



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

2019 – 2020

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

Powai Vihar, Powai, Mumbai - 400 076, Maharashtra, India. Tel.: +91 22 2570 4526 / 2570 4530
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Departmental Meeting

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3	Bachelor of Commerce(Accounting and Finance)	14-27
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Powai-Vihar, Powai, Mumbai - 400 076
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08th July, 2019

NOTICE


All the commerce faculty members are hereby informed that a department meeting will be conducted on 9th July, 2019 at 11.00 am in staff room.

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. Mr. Krishnakant Pandey
3. Mr. Arunkumar Vishwakarma


Coordinator
Ms. Bharati Sridhara
Cc: Principal




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10th July, 2019




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 2019-20. 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 2019-20.
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. Class mentors were also decided in the meeting.
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.



Coordinator

Ms. Bharati Sridhara



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15th October, 2019

NOTICE

All the commerce faculty members are hereby informed that a department meeting will be conducted on 18th October, 2019 at 11.00 am in staff room.

Agenda of the Meeting:

1. Internal exam
2. Timetable.
3. Subject allotment
4. Conduct of semester examination.
5. Invigilation and paper checking
6. Any other matter with the permission of the chair.

Chair: Bharati Sridhara (Co-ordinator)

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



Coordinator

Ms. Bharati Sridhara

Cc: Principal



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18th October, 2019

Meeting Agenda:

1. External exam
2. Completion of Syllabus.
3. Conduct of examination.
4. Invigilation and paper checking
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. Arun 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.
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 next academic year.
3. The co-ordinator discussed about completion of syllabus, examination conduct, supervision duties and paper checking.
4. Academic calendar for B.Com was also decided in the meeting for the next academic year 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

Cc: Principal



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15th April, 2020

NOTICE

All the commerce faculty members are hereby informed that a department meeting will be conducted on 17th April, 2020 at 11.00 am in staff room.

Agenda of the Meeting:

1. Internal exam
2. Timetable.
3. Subject allotment
4. Conduct of semester examination.
5. Invigilation and paper checking
6. Any other matter with the permission of the chair.

Chair: Bharati Sridhara (Co-ordinator)

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



Coordinator
Ms. Bharati Sridhara
Cc: Principal



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18th April, 2020

MINUTES OF THE MEETING

Meeting Agenda:

1. External exam
2. Completion of Syllabus.
3. Conduct of examination.
4. COVID 19
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. Arun Vishwakarma

Venue: Online

Time: 11:00 AM – 11:30 AM


Minutes:

With the above agenda, an online meeting was conducted due to COVID 19 as the college was closed due to lockdown. Co-ordinator, Mrs. Bharati Sridhara warmly welcomed all the 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 next academic year.
3. The co-ordinator discussed about completion of syllabus.
4. Due to COVID 19, FY & SY students were promoted as per the directives declared by the University and the same was discussed in the meeting.
5. Academic calendar for B.Com was also decided in the meeting for the next academic year which included mentoring, activities to be conducted, remedial lectures etc. However, due to the prevailing situation, it was decided that we will follow the directives and instructions received from the University from time to time.

Conclusion:

The meeting ended with a pleasant note.


Coordinator
Ms. Bharati Sridhara
Cc: Principal




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Date: 02 - 08 - 2019

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

DEPARTMENT MEETING

AGENDA:-

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

Meeting held on 2ND AUGUST, 2019 at 11:30 PM, in the presence of all the faculties of B.Sc.(I.T.) Department. This meeting was called to assign workload of Mr. Nitesh Shukla who left the college in end of September to Mr. Ravindra Jaiswal new faculty of the college. Subjects of F.Y.B.Sc.(I.T.) - SEM - I, S.Y.B.Sc.(I.T.) - SEM - III, and T.Y.B.Sc.(I.T.) - SEM - V are allocated to Mr. Ravindra Jaiswal. Following are the list of subject allocated to Faculties for the Academic Year 2019-20.

F.Y.B.Sc.(I.T.) - SEM - I

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

S.Y.B.Sc.(I.T.) - SEM - III

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

Sandeep 

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


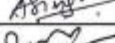
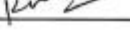
T.Y.B.Sc.(I.T.) – SEM – V

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

Software's to be Used

Sr. No.	Software
1	Python
2	JDK 1.6 or latest version
3	Net Beans 7.0
4	Visual Studio 2010
5	Oracle
6	Cisco Packet tracer
7	Cordova
8	My SQL Server

Signature of Faculties

Sr. No.	Faculty Name	Signature
1	Mr. Sandeep Vishwakarma	
2	Mrs. Dipti Parab	
3	Mrs. Namrata Dubey	
4	Mr. Arvind Singh	
5	Mr. Ravindra Jaiswal	



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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 12 - 12 - 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 are allocated to following faculties for the Academic Year 2019-20.

