

# ACADEMIC YEAR 2017 - 2018



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

**Chandrabhan Sharma College of**  
**Arts, Science & Commerce**  
Powai - Vihar, Powai, Mumbai - 400076.  
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Email: cbscollege@gmail.com  
Website: www.ghpcorp.com

## Departmental Meeting

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10<sup>th</sup> June, 2017

**NOTICE**


All the Bachelor of Commerce faculties are hereby informed that a department meeting will be conducted on 12th June 2017 at 11.00 am in the staff room.

**Agenda of the Meeting:**

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

**Chair:** Bharati Sridhara (Co-ordinator)

1. Ms. Sharlet Bhaskar 

2. Ms. Namrata Dube 



Coordinator

Ms. Bharati Sridhara

Cc: Principal



  
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12<sup>th</sup> June, 2017

## MINUTES OF THE MEETING

### Meeting Agenda:

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

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

**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 2017-18. After having the informal introduction of new faculties, the following agenda was discussed:

1. The co-ordinator read the minutes of the last meeting and a review was taken on the same.
2. Class and subject allocation for faculties were discussed for the academic year 2017-18.
3. The coordinator discussed various issues like student issues, class representative for each class was selected and it was finalized that a whatsapp group of all the class representatives should be created.
4. Class mentors were also decided in the meeting.
5. Decision about two Certificate courses English Speaking, Basic Banking course will be conducted by the B.Com department. Also finalized schedule, syllabus of certificate courses.





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**Signature of Faculties**

Sr. No.	Name of The Faculty	Signature
1.	Ms. Sharlet Bhaskar	
2.	Ms Namrata Dube	




Coordinator

Ms. Bharati Sridhara

Cc: Principal



  
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Date: November 13, 2017,

**DEPARTMENTAL MEETING**  
**NOTICE**

All the Bachelor of Commerce faculties are hereby informed that there is a meeting on Friday, 17<sup>th</sup> November 2017 at 11.00 AM. The meeting will be held in the staff room (6<sup>th</sup> Floor). Attendance at the meeting is compulsory.

**Agenda**

1. Timetable.
2. Subject allotment
3. Conduct of examination.
4. FC Project submission
5. Any other matter with the permission of the chair.



Coordinator

Ms Bharati Sridhara

Cc: Principal



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**18<sup>th</sup> November 2017**

**MINUTES OF THE MEETING**

Meeting of the Department of Bachelor of Commerce was held on Friday, 17<sup>th</sup> November 2017 at 11 AM in the Staff Room (6<sup>th</sup> Floor).

**Agenda**

1. Timetable.
2. Subject allotment
3. Conduct of examination.
4. FC Project Submission
5. Any other matter with the permission of the chair.

**The following points were discussed in the meeting:**

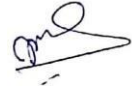

1. The co-ordinator read the minutes of the last meeting and a review was taken on the same. Class and subject allocation for faculties were discussed for a second half session of the academic year 2017-18.
2. Discussion about the syllabus for internal examination, tentative dates as per academic calendar etc were also decided.
3. It was decided that Krishnakant Sir would guide all the FY & SY students to complete the pending FC projects.
4. Discussion was also done on the activities to be undertaken by the Department of Commerce along with deciding on the allocation of mentors and remedial lectures for ATKT students.



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**Signature of Faculties**

Sr. No.	Name of The Faculty	Signature
1.	Ms. Sharlet Bhaskar	
2.	Ms. Namrata Dube	



Coordinator  
Ms. Bharati Sridhara  
Cc: Principal





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Date: 13<sup>th</sup> April 2018

**DEPARTMENTAL MEETING**  
**NOTICE**

All the Bachelor of Commerce faculties are hereby informed that there is a meeting on Tuesday, 17<sup>th</sup> April 2018 at 12.00 pm. The meeting will be held in the staff room (6<sup>th</sup> Floor). Attendance for the meeting is compulsory.

