economics	Tanvi Sanghani	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	Vishwanath Acharya	4
3	Direct Tax	CA Neeta Vaidya	4
4	Business Law	Kavita Rai	4
5	Financial Market Operations	Vishwanath Acharya	4
6	Information Technology – I	Smita Junarkar	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 – II	CA Neeta Vaidya	4
4	Cost Accounting	Vishwanath Acharya	4
5	Financial Management	Arpita Atibuddhi	4
6	Management-II (Management Application)	Tushar Shah	4

- 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 year.
- 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.
- Finalized the syllabus and schedule of certificate program Learning of International Financial Reporting Standards (IFRS).
- 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	T.U. Shah
3.	Vishwanath Acharya	

CA Neeta Vaidya
Coordinator

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Date: 27th September, 2018

ACADEMIC YEAR 2018-2019

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 1st October, 2018 at 6th floor Staffroom at 10.00 am to discuss the following agenda.

AGENDA: -

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

CA Neeta Vaidya
Coordinator

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Date: 1st October, 2018

ACADEMIC YEAR 2018-2019

MINUTES OF THE MEETING

The minutes of the meeting held on 1st October, 2018 at 10.00 AM, in the presence of all the faculties of B. Com (Accounting & Finance) Stream.

1. Head of the Department CA Neeta Vaidya discussed the changes in the Third-year syllabus with Tushar Shah & Vishwanath Acharya. She also told them about the project work which is introduced this year. All the faculty members discussed about the allocation of student and decided that each faculty would be allotted 20 students and they will guide the students for the project
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	Business Law-I	Kavita Rai
SYBAF	Business Law- III	Kavita Rai
SYBAF	IT	Alok Singh

3. 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 –II

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Financial Accounting – II	Tushar Shah	4
2	Auditing – I	CA Neeta Vaidya	4
3	Innovative Financial Services	Vishwanath Acharya	4
4	Business Communication - II	Riddhi Sable	4
5	Foundation Course – II	Vishwanath Acharya	4
6	Business Law – I	Kavita Rai	4
7	Business Mathematics	Namrata Dubey	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	Management Accounting	Vishwanath Acharya	4
3	Direct Tax – II	CA Neeta Vaidya	4
4	Business Law – III	Kavita Rai	4
5	Foundation Course– Introduction to Management	Sharlet Bhaskar	4
6	Information Technology – II	Alok Singh	4
7	Research Methodology in Accountancy	Arpita Atibuddhi	4



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T.Y.B.A.F – SEM – VI

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Financial Accounting VII	Vishwanath Acharya	4
2	S.A.P.M.	Tushar Shah	4
3	Cost Accounting -IV	CA Neeta Vaidya	4
4.	Financial Management - III	Tushar Shah	4
5.	Indirect Tax	CA. Neeta Vaidya	4
6	Project Work	CA Neeta Vaidya Tushar Shah Vishwanath Acharya	2

1) CA Neeta Vaidya suggested that the students should be encouraged to participate in upcoming Cultural Fest “Khwaish” which would give them a good exposure in planning and managing different activities. Vishwanath Acharya accepted the responsibility of guiding the students and encouraging them to participate in the event.

2) CA Neeta Vaidya also informed to the members that the college conducting “Personality development and skill enhancement session for the First-Year students and twenty-two students have enrolled for the course.



3) Tushar Shah also discussed about the active participation of the students in NSS activities which were appreciated by the members present. He also informed that he would be going for NSS residential rural camp from 5th to 11th January. The HOD informed that she and Vishwanath Acharya would take extra lectures and ensure that the students will not suffer. Tushar Shah also ensured that he would take extra lectures after coming from the camp. CA Neeta Vaidya put forth the point that since the term is very short, the syllabus should be completed well in time, after which the faculties would utilize their lectures for solving doubts of the students & overall revision.



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- 4) Vishwanath Acharya put forth a suggestion of making wall magazine a compulsory activity for the first-year students and agreed to take full responsibility for the same.
- 5) Since there was no other matter, meeting was concluded.