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. Nitesh Shukla sir

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. Nitesh shukla

Sandeep




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T.Y.B.Sc.(I.T.) – SEM – VI

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

Workload Distribution

SUBJECT	FYIT		TOTAL
	THEORY	PRACTICAL	
Object oriented Programming	5	1+1	7
Microprocessor Architecture	5	1+1	7
Web Programming	5	2+2	9
Numerical and Statistical Methods	5	2+2	9
Green Computing	5	2+2	9
SYIT			
Core Java	5	1+1	7
Introduction to Embedded Systems	5	2+2	9
Computer Oriented Statistical Techniques	5	2+2	9
Software Engineering	5	1+1	7
Computer Graphics and Animation	5	2+2	9
TYIT			
Software Quality Assurance	5	2+2	9
Security in Computing	5	2+2	9
Business Intelligence	5	2+2	9
Principles of Geographic Information Systems	5	2+2	9
IT Service Management	5	2+2	9

Software's to be Used

Sandeep


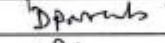


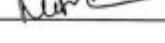


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Sr. No.	Software
1	Turbo C++
2	JDK 1.6 or latest version
3	Net Beans 7.0
4	Visual Studio 2010
5	Oracle
6	Cisco Packet tracer
7	Power BI
8	My SQL Server
9	QGIS 2.1.3.2.4.6
10	Oracle

Signature of Faculties

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



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Date: 10th May, 2019

ACADEMIC YEAR 2019-20

DEPARTMENT OF B. COM (ACCOUNTING & FINANCE)

NOTICE

Notice is hereby given to the faculties of B. Com (Accounting Finance) Stream, regarding the meeting to be held on 06th June, 2019 at 6th floor Staffroom at 10.30 am to discuss the following agenda.

AGENDA: -

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



Coordinator:

CA. Neeta Vaidya (HOD)



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Date: 6th June, 2019

ACADEMIC YEAR 2019-20

MINUTES OF THE MEETING

The minutes of the meeting held on 06th June, 2019 at 10.00 AM, in the presence of all the faculties of B. Com (Accounting & Finance) Stream.

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

Class	Subject	Name of the Visiting Faculties
SYBAF	Business Law-I	Kavita Rai
SYBAF	Economics – II	Tanvi Sanghani

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



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F.Y.B.A.F – SEM – I

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Foundation Course	Vishwanath Acharya	4
2	Bussiness Communication	Anita Das	4
3	Commerce I	Sharlet Bhaskar	4
4	Business Economics	Vishanlal Gupta	4
5	Financial Accounting - I	Tushar Shah	4
6	Financial Management - I	Aruna Singham	4
7	Cost accounting	Arun Vishwakarma	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	F.M.O.	Vishwanath Acharya	4
6	Information Technology – I	Smita	4



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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 Application	Tushar Shah	4

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

6. Tushar Shah & Vishwanath Acharya put forth the point that since the term is very short, the syllabus should be completed at least by September end, after which the faculties would utilize their lectures for solving doubts of the students & overall revision.

7. Since there was no other matter, the 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	



Coordinator:
CA. Neeta Vaidya (HOD)



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Date: 28th September, 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 1 October, 2019 at 6 Floor Staffroom at 11:00 am to discuss the following agenda.

AGENDA:-

1. Allocation of Subjects & Intimation to visiting faculties.
2. Finalization of Timetable
3. Planning of Activities
4. Scheduling of the term



Coordinator:

CA. Neeta Vaidya (HOD)



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Date: 1st October, 2019

MINUTES OF THE MEETING

The minutes of the meeting held on 1 October, 2019 at 10.00 AM, in the presence of all the faculties of B.Com (Accounting Finance) Stream.