**Agenda of the Meeting:**

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

**Chair:** Bharati Sridhara (Co-ordinator)

1. Ms. Sharlet Bhaskar
2. Ms Namrata Dube



Coordinator  
Ms. Bharati Sridhara

Cc: Principal



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**Date: 18<sup>th</sup> April, 2018**

**MINUTES OF THE MEETING**

**Meeting Agenda:**

1. Year-end review
2. Timetable for next academic year.
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. Ms. Sharlet Bhaskar
2. Ms. Namrata Dube

**Venue:** Staff room

**Time:** 12:00 PM – 12:30 PM

**Minutes:**

A meeting of Bachelor of Commerce was held on Tuesday, 17<sup>th</sup> April 2018 at 12 PM in the Staff Room (6<sup>th</sup> Floor):



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 overall result improvement, to also track advanced learners and guide the students more effectively for better results.
4. Complete all the departmental work and the file before the end of the term.



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**Signature of Faculties**

Sr. No.	Name of The Faculty	Signature
1.	Ms. Sharlet Bhaskar	
2.	Ms. Namrata Dube	



Coordinator  
Ms. Bharati Sridhara  
Cc: Principal





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Date: 26<sup>TH</sup> April, 2017

**DEPARTMENT OF INFORMATION TECHNOLOGY**

**DEPARTMENT MEETING**

**AGENDA:-**

1. To discuss subject allocation
2. Practical lab utilization
3. Software Requirements
4. Workload distribution
5. Conduct of Certificate program

**Minutes:-**

Meeting was held on 26<sup>th</sup> April, 2017 at 11:30 PM, in the presence of all the faculties of B.Sc.I.T Department.

The following points were discussed:

1. Time table.
2. Also finalized Schedule and syllabus of certificate program Android Application Development.
3. 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 2017-2018.

**F.Y.B.Sc.I.T SEM – I**

SR. NO.	SUBJECT	FACULTY NAME
1	Imperative Programming	Mr. Smita junnarkar
2	Digital Electronics	Mrs. Dipti Parab
3	Operating System	Mr. Alok Singh
4	Discrete Mathematics	Mrs. Namrata Dube
5	Communication Skills	Mrs Nitika Naresh

  
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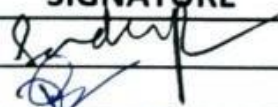
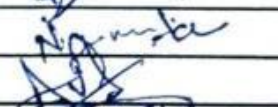



**S.Y.B.Sc.I.T SEM – III**

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

**T.Y.B.Sc.(I.T.) SEM – V**

SR. NO.	SUBJECT	FACULTY NAME
1	Software Project Management	Ms. Dipti Parab
2	Internet of Things	Mr. Alok Singh
3	Advanced Web Programming	Mr. Arvind Singh
4	Artificial Intelligence	Mr. Sandeep Vishwakarma
5	Enterprise Java	Mr. Sandeep Vishwakarma

**SIGNATURE OF FACULTIES**

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





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Date: 28<sup>TH</sup> OCTOBER, 2017

**DEPARTMENT OF INFORMATION TECHNOLOGY**

**DEPARTMENT MEETING**

**AGENDA:-**

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

Meeting held on 28<sup>TH</sup> OCTOBER, 2017 at 12:30 PM, in the presence of all the faculties of B.Sc.(I.T.) Department, subjects of F.Y.B.Sc.(I.T.) – SEM – I, S.Y.B.Sc.(I.T.) – SEM – III, and T.Y.B.Sc.(I.T.) – SEM – V. Examination tasks for internal, practical and project Examination roles were allocated to following faculties for the Academic Year 2017-18. Head of department Prof. Sandeep Vishwakarma had instructed mode of examination to be conducted for Internal and Practical examination. He also guided the role of each faculty for the examinations.

**F.Y.B.Sc.(I.T.) – SEM – I**

SR. NO.	SUBJECT	FACULTY NAME
1	Imperative Programming	Mr. Arvind Singh
2	Digital Electronics	Ms. Dipti Parab
3	Operating Systems	Mr. Alok Singh
4	Discrete Mathematics	Mrs. Namrata Dube
5	Communication Skills	Dr. Aruna Singham

**S.Y.B.Sc.(I.T.) – SEM – III**

SR. NO.	SUBJECT	FACULTY NAME
1	Python Programming	Mr. Arvind Singh
2	uresData Struct	Mr. Sandeep Vishwakarma
3	Computer Networks	Mrs. Dipti Parab & Mr. Alok Singh
4	Database Management Systems	Mr. Alok Singh
5	Applied Mathematics	Mrs. Namrata Dube