SIGNATURE OF FACULTIES PRESENT

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



CA Neeta Vaidya
Coordinator



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Date: 25th March, 2019

ACADEMIC YEAR 2018-2019

NOTICE

All the B. Com (Accounting & Finance) faculty members are hereby informed that a department meeting will be conducted on 31st March, 2019 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: CA Neeta Vaidya (Coordinator)

1. Mr. Tushar Shah
2. Mr. Vishwanath Acharya

CA Neeta Vaidya
Coordinator

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Date: 31st March, 2019

ACADEMIC YEAR 2018-2019

MINUTES OF THE MEETING

With the above agenda, Coordinator, CA Neeta Vaidya 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, 2019 Second Year – 13th May, 2019
4. Coordinator 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. CA Neeta Vaidya suggested that with a view to enhance students' employability and skills the department must start an Add-on course for the student. Mr. Tushar Shah agreed that he will take responsibility for designing the course structure & content.
6. Since there was no other matter, the meeting was concluded.

SIGNATURE OF FACULTIES PRESENT

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

CA Neeta Vaidya
Coordinator

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Date: 15th June 2018

NOTICE

Department of Management Studies

All the BMS faculties are hereby informed to be present in the department meeting to be held on 18th June 2018 in room no 601.

Agenda:

1. To discuss the workload of teachers for this semester.
2. To discuss subject allocation.
3. To discuss the teaching plan.
4. Discuss about internal exam syllabus
5. Discuss about topic, syllabus and schedule of certificate program.
6. to discuss about the attendance improvement and action plan against defaulter
7. To Chalk out some activities of Chanakyaniti Club



Dr. Tushar Agarwal
BMS Coordinator



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Date: 18th June 2018

MINUTES OF THE MEETING

Department Of Bachelor of Management Studies

1. Meeting was held on time at 11:00 am, in presence of all the faculties of BMS department.
2. Discussion regarding Guest and Guidance, Bridging the Gap and remedial lecture.
3. Highlighted about the attendance improvement and Calling of the parents on regular basis for defaulters students
4. Record of attendance to be maintained and Faculties were asked to submit teaching plan and maintain Logbook
5. Completion of syllabus within a stipulated time span.
6. Finalized the structure, syllabus and schedule of certificate program topic "Personality Enhancement & Soft Skill Development Programme"
7. Faculties were asked to prepare question papers for internal and ATKT.
8. Class mentor were decided



Dr. Tushar Agarwal



BMS Coordinator



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Date: 22nd October, 2018

NOTICE

Department of Management Studies

All the BMS faculties are hereby informed to be present in the department meeting to be held on 25th October 2018 in room no 702.

AGENDA:

- To discuss about the preparation and finalization of mark sheet.
- To review departmental activities
- To Review about syllabus completion status
- To finalize the subject allocation and workload distribution for semester II, IV & VI
- To discuss the teaching plan next semester
- To discuss the next semester syllabus.



Dr. Tushar Agarwal
BMS Coordinator

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Date: 25th October, 2018

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.
- Completion of syllabus within a stipulated time span.
- Departmental activities were reviewed & activities for next semester were planned
- Attendance record, lectures schedule and other aspects of the Dept. were discussed
- The teachers were allotted subjects for the next semester.



Dr. Tushar Agarwal
BMS Coordinator



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Date: 20th April, 2019

NOTICE

Department of Management Studies

All the BMS faculties are hereby informed to be present in the department meeting to be held on 22nd April 2019 in room no 601.

Agenda:

- To analysis the attendance of FYBMS, SYBMS and TYBMS.
- To review department activities.
- To discuss the certificate programme to be introduced for the next academic year.
- To review the Logbook maintained by each faculty.
- To discuss about the syllabus completion of FYBMS, SYBMS and TYBMS.
- To discuss about the completion of assessment.



Dr. Tushar Agarwal
BMS Coordinator



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Date: 22nd April 2019

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.
- Logbook were reviewed of all faculties, and found that syllabus was completed on time. Also teachers gave assignments and Projects to students to make learning enjoyable.
- Mentors were asked to discuss about the class a brief overview.
- Subject allocation to the next semester discussed with the faculty members.
- Assessment & mark sheet collection was completed on given due date
- Feedback on curriculum from teachers, students where discussed
- Feedback on certificate programs where also collected from students



Dr. Tushar Agarwal
BMS Coordinator



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Date: 10th May, 2018

ACADEMIC YEAR 2018-2019

DEPARTMENT OF B. COM (BANKING AND INSURANCE)

NOTICE

Notice is hereby given to the faculties of B. Com (BANKING AND INSURANCE) Stream, regarding the meeting to be held on 18th May, 2018 at 6th floor Staffroom at 11.00 am to discuss the following agenda.