1. All the faculty members discussed about the allocation of students for the Project Work Guidance for TYBAF 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	Ms. Kinjal Ahuja
SYBAF	Business Law- III	Ms. Kinjal Ahuja
SYBAF	Management (FC)	Ms. Shraddha

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



Coordinator:
CA. Neeta Vaidya (HOD)



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FYB.A.F- SEM -II

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Financial Accounting – II	Mr. Tushar Shah	4
2	Auditing – I	CA Neeta Vaidya	4
3	Introduction to Financial Services	Mr. Vishwanath Acharya	4
4	Business Communication - II	Mrs. Riddhi	4
5	Foundation Course – II	Mr. Vishwanath Acharya	4
6	Business Law – I	Ms. Kinjal Ahuja	4
7	Mathematics	Mrs. Namrata Dubey	4



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SYB.A.F. – SEM – IV

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Financial Accounting – IV	Mr. Tushar Shah	4
2	Management Accounting	Mr. Vishwanath Acharya	4
3	Direct Tax – II	CA Neeta Vaidya	4
4	Business Law – III	Ms. Kinjal Ahuja	4
5	FC – Management	Ms. Shraddha	4
6	Information Technology – II	Mrs. Smita Junnarkar	4
7	Research Methodology	Ms. Arpita Atibudhi	4



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TYB.A.F – SEM – VI

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Financial Accounting VII	Mr. Vishwanath Acharya	4
2	S.A.P.M.	Mr. Tushar Shah	4
3	Cost Accounting -IV	CA Neeta Vaidya	4
4	Taxation	CA Neeta Vaidya	4
5	Financial Management - III	Mr. Tushar Shah	4
6	Project Work	CA Neeta Vaidya Mr. Tushar Shah Mr. 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. It was decided that two departmental events Namely ‘Business Mantra’ and



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'Financial Crossword' will be organized during 'Khwaish'.

Mr. Vishwanath Acharya accepted the responsibility of guiding the students and encouraging them to participate in the event.




2) CA Neeta Vaidya also informed 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) Mr. Tushar Shah also discussed 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 Mr. Vishwanath Acharya would take extra lectures and ensure that the students won't suffer. Mr. 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.

4) Mr. 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	Mr. Tushar Shah	
3	Mr. Vishwanath Acharya	



Coordinator:

CA. Neeta Vaidya (HOD)

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Tel. 25704526 / 25704530

Date: 12th March, 2020

ACADEMIC YEAR 2019-20

NOTICE

All the B.Com (Accounting & Finance) faculty members are hereby informed that a department meeting will be conducted on 19th March, 2020 at 11.00 am in the staffroom.

Agenda of the Meeting:

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

Chair: CA Neeta Vaidya (Coordinator)

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



Coordinator:

CA. Neeta Vaidya (HOD)



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Date: 19th March, 2020

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. Co-Ordinator 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, 2020; Second Year – 13th May, 2020
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	



Coordinator:

CA. Neeta Vaidya (HOD)



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Date: 1th June 2019

NOTICE

Department of Management Studies

All BMS faculties are hereby informed to be present in the department meeting to be held on 5th June 2019 at 11 a.m in room no 601

1. To discuss the workload of teachers for odd semester.
2. to discuss about the mentoring session
3. To discuss subject allocation.
4. To discuss the disciplinary rules and regulations for students.
5. To discuss the teaching plan.
6. To discuss the responsibility and documentation work
7. To Discuss about departmental activities
8. To Discuss about certificate program



Ms. Arpita A. Atibudhi
BMS Coordinator



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Date: 5th June 2019

MINUTES OF THE MEETING

Department of Management Studies

Minutes for the Meeting:

1. Meeting was held on time at 11:00 am, in presence of all the faculties of BMS department.
2. Each teacher were allocated class mentor
3. Discussion regarding Guest and Guidance, Bridging the Gap and remedial lecture.
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. Class mentor were decided
7. Departmental activities were planned
8. Topic for certificate Program for students was discussed & finalised



Ms. Arpita A. Atibudhi
BMS Coordinator



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Date: 15th Nov, 2019

NOTICE

Department of Management Studies

All the BMS faculties are hereby informed to be present in the department meeting to be held on 18th Nov, 2019 in room no 601 at 11.00 a.m

AGENDA:

- To orient new faculty
- To review departmental activities
- To discuss students attendance performance & defaulters
- To Review about syllabus completion status
- To discuss the workload of teachers for next semester.
- To discuss the teaching plan.
- To allot students for projects under the guidance of respective faculties



Ms. Arpita A. Atibudhi
BMS Coordinator



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Date: 18th Nov, 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.
- New Faculty was oriented about the college & department
- Discussion on students attendance performance & action to be taken for defaulters students where discussed
- Departmental activities where reviewed & activities for next semester where planned
- Discussion on Completion of syllabus within a stipulated time span.
- The teachers were allotted subjects for the next semester.
- Parents teachers meeting schedule was discussed
- Attendance record, lectures schedule and other aspects of the Dept. were discussed

Following members were present at the meeting

Sr. No.	Name
1	Ms. Arpita A. Atibudhi
2	Ms. Anita Das
3	Ms. Sneha Pandey



Ms. Arpita A. Atibudhi
BMS Coordinator



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Date: 13th May, 2020

NOTICE

Department of Management Studies

All the BMS faculties are hereby informed to be present in the virtual department meeting to be held on 15th May, 2020

AGENDA

- To inform faculty members about various online platform
- To discuss about ongoing pandemic situation
- How to keep attendance recorded during the online lectures and action for default of students
- To discuss about the syllabus completion of FYBMS, SYBMS and TYBMS.
- To review department activities.