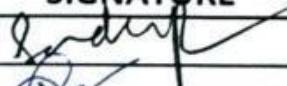
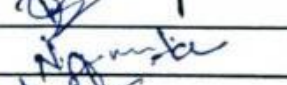



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**T.Y.B.Sc.(I.T.) – SEM – V**

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

**SIGNATURE OF FACULTIES**

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





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Date: 3 /11/2017

**DEPARTMENT OF INFORMATION TECHNOLOGY**

**DEPARTMENT MEETING**

**AGENDA:-**

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

Meeting was held on 3<sup>rd</sup> November, 2017 at 12:30 PM, in the presence of all the faculties of B.Sc.(I.T.) Department, subjects of F.Y.B.Sc.(I.T.) SEM – II, S.Y.B.Sc.(I.T.) SEM – IV, and T.Y.B.Sc.I.T SEM – VI are allocated to following faculties for the Academic Year 2017-2018.

**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. Alok Singh

**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. Alok Singh





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**T.Y.B.Sc.IT SEM – VI**

<b>Sr. No.</b>	<b>Subject</b>	<b>Faculty Name</b>
1	Software Quality Assurance	Mr. Arvind Singh
2	Security in Computing	Mr. Alok Singh
3	Business Intelligence	Mr. SandeepVishwakarma
4	Principles of Geographic Information Systems	Mrs. Dipti Parab
5	IT Service Management	Mr. Sandeep Sir



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Date: 14<sup>TH</sup> MARCH, 2018

**DEPARTMENT OF INFORMATION TECHNOLOGY**

**DEPARTMENT MEETING**

**AGENDA:-**

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

Meeting held on 14<sup>TH</sup> MARCH, 2018 at 12:00 PM, in the presence of all the faculties of B.Sc. (I.T.) Department, subjects of FY BSc.I.T. – SEM – II, S.Y.B.Sc.I.T. SEM IV and T.Y.B.Sc.I.T.SEM VI. Examination tasks for internal, practical and project Examination roles were allocated to following faculties for the Academic Year 2017-2018. Head of department Prof. Sandeep Vishwakarma had instructed mode of examination to be conducted for Internal and Practical examination. He also guided the role of each faculty for the examinations.

**E.Y.B.Sc.I.T SEM – II**

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





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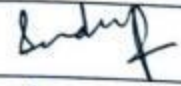



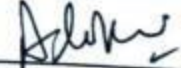
**S.Y.B.Sc.IT SEM – IV**

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

**T.Y.B.SC.ITSEM – VI**

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

**Signature of Faculties**

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





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Date: 10<sup>th</sup> May, 2017

**ACADEMIC YEAR 2017-18**

**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 16<sup>th</sup> June 2017 in the 6<sup>th</sup> 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. Scheduling of the term.
6. Topic, Schedule and syllabus of certificate program.



CA Neeta Vaidya  
Coordinator



Dr. Chitra Natarajan  
Principal



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Date: 16<sup>th</sup> June, 2017

**ACADEMIC YEAR 2017-18**

**DEPARTMENT OF B.COM (ACCOUNTING & FINANCE)**

**MINUTES OF THE MEETING**

The minutes of the meeting held on 16<sup>th</sup> June, 2017 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 Mr. Tushar Shah & Mr. Vishwanath Acharya. She also said that she would be attending Revised Syllabus Workshop for T.Y.B.A.F to be held on 19<sup>th</sup> June, 2017 in Gurukul College, Ghatkopar.
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	Economics - I	Ms. Tanvi Sanghani
SYBAF	Business Law-I	Mrs. Kavita Rai
SYBAF	Economics – II	Ms. Tanvi Sanghani

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

**F.Y.B.A.F.– SEM – 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



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4	Business Communication - I	Pooja Singh	4
5	Foundation Course - I	Riddhi Sable	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-I	CA Neeta Vaidya	4
4	Business Law-II	Kavita Rai	4
5	Financial Market Operations	Vishwanath Acharya	4
6	Information Technology in Accountancy – I	Smita Junarkar	4
7	Business Economics	Tanvi Sanghani	4

**T.Y.B.A.F – SEM – V**

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Financial Accounting V	Tushar Shah	4
2	Financial Accounting VI	Vishwanath Acharya	4
3	Indirect Taxes – II	CA Neeta Vaidya	4



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4	Cost Accounting	Vishwanath Acharya	4
5	Financial Management	Arpita Atibuddhi	4
6	Management Application	Tushar Shah	4

1. CA Neeta Vaidya suggested that activity should be planned which would help in boosting the confidence & enhance their communication skills.