AGENDA: -

- To discuss the change in syllabus for Third year Semester V
- Allocation of Subjects & Intimation to visiting faculties.
- Finalization of Timetable.
- Planning of Activities.
- Scheduling of the term.
- To discuss topic and syllabus of Certificate program

Prof. Anjana Verma

Coordinator



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Date: 18th May 2018

MINUTES OF THE MEETING

The minutes of the meeting held on 18th May, 2018 at 11.00 AM, in the presence of all the faculties of B. Com (BANKING AND INSURANCE) Stream.

- Head of the Department Prof. Anjana Verma discussed the changes in the Third-year syllabus with Ms. Namrata Dube.
- The subjects for First, Second & Third years were reviewed & allotted to the faculties having necessary expertise. The following subjects were assigned to visiting faculties.
- The time table for the class as well as Individual faculties was duly finalized taking in view of their convenient time slots.
- Finalized the syllabus and schedule of certificate program in Investment Banking.

Signature of Faculties

Sr.no	Faculty Name	Signature
1	Prof. Anjana Verma	
2	Prof. Namrata Dube	

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Date: 27th September, 2018

DEPARTMENT OF B.COM BANKING AND INSURANCE

MEETING

All Faculties of BBI are hereby informed to attend Meeting to be held on 29th September, 2018

At 12:15 PM, for FYBBI – SEM –II, SYBBI-SEM-IV, and TYBBI –SEM-VI for the Academic year 2018-19.

AGENDA:-

- 1) To discuss subject allocation
- 2) Workload distribution

Signature of Faculties

Sr.no	Faculty Name	Signature
1	Prof. Anjana Verma	
2	Prof. Namrata Dube	

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Date: - 30th September, 2018

DEPARTMENT OF B.COM BANKING AND INSURANCE

MEETING

AGENDA:-

- 1) To discuss subject allocation
- 2) Workload distribution

MINUTES OF THE MEETING

Meeting held on 29th September, 2018 at 12:15 PM, in the presence of all the faculties of BBI Department subject of FYBBI-SEM-II, SYBBI-SEM-IV, and TYBBI-SEM-VI are allocated to following faculties for the Academic Year 2018-19 :

FYBBI-SEM-II

Sr.No	Subject and Faculty	No.of lectures (Week)
<u>1</u>	Prof. Anjana Verma-Financial Accounting	4
<u>2</u>	Prof. Namrata Dube -Maths	4
<u>3</u>	Prof.Kavita Rai- Law	4
<u>4</u>	Prof.Anita Das - Foundation Course	4
<u>5</u>	Prof.Anjana Verma - PPBI	4
<u>6</u>	Prof.Sharlet Bhaskar – Organizational Behaviours	4



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SYBBI-SEM-IV

SR.No	Subject and Faculty	No.of lectures (week)
1	Costing- Prof.Anjana Verma	4
2	Corporate Law- Prof.Preetha Nair	4
3	Wealth Management – Prof.Ravi Vishwakarma	4
4	Financial Management- Prof.Vishwanath Acharya	4
5	Economics – Prof.Tanvi Sanghani	4



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



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SEM VI

Sr.No	Subject and Faculty	No of lectures (Week)
1	HR in Banking - Prof.Anjana Verma	4
2	Turnaround Management – Prof.Sharlet Bhaskar	4
3	Central Banking – Prof.Anjana Verma	4
4	Security Analysis and Portfolio Management – Prof. Arun Vishwakarma	4
5	Audit – Prof.Neeta Vaidya	4

Signature of Faculties

Sr.No	Faculty Name	Signature
1	Prof. Anjana Verma	
2	Prof. Namrata Dube	

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Date :20th March, 2019

NOTICE

This is to inform that meeting of all faculty of BBI department will be held on 22nd March, 2019 in room no. 503 at 11.30 am. All teachers are requested to attend the meeting.

Agenda

1. Discussion on syllabus completion for II, IV and VI semester for academic year 2018-19.
2. Discussion on exam paper pattern.
3. Discussion on certificate programs.