Ms. Arpita A. Atibudhi
BMS Coordinator



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Date: 15th May, 2020

MINUTES OF THE MEETING

Department of Management Studies

- Various online platform for smooth flow of meeting & lecture where discussed
- To review the syllabus completion status
- Discussion about the ongoing pandemic situation
- Discussion about various queries raised by the student related to exams
- Ms Arpita Atibudhi also discussed about how to keep attendance record during the online lectures and phone calling the parents of defaulter students
- Discussion on parents queries on pending exams

Following members were present at the meeting

Sr. No.	Name
1	Ms. Arpita A. Atibudhi
2	Ms. Anita Das
3	Ms. Sneha Pandey



Ms. Arpita A. Atibudhi
BMS Coordinator



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AdiSankaracharyaMarg, PowaiVihar Complex, Powai, Mumbai - 400076.

Date : 8th June, 2019

NOTICE

This is to inform that meeting of all faculty of BBI department will be held on 10th June, 2019 at sixth floor staff room at 12.00 noon. All teachers are requested to attend the meeting.

Agenda

1. Discussion on syllabus allocation for I, III and V semester for academic year 2019-20.
2. Workload Distribution

Anjana
Coordinator

Ms. Anjana Verma

Cc: Principal



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Date :11th June, 2019

MINUTES

Meeting of BBI department was held on 10th June, 2019 at sixth floor staff room at 12.00 noon. Discussion was held on subject allocation for I, III and V semesters for academic year 2019-20. Teachers were allotted subjects and workload was also distributed.

1. There was discussion on organizing various events so that maximum students can participate.
2. Discussion was also held on paper pattern and format for various subjects
3. Many suggestions were given by the faculty members.

BBI Coordinator
Ms. Anjana Verma



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Date : 19th September,2019

Notice

This is to inform that meeting of all faculty of BBI department will be held on 20th September,2019 at 6th floor staff room at 12.00 noon. All teachers are requested to attend the meeting.

Agenda

1. Discussion on syllabus completion for I,III AND V semester for academic year 2019-20.
2. Extra Lecture Distribution.

Anjana

Coordinator
Ms. Anjana Verma

Cc:Principal



[Signature]

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Date:- 23rd October, 2019

DEPARTMENT OF B.COM(BANKING AND INSURANCE)



MEETING

All the faculty members are requested to be present for the Department of Commerce (Banking and Insurance)

Meeting on 24th October, 2019 at 12:00 PM, in the Staff room, in the presence of all the faculties, subjects are allocated to following faculties for the Academic Year 2019-20, for SEM II IV & VI.

AGENDA:-

- (1) To Discuss Subject allocation
- (2) Workload distributions

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



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POWAI VIHAR, POWAI, MUMBAI – 400 076

Academic Year 2019-20

Date: 24th October, 2019

GENDA:-

- i) To discuss subject allocation
- ii) Workload distribution

MINUTES OF THE MEETING

- Meeting held on 24th October, 2019 at 12:00 PM, in the staff room, in the presence of all the faculties of Department of Commerce (Banking & Insurance), subjects are allocated to following faculties for the Academic Year 2019-20

Work Load for the academic Year 2019-20

SEM II/IV/VI

Sr. No.	Subject	Faculty
1.	Principles and Practices of Banking & Insurance	Asst. Prof. Anjana Verma
2.	Business Law	Asst. Prof. Preetha Nair
3.	Financial Accounting - II	Asst. Prof. Anjana Verma
4.	Business Communication-II	Asst. Prof. Pooja Singh
5.	Organizational Behavior	Asst. Prof. Umesh K.
6.	Quantitative Methods-II	Asst. Prof. Namrata Dube
7.	Foundation Course - II	Asst. Prof. Sneha Pandey

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SYBCOM (Banking & Insurance) SEM IV