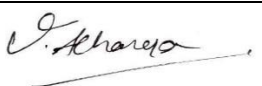
Tushar Shah & Vishwanath Acharya agreed to the suggestions & accepted the responsibility of conducting events in the upcoming year.


2. 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.

3. Also finalized the topic, syllabus and schedule of the two certificate program Advanced Tally with GST as well as Pathway for being professional expertise in the field of finance.


3. Since there was no other matter, the meeting was concluded.


**Signature of Faculties Present**

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

  
CA Neeta Vaidya  
Coordinator



  
Dr. Chitra Natarajan  
Principal

  
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**ACADEMIC YEAR 2017-18**

Date: 14<sup>th</sup> October, 2017

**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 10<sup>th</sup> November, 2017 at 6<sup>th</sup> 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



CA Neeta Vaidya  
Coordinator



Dr. Chitra Natarajan  
Principal



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Date: 18<sup>th</sup> November, 2017

## ACADEMIC YEAR 2017-18

### DEPARTMENT OF B. COM (ACCOUNTING & FINANCE)

#### MINUTES OF THE MEETING

The minutes of the meeting held on 17<sup>th</sup> November, 2017 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 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	Kavita Rai
SYBAF	Law	Kavita Rai
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.

#### 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	CA Neeta Vaidya	4
3	Business Communication II	Shaoli Mistry	4
4	Foundation Course II	Vishwanath Acharya	4
5	Business Mathematics	Namrata Dubey	4





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6	Innovative Financial Services	Vishwanath Acharya	4
7	Business Law – I	Kavita Rai	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	Direct Taxation-II	CA Neeta Vaidya	4
3	Management Accounting	Vishwanath Acharya	4
4	Management (Introduction to Management)	Sharlet Bhaskar	4
5	Business Law – III	Kavita Rai	4
6	Research Methodology in Accounting & Finance	Arpita Atibuddhi	4
7	Information Technology in Accountancy	Deepika	4

**T.Y.B.A.F. – SEM – VI**

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Financial Accounting VII	Tushar Shah	4
2	Taxation (Direct tax)	CA Neeta Vaidya	4
3	Financial Management-III	Arpita Atibuddhi	4
4	Cost Accounting	Vishwanath Acharya	4
5	Security Analysis & Portfolio Management	Tushar Agarwal	4



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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.

5. Tushar Shah put forth the point that since the term is very short, the syllabus should be completed at least by 15<sup>th</sup> March 2018, 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.	CA. Neeta Vaidya (HOD)	
2.	Prof. Tushar Shah	T.U. Shah
3.	Vishwanath Acharya	



CA Neeta Vaidya  
Coordinator





Dr. Chitra Natarajan  
Principal



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Date: 24<sup>th</sup> March, 2018

**ACADEMIC YEAR 2017-18**

**NOTICE**

All the B. Com (Accounting & Finance) faculty members are hereby informed that department meeting will be conducted on 31<sup>st</sup> March, 2018 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 (Co-Ordinator)

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



CA Neeta Vaidya  
Coordinator



Dr. Chitra Natarajan  
Principal



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Date: 31<sup>st</sup> March, 2018

**ACADEMIC YEAR 2017-18**  
**MINUTES OF THE MEETING**

With the above agenda, Co-Ordinator, 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, 2018; Second Year – 13th May, 2018
4. Co-ordinator also said that on the day of result all students & their parents should be oriented regarding the admission process for next academic year & it was agreed that faculties will have to look into the admission process.
5. 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.



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**SIGNATURE OF FACULTIES PRESENT**

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



CA. Neeta Vaidya  
Coordinator



Dr. Chitra Natarajan  
Principal



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**Date: 01<sup>st</sup> June 2017**

**NOTICE**

**Department of Management Studies**

All the BMS faculties are hereby informed to be present in the department meeting to be held on 3<sup>rd</sup> June 2017 in room no 602.