Coordinator

Ms. Anjana Verma

Cc: Principal

S.N.	Name of the Faculty	Signature
1.	Ms. Anjana Verma	
2.	Ms. Namrata Dube	
3.	Ms. Neeta Vaidya	
4.	Ms. Sharlet Bhaskar	
5.	Mr. Ravi Vishwakarma	
6.	Mr. Arun Vishwakarma	
7.	Mr. Vishwanath Acharya	
8.	Ms. Pooja Singh	



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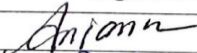






Date :23rd March,2019

MINUTES

Meeting of BBI department was held on 22nd March,2019 in room no. 503 at 11.30 am. Following points were discussed in the meeting

1. Discussion was held on syllabus completion for II, IV and VI semester for academic year 2018-19.
2. Syllabus of almost all the subjects are completed and those who want extra lectures were also allotted and given five more days to complete their syllabus.
3. Discussion was also held on paper pattern and format for various subjects
4. The teachers were asked about the certificate courses which they had to think and find out to start in next academic year.,

BBI Coordinator
Ms. Anjana Verma

S.N.	Name of the Faculty	Signature
1.	Ms. Anjana Verma	
2.	Ms. Namrata Dube	
3.	Ms. Neeta Vaidya	
4.	Ms. Sharlet Bhaskar	
5.	Mr. Ravi Vishwakarma	
6.	Mr. Arun Vishwakarma	
7.	Mr. Vishwanath Acharya	




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Academic Year 2018-2019

DEPARTMENT OF B.F.M

Date: 10th May, 2018

NOTICE

Notice is hereby given to the faculties of B.Com (Financial Markets) Stream, Regarding the meeting to be held on 18th June, 2018 at 6th Floor Staffroom at 10.00 am to discuss the following agenda.

AGENDA:-

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

U.Kabadi

MR.Umesh Kabadi

BFM Co-ordinator

[Handwritten signature]

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Academic Year 2018-2019

Date : 18 th June 2018

MINUTES OF THE MEETING

The minutes of the meeting held on 18th June, 2018 at 10.00 AM, in the presence of all the faculties of B.Com (Financial Markets) Stream.

1. Head of the Department Mr.Umesh Kabadi discussed the changes in the first year syllabus with Mr. Ravi Vishwakarma discussed the Certificate course in Debt Markets syllabus with Mr. Ravi Vishwakarma and Mr. Sushant Vichare and implement the same in Academic year 2018-19 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	Mrs. Preetha Nair
TYBFM	Financial Derivatives	Mr. Rama Vishwakarma
SYBFM	Management Accounting	Ms. Priya Wani

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

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2	Introduction to Financial System	Mr.Umesh Kabadi	4
3	Business Mathematics	Mrs. Namrata Dube	4
4	Business Communication - I	Ms. Riddhi Sadhale	4
5	Foundation Course - I	Ms. Riddhi Sadhale	4
6	Business Environment	Mr. Sushant Vichare	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	Ms. Priya Wani	4
6	Business Law-I	Mrs. Preetha Nair	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. Rama Vishwakarma	4
4	Equity research	Mr. Sushant Vichare	4
5	Corporate Accounting	Mr. Ravi Vishwakarma	4
6	Business Ethics and corporate governance	Mr. Sharlet	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.
- 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.
- Finalized the syllabus and schedule of certificate program topic in Investment banking with association with Financial Market department.
- 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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Academic Year 2018-2019

Date: 20th October, 2018

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 November, 2018 at 6th Floor Staffroom at 10.00 am to discuss the following agenda.

AGENDA:-

1. To review the First term of Academic year 2018-19.
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; 10th November, 2018

MINUTES OF THE MEETING

The minutes of the meeting held on 10th November, 2018 at 10.00 AM, in the presence of all the faculties of B.Com (Accounting & Finance) Stream.

1. Mr. Umesh Kabadi briefed about the first half of academic year 2018-19. 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	Mrs. Preeta Nair

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. Ravi Vishwakarma	4
2	Principles of Management	Mr. Umesh Kabadi	4
3	Business Statistics	Mr. Krishnakant Pandey	4
4	Business Communication	Ms. Pooja Singh	4
5	Foundation Course	Ms. Anita Das	4
6	Environmental Science	Mr. Sushant Vichare	4
7	Computer Skills	Mrs. Dipti Parab	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	04
2	Business Law II	Mrs. Preetha Nair	04
3	FOREX	Mr. Sushant Vichare	04
4	Debt Markets -II	Ms. Aprita Attibudhi	04
5	Equity Markets II	Mr. Umesh Kabadi	04
6	Corporate Finance	Mr. Ravi Vishwakarma	04
7	Commodities Derivatives	Mr. Sushant Vichare	04

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	Ms. Laxmi Shahapure	4
3	Risk Management	Mr. Sushant Vichare	4
4	Strategic Corporate Finance	Mr. Rama Vishwakarma	4
5	Corporate Restructuring	Mr. Ravi Vishwakarma	4



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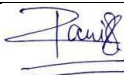

4. Mr. Umesh Kabadi talked about success of various activities & events conducted through Shareholderz Club in first half. He also suggested that more of such activities should be planned which would help in boosting the confidence & enhance their communication skills.