**Agenda:**

1. To discuss the workload of teachers for this semester.
2. To discuss subject allocation.
3. To discuss the teaching plan.
4. To Chalk out some activities of Chanakyaniti Club
5. To discuss about departmental preparation for NAAC
6. Departmental PPT for Mock NAAC Presentation
7. Discuss about RFID attendance and the defaulter students.
8. To conduct certificate program for students.



**Mr. Tushar Agarwal  
BMS Coordinator**



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Date: 9th June 2017

**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.

**Minutes for the Meeting:**

1. Discussion regarding Guest and Guidance, Bridging the Gap and remedial lecture.
2. Discussed syllabus and schedule of certificate program topic on Entrepreneurial Idea development for start-up.
3. All necessary Documents pertaining to NAAC Visit where submitted to IQAC.
4. Preparation for Departmental PPT for NAAC Visit where discussed.
5. Discussion on the new attendance system RFID.
6. Necessary software setup and ICT enabled classroom for the upcoming academic year discussed.
7. A list of tentative activities of Chanakya Niti club was planned and discussed.
8. Completion of syllabus within a stipulated time span.
9. Class mentor were decided.



**Mr. Tushar Agarwal**  
**BMS Coordinator**



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Date: 2<sup>nd</sup> November, 2017

**NOTICE**

**Department of Management Studies**

All the BMS faculties are hereby informed to be present in the department meeting to be held on 4<sup>th</sup> November, 2017 in room no 603.

**AGENDA**

- To discuss about the preparation and finalization of mark sheet.
- To review department activities
- To discuss the next semester syllabus.
- to finalize the subject allocation and workload distribution for semester II, IV & VI
- to discuss about the attendance improvement and action plan against defaulter for next semester



**Mr. Tushar Agarwal  
BMS Coordinator**



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**Date: 4<sup>th</sup> November, 2017**

**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.
- Assessment & Marksheet submission where completed on time
- Departmental activities where reviewed & activities for next semester where planned
- The teachers were allotted subjects for the next semester.
- Highlighted about the attendance improvement and Calling of the parents on regular basis for defaulters students
- Attendance record, lectures schedule and other aspects of the Dept. were discussed



**Mr. Tushar Agarwal  
BMS Coordinator**



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Date: 21<sup>st</sup> April, 2018

**NOTICE**

**Department of Management Studies**

All the BMS faculties are hereby informed to be present in the department meeting to be held on 23<sup>rd</sup> April, 2018 in room no 603.

**Agenda:**

- To analysis the attendance of FYBMS, SYBMS and TYBMS.
- To review department activities.
- To discuss feedback on certificate program conducted
- To review the Logbook maintained by each faculty.
- To discuss about the completion of assessment.
- Discussion of TY VIVA-VOCE



**Mr. Tushar Agarwal**  
**BMS Coordinator**



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Date: 23<sup>rd</sup> April, 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.
- Mark sheet of Sem II & IV examination were submitted
- Logbook were reviewed of all faculties, and found that syllabus was completed on time.
- Mentors were asked to discuss about the class a brief overview.
- Feedback on certificate programs were also collected from students
- Performance of TY Students Black Book VIVA-VOCE were discussed



**Mr. Tushar Agarwal**  
**BMS Coordinator**



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**Academic Year 2017-18**

Date: - 15<sup>th</sup> November 2017

**DEPARTMENT OF B.COM BANKING AND INSURANCE**

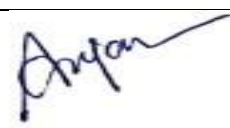

**MEETING**

All Faculties of BBI are hereby informed to attend Meeting to be held on 16<sup>th</sup> November , 2017 at 12:15 PM , for FYBBI – SEM –II, SYBBI-SEM-IV, and TYBBI –SEM-VI for the Academic year 2017-18;

**AGENDA:-**

- 1) To discuss subject allocation.
- 2) Workload distribution.
- 3) Conduction of Certificate program.

**Signature of Faculties**

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



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**Academic Year 2017-18**

**Date: - 16<sup>th</sup> November 2017**

**DEPARTMENT OF B.COM BANKING AND INSURANCE**

**MEETING**

**AGENDA:-**

- 1) To discuss subject allocation.
- 2) Workload distribution.
- 3) Conduction of Certificate program.

**MINUTES OF THE MEETING**

Meeting held on 16<sup>th</sup> November, 2017 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 2017-18:

**FYBBI-SEM-II**

Sr.No	Subject and Faculty	No.of lectures (Week)
<u>1</u>	Anjana Verma-Financial Accounting	<u>4</u>
<u>2</u>	Krishnakant Pandey-Maths	<u>4</u>
<u>3</u>	Kavita Rai- Law	<u>4</u>
<u>4</u>	Deepti S.- Foundation Course	<u>4</u>
<u>5</u>	Anjana Verma - PPBI	<u>4</u>
<u>6</u>	Laxmi S. – Organisational Behaviours	<u>4</u>



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**SEM V**

Sr.No	Subject and Faculty	No of lectures (Week)
1	Costing-Anjana Verma	4
2	Corporate Law- Laxmi	4
3	Wealth Management - Vishwanath	4
4	Financial Management- Laxmi & Vishwanath	2+2
5	Universal Banking – Anjana Verma	4
6	Economics – Dr Chitra & Suvita	4

**SEM VI**

Sr.No	Subject and Faculty	No of lectures (Week)
1	HR in Banking - Anjana	4
2	Turnaround Management – Umesh	4
3	International Business – Anjana	4
4	Ethics – Sharlet	4
5	Strategic Management - Laxmi	4

Also discussed and finalized the syllabus and schedule of certificate program topic “**Applied Financial Risk Management**”







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**Signature of Faculties**

Sr.No	Faculty Name	Signature
1	Prof. Anjana Verma	
2	Prof Ravi Vishwakarma	



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Academic Year 2017-18

Date:- 30<sup>th</sup> March, 2018

**DEPARTMENT OF B.COM BANKING AND INSURANCE**

**MEETING**



All Faculties of BBI are hereby informed to attend Meeting to be held on 1<sup>st</sup> April, 2017 at 12:15 PM, for FYBBI-SEM-II, SYBBI-SEM-IV and TYBBI-SEM-VI for end of the term I of Academic Year 2017-18:

AGENDA:-

To discuss syllabus completion.

To discuss on Examination.

**Signature of Faculties**

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



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Academic Year 2017-18

Date:- 1<sup>st</sup> April 2018

**DEPARTMENT OF B.COM BANKING AND INSURANCE**



**END MEETING**

Meeting held on 30<sup>th</sup> March 2018 at 12:15 Pm, in the presence of all the faculties of BBI Department, Subject of FYBBI-SEM-II, and SYBBI-SEM-IV, TYBBI-SEM-VI. Discussed with them the completion of the syllabus and explained the examination question paper pattern, Correction and supervision duty.

**AGENDA:-**

To discuss syllabus completion.  
To Discuss on Examination.

**Signature of Faculties**

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



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**Academic Year 2017-18**

**Date: 10<sup>th</sup> May, 2017**

**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 18<sup>th</sup> June, 2017 at 6<sup>th</sup> Floor Staffroom at 10.00 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 Conduct the Certificate program.



**MR. Umesh Kabadi**  
**BFM Co-ordinator**





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**Academic Year 2017-18**

Date: 18<sup>th</sup> June, 2017

**MINUTES OF THE MEETING**

The minutes of the meeting held on 18<sup>th</sup> June, 2017 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.
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
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
2	Introduction to Financial System	Mr. Umesh Kabadi	4
3	Business Mathematics	Mrs. Namrata Dube	4



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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 - I	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 Junarkar	4
3	Equity Markets - I	Mr. Umesh Kabadi	4
4	Commodities Market	Mr. Sushant Vichare	4
5	Management Accounting	Mr. Tushar Shah	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
2	Technical Analysis	Mr. Sushant Vichare	4
3	Financial derivatives	Mr. Sushant Vichare	4
4	Equity research	Mr. Ravi Vishwakarma	4



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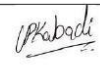
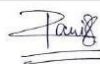
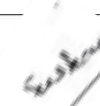
5	Corporate Accounting	Mr. Ravi Vishwakarma	4
6	Business Ethics and corporate governance	Mrs. Sharlet Bhaskar	4

4. Mr. Umesh Kabadi suggested that activity should be planned which would help inboosting 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, afterwhich the faculties would utilize their lectures for solving doubts of the students & overall revision.
6. Also finalized the syllabus and schedule of certificate program in Equity Markets.
7. 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 2017-2018

Date: 10<sup>th</sup> October, 2017

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 06<sup>th</sup> November, 2017 at 6<sup>th</sup> Floor Staffroom at 10.00 am to discuss the following agenda.