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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Academic Year 2018-19

Date: 4th May, 2019

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 2018-19
- (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 2019-20
- (5) To discuss about the tentative date for re-opening of college as per university guidelines.

U.Kabadi

MR.Umesh Kabadi
BFM Co-ordinator



[Handwritten Signature]




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Date:05/05/2019

Minutes of the Meeting:

- Meeting held on **5th May, 2019** 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 11th May 2019 & 12th May 2019 respectively.
- Mr. Umesh Kabadi discussed about the pending work to be completed by 10th May 2019 as last working day is tentatively is scheduled on 14th May 2019.
- 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 2019-20 departments wise.
- He informed about the tentative date for re-opening of college as per university guidelines is 12th June 2019.

Signature of Faculties

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



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Date: 30th April 2019

NOTICE

Department of Mass Media

This is to inform all the Faculty members that the Departmental Meeting will be held on 2nd May, 2019 at 12.00pm

Venue: 6th floor, Staffroom


Ms. Manali Naik

H.O.D Dept of Mass Media





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Academic Year 2018 -19

Date: 2nd May, 2019

DEPARTMENTAL MEETING OF BMM

Agenda:

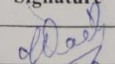
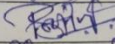
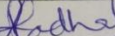
- (1) To discuss about the result declaration of FY & SYBMM dates and next academic year's admission dates.
- (2) To finalise the completion of work and the last working day for the academic year 2018-19.
- (3) To discuss about the completion of TY SEM VI Assessment and quota assigned.
- (4) To discuss about the subject allocation and workload of the next academic year.
- (5) To discuss about the Certificate Programme to be introduced in the next academic year 2019-20.
- (6) To discuss about the tentative date for re-opening of college as per university guidelines.

Minutes of the Meeting:

- Meeting held on **2nd May, 2019** 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 result declaration date of FY & SYBMM which is scheduled on 6th May 2019 & 13th May 2019 respectively.
- Ms Manali Naik discussed about the pending work to be completed by 10th May 2019 as last working day is tentatively is scheduled on 17th May 2019.
- She also highlighted about the TY SEM VI (Online Screen Marking) Assessment Quota assigned needs to be completed by 25th May 2019
- Ms Manali Naik 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 2019-20 departments wise.
- She informed about the tentative date for re-opening of college as per university guidelines is 6th June 2019.



Signature of Faculties

Sr. No.	Faculty	Signature
1.	Manali Naik	
2.	Pooja Singh	
3.	Riddhi Sadhale	



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Date: 2nd January 2019

NOTICE

Department of Mass Media


This is to inform all the Faculty members that the Departmental Meeting will be held on 3rd January 2019.

Venue: 6th floor, Staffroom


Ms. Manali Naik

H.O.D Dept of Mass Media




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Academic Year 2018 -19

Date: 4th January, 2019

DEPARTMENTAL MEETING OF BMM

Agenda:

- (1) To discuss about the Internal Examination syllabus
- (2) To discuss about the Industrial Visit
- (3) To discuss about the Attendance Improvement and action plan against defaulters
- (4) To discuss about the Media World Activities to be held in the month of February and March

Minutes of the Meeting:

- Meeting held on 3rd January, 2019 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 Internal Examination syllabus for FY, SY and TYBMM.
- Ms Manali Naik discussed about the venue and schedule of the Industrial Visit.
- She also highlighted about the Attendance improvement and calling the parents on regular basis for the defaulters.
- List of activities were scheduled for the month of February & March on tentative dates.
- All the action plans were discussed with the Principal.

Signature of Faculties

Sr. No.	Faculty	Signature
1.	Manali Naik	
2.	Pooja Singh	
3.	Riddhi Sadhale	



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Date: 20th October, 2018

NOTICE

Department of Mass Media

This is to inform all the faculty members that the Departmental meeting will
Be held on 31st October, 2018.

Venue: 6th Floor, Staffroom.

Ms. Manali Naik

H.O.D. Dept of Mass Media



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Academic Year 2018 -19

Date: 1st November, 2018

DEPARTMENTAL MEETING OF BMM

Agenda:

- (1) To discuss about the Syllabus Completion of FY, SY and TYBMM.
- (2) To discuss about the subject allocation and Workload Distribution for the next semester.
- (3) To finalise upcoming activities for Media World in the second half of the academic year 2018-19
- (4) To discuss about the One day Industrial Visit for Bachelors of Mass Media Students.