**AGENDA:-**

1. To review the First term of Academic year 2017-18.
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.



**MR. Umesh Kabadi**  
**BFM Co-ordinator**





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**Academic Year 2017-18**

**Date :06th November,2017**

**MINUTES OF THE MEETING**

The minutes of the meeting held on 06<sup>th</sup> November, 2017 at 10.00 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 2017-18. 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
TYBFM	Strategic Corporate Finance	Mr. Rama Vishwakarma
SYBFM	Business Law	Mrs. Preeti Nair
	Economics	Ms. Suvitha
FYBFM	IT	Deepika Mishra



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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
1	Financial Accounting – II	Mr. Ravi Vishwakarma
2	Principles of Management	Mr. Umesh Kabadi
3	Business Statistics	Mr. Krishnakant Pandey
4	Business Communication	Ms. Shaoli Mam
5	Foundation Course	Ms. Laxmi Shahapure
6	Environmental Science	Mr. Sushant Vichare
7	Computer Skills	Ms. Deepika Mishra

**SYB.F.M – SEM – IV**

Sr. No.	Subject	Faculty Name
1	Business Economics	Dr.Principal Chitra Natrajan Ms.Suvitha
2	Business Law II	Mrs. Preetha Nair
3	FOREX	Mr. Sushant Vichare
4	Debt Markets -II	Ms. Aprita Attibudhi
5	Equity Markets II	Mr. Umesh Kabadi
6	Corporate Finance	Mr. Ravi Vishwakarma
7	Commodities Derivatives	Mr. Sushant Vichare





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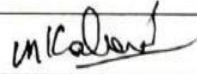

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**TYB.F.M. – SEM – VI**


Sr. No.	Subject	Faculty Name
1	Venture Capital and Private Equity	Mr. Umesh Kabadi
2	Mutual Fund Management	Ms. Laxmi Shahapure
3	Risk Management	Mr. Sushant Vichare
4	Strategic Corporate Finance	Mr. Rama Vishwakarma
5	Corporate Restructuring	Mr. Ravi Vishwakarma

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 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 Feb 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: 4<sup>th</sup> May, 2018

**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 2017-18
- (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 2018-19
- (5) To discuss about the tentative date for re-opening of college as per university guidelines.



MR. Umesh Kabadi  
BFM Co-ordinator





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Date; 5th May,2018

**Minutes of the Meeting:**

- Meeting held on **5<sup>th</sup> May, 2018** 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 14<sup>th</sup> May 2018 & 15<sup>th</sup> May 2018 respectively.
- Mr. Umesh Kabadi discussed about the pending work to be completed by 10<sup>th</sup> May 2018 as last working day is tentatively is scheduled on 17<sup>th</sup> May 2018.
- 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 2018-19 departments wise.
- He informed about the tentative date for re-opening of college as per university guidelines is 12<sup>th</sup> June 2018.

**Signature of Faculties**

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





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Date: 30<sup>th</sup> April, 2018

**NOTICE**

**Department of Mass Media**

This is to inform all the faculty members that the Departmental meeting will  
Be held on 02<sup>nd</sup> May, 2018.

Venue: 6<sup>th</sup> Floor, Staffroom.



Ms. Manali Naik

H.O.D. Dept of Mass Media



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Academic Year 2017-18

Date: 2<sup>nd</sup> May, 2018

**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 2017-18.
- (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 2018-19.
- (6) To discuss about the tentative date for re-opening of college as per university guidelines.

**Minutes of the Meeting:**

- Meeting held on 2<sup>nd</sup> May, 2018 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 6<sup>th</sup> May 2018 & 13<sup>th</sup> May 2018 respectively.
- Ms Manali Naik discussed about the pending work to be completed by 10<sup>th</sup> May 2018 as last working day is tentatively is scheduled on 17<sup>th</sup> May 2018.
- She also highlighted about the TY SEM VI (Online Screen Marking) Assessment Quota assigned needs to be completed by 25<sup>th</sup> May 2018
- 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 2018-19 departments wise.
- She informed about the tentative date for re-opening of college as per university guidelines is 6<sup>th</sup> June 2018.



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Website: www.ghpcorp.com**

Date: 02<sup>nd</sup> January, 2018

**NOTICE**

**Department of Mass Media**

This is to inform all the faculty members that the Departmental meeting will  
Be held on 03<sup>rd</sup> January, 2018.

Venue: 6<sup>th</sup> Floor, Staffroom.



Ms. Manali Naik

H.O.D. Dept of Mass Media



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Academic Year 2017-18

Date: 4<sup>th</sup> January, 2018

**DEPARTMENTAL MEETING OF BMM**

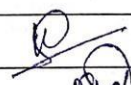

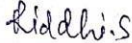
**Agenda:**

- (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 3<sup>rd</sup> January, 2018 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: 30<sup>th</sup> November, 2017

**NOTICE**

**Department of Mass Media**


This is to inform all the faculty members that the Departmental meeting will  
Be held on 01<sup>st</sup> December, 2017.

Venue: 6<sup>th</sup> Floor, Staffroom.



Ms. Manali Naik

H.O.D. Dept of Mass Media



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

Academic Year 2017-18

Date: 3<sup>rd</sup> December, 2017

**DEPARTMENTAL MEETING OF BMM**

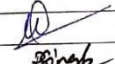


**Agenda:**

- (1) To discuss about the Time Table of FY, SY and TYBMM.
- (2) To finalise the subject allocation and Workload Distribution for semester II, IV, VI.
- (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 January and February.

**Minutes of the Meeting:**

- Meeting held on 1st December, 2017 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 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.
- 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: 16<sup>th</sup> August, 2017

**NOTICE**

**Department of Mass Media**

This is to inform all the faculty members that the Departmental meeting will  
Be held on 18<sup>th</sup> August, 2017.

Venue: 6<sup>th</sup> Floor, Staffroom.



Ms. Manali Naik

H.O.D. Dept of Mass Media



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Academic Year 2017-18

Date: 20<sup>th</sup> August, 2017

**DEPARTMENTAL MEETING OF BMM**

**Agenda:**

- (1) To discuss RFID Attendance and Default Students.
- (2) To discuss selection of FYBMM Students to volunteer for various committees.
- (3) To Finalize 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 18<sup>th</sup> August 2017 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 was also informed to make calls to the parents of the students in the defaulters list to improve their attendance.
- She also discussed the Syllabus completion deadline of SY & TYBMM on 30<sup>th</sup> 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 1<sup>st</sup> October 2018.
- The preliminary examination tentative date was finalized to be conducted on 31<sup>st</sup> 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: 16<sup>th</sup> June, 2017

**NOTICE**

**Department of Mass Media**

This is to inform all the faculty members that the Departmental meeting will  
Be held on 18<sup>th</sup> June, 2017.

Venue: 6<sup>th</sup> Floor, Staffroom.



Ms. Manali Naik

H.O.D. Dept of Mass Media



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Academic Year 2017-18

Date: 18<sup>th</sup> June, 2017

**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 18<sup>th</sup> June, 2017 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  
Pooja 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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Date: 21<sup>st</sup> June 2017

**HUMAN VALUE CELL**

**NOTICE**

This is to inform to all the members of human value cell that a meeting is scheduled on 22<sup>nd</sup> June for future prospectus of Human value cell- in room no 604.

**Agenda –**

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

Day and date- Thursday 22<sup>nd</sup> June 2017

Time – 11.a.m

Venue – room no. 604

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



**Dr. Chitra Natrajan**

**Principal**



**Ms Manali Naik**

**Convener**



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**HUMAN VALUE CELL**

**Minutes of the Meeting**

Date: 25<sup>th</sup> June 2017

- Meeting was held on time at 11:00 am, in presence of all the members and students of human value cell.
- Ms. Manali Naik have taken the charge of chairperson for the meeting.
- It is decided that HVC orientation will be done on 28<sup>th</sup> June 2017.
- An action plan is chalked out for activities and events to be organized in ongoing year.
- It is decided that HVC will start 2 certificate courses i.e. Sanskrit Dev Vani , Happiness- the Art of living Inside in collaboration with Sanskrit Bharti and Brahma Kumaris respectively.
- 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



**Dr. Chitra Natrajan**

**Principal**



**Ms Manali Naik**

**Convener**



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