Minutes of the Meeting:

- Meeting held on 31st October, 2018 at 11:00 am, 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 additional lecture requirement and syllabus completion for FY, SY and TYBMM.
- A list of tentative activities for the second half of the academic year 2018-19 under Media World Club were planned and discussed.
- Subjects of FYBMM, SEM – II, SYBMM, SEM – IV, and TYBMM, SEM – VI were allocated and workload distribution was done for the same.
- All the action plans were discussed with the Principal.



Signature of Faculties

Sr. No.	Faculty	Signature
1.	Manali Naik	
2.	Pooja Singh	
3.	Riddhi Sadhale	

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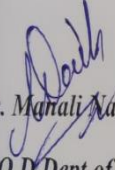
Date: 17th August 2018

NOTICE

Department of Mass Media

This is to inform all the Faculty members that the Departmental Meeting will be held on 18th August, 2018 Saturday.

Venue: 6th floor, Staffroom


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




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Academic Year 2018 -19

Date: 20th August, 2018

DEPARTMENTAL MEETING OF BMM

Agenda:

- (1) To discuss about the RFID Attendance and Defaulter Students.
- (2) To discuss about selection of FYBMM Students to volunteer for various committees.
- (3) To Finalise SYBMM & TYBMM Syllabus Completion Dates.
- (4) Submission Dates of TYBMM – AD Design & Newspaper and Magazine Management Projects.
- (5) To discuss about TYBMM Preliminary Examinations Date
- (6) To discuss and plan the next Media World Activity
- (7) Introduction of Personality Skills Development Certificate Programme for FY students.

Minutes of the Meeting:

- Meeting held on 18th August 2018 at 11:00 am, 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 new attendance system: RFID. 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.
- She also discussed the Syllabus completion deadline of SY & TYBMM on 30th September 2018.
- Faculty member Ms. Pooja Singh was assigned to monitor the progress of TYBMM – AD Design & Newspaper and Magazine Management Projects and to get it completed by 1st October 2018.
- The preliminary examination tentative date was finalized to be conducted on 31st October 2018.
- A list of tentative activities for Media World Club was planned and discussed.
- Ms Manali Naik also asked faculty members to encourage students to enroll for the Personality Skill Development Certificate Programme which is introduced by the college for FY Students.
- All the action plans were discussed with the Principal.



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Date: 18th June 2018

NOTICE

Department of Mass Media

This is to inform all the Faculty members that the Departmental Meeting will be held on 18th June, 2018 Monday.

Venue: 6th floor, Staffroom


Ms. Manali Naik

H.O.D Dept of Mass Media




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Academic Year 2018 -19

Date: 18th June, 2018

DEPARTMENTAL MEETING OF BMM

Agenda:

- (1) To discuss subject allocation
- (2) Practical lab utilization
- (3) Software Requirements
- (4) Workload distribution
- (5) To chalk out some activities for Media World
- (6) Availability of ICT enabled classroom

Minutes of the Meeting:

- Meeting held on 18th June, 2018 at 11:00 am, in the presence of the coordinator Ms. Manali Naik and all the faculty members of BMM Department.
- The former Co-ordinator Mrs. Sharanya Sanoj will be discontinuing duties for the current semester due to Maternity leave.
- One new faculty joined the department this year – Mrs. Riddhi Sadhale
- Mentor distribution was discussed and the following mentors were allocated:
 - Manali Naik – FYBMM
 - Raja Singh – SYBMM
 - Riddhi Sadhale – TYBMM
- The requirements of IT lab, necessary software setup and ICT enabled classroom for the upcoming academic year were discussed.
- 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 discussed with the Principal.
- Subjects of FYBMM, SEM – I, SYBMM, SEM – III, and TYBMM, SEM – V are allocated to following faculties for the Academic Year 2018-19



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Signature of Faculties

Sr. No.	Faculty	Signature
1.	Manali Naik	
2.	Pooja Singh	
3.	Riddhi Sadhale	



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Date: 21st June 2018

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- in room no 604.

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- Friday 22nd June 2018

Time – 11.a.m

Venue – room no. 604

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 2018

- 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 have taken the charge of chairperson for the meeting
- 3) An action plan has 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. Bhasha Pravesh, Power of Choices and Desire 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. Sharlet Bhaskar	

Ms. Manali Naik

Convener

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