Sr. No.	Subject	Faculty
1.	Financial Management –II	Asst. Prof. Vishwanath
2.	Wealth Management	Asst. Prof. Vishwanath Asst. Prof. Arpita A.
3.	Cost Accounting of Banking & Insurance	Asst. Prof. Anjana Verma
4.	Information Technology in Banking & Insurance-II	Asst. Prof. Smita J.
5.	Corporate Laws & laws Governing Capital Market	Asst. Prof. Preetha N.
6.	Business Economics-II	Asst. Prof. Vishanlal G.
7.	Foundation Course overview of Insurance	Asst. Prof. Anjana Verma

TYBCOM (Banking & Insurance) SEM VI

Sr. No.	Subject	Faculty
1.	Central Banking	Asst. Prof. Anjana Verma
2.	Project Work in Banking & Insurance	Allocation of Guide
3.	Security Analysis & Portfolio Management	Asst. Prof. Arun V
4.	Auditing - II	Asst. Prof. Neeta V.
5.	Human Resources Management	Asst. Prof. Anjana Verma
6.	Turnaround Management	Asst. Prof. Pooja Singh



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Date : 29 / 02 / 2020

NOTICE

This is to inform that meeting of all faculty members of BBI department will be held on 5th March, 2020 at sixth floor staff room at 12.00 noon. All teachers are requested to attend the meeting.

Agenda

1. Discussion on syllabus completion for semester II, IV and VI for academic year 2019-20
2. Discussion on remedial examination.
3. Discussion on regular examination.



Coordinator

CC Principal



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Date : 6th March,2020

MINUTES

Meeting of BBI department was held on 5th March,2020 at Sixth floor staff room at 12.00 noon

1. Discussion was held on syllabus completion for semester II, IV and VI for academic year 2019-20. 15th March, 2020 was declared as last date for syllabus completion of SY & TY and 20th March,2020 for syllabus completion of FY.
2. Discussion was also held on regular examination and schedule conveyed to the teachers for remedial lectures.

BBI Coordinator
Ms. Anjana Verma



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Academic Year 2019-2020

Date: 15th May, 2019

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 06th June, 2019 at 6th Floor Staffroom at 11.00 am to discuss the following agenda.

AGENDA:-

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

MR.Umesh Kabadi
BFM Co-ordinator

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Academic Year 2019-2020

Date: 06/06/2019

MINUTES OF THE MEETING

The meeting held on 06th June, 2019 at 6th Floor Staffroom at 11.00 am, in the presence of all the faculties of B.Com (Financial Markets) Stream.

1. Cordinator of the Department Mr.Umesh Kabadi discussed the Certificate course on Capital Markets syllabus with Mr. Ravi Vishwakarma and Mr. Sushant Vichare and implement the same in Academic year 2019-20 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

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



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3	Business Mathematics	Mrs. Namrata Dube	4
4	Business Communication - I	Ms. Pooja Singh	4
5	Foundation Course - I	Mr. Krishnakant pandey	4
6	Business Environment	Mr. Umesh Kabadi	4
7	Business Economics - 1	Mrs. Bharati Shridhara	4

SYB.F.M – SEM – III

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Debt Markets-I	Mr. Ravi Vishwakarma	4
2	Computer Skills	Ms. Smitha	4
3	Equity Markets - I	Mr. Umesh Kabadi	4
4	Commodities Market	Mr. Sushant Vichare	4
5	Management accounting	Ms. Arpita Atibudhi Mr. Vishwanath Acharya	2 2
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


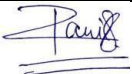



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2	Technical Analysis	Mr. Sushant Vichare	4
3	Financial derivatives	Mr. Sushant Vichare	4
4	Equity research	Mr. Ravi Vishwakarma	4
5	Business Valuation	Mr. Ravi Vishwakarma	4
6	Business Ethics and corporate governance	Mr. Umesh Kabadi	4

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

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: 15th October, 2019

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 06th November, 2019 at 6th Floor Staffroom at 10.00 am to discuss the following agenda.

AGENDA:-

1. To review the First term of Academic year 2019-20.
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: 06/11/2019

MINUTES OF THE MEETING

The minutes of the meeting held on 06th November, 2019 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 2019-20. 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	4
2	Business Law II	Mrs. Preetha Nair	4
3	FOREX	Mr. Sushant Vichare	4
4	Debt Markets -II	Ms. Aprita Attibudhi	4
5	Equity Markets II	Mr. Umesh Kabadi	4
6	Corporate Finance	Mr. Ravi Vishwakarma	4
7	Commodities Derivatives	Mr. Sushant Vichare	4

TYB.F.M. – SEM – VI

Sr. No.	Subject	Faculty Name	No. of lectures (Week)
1	Venture Capital and Private Equity	Mr. Umesh Kabadi	4
2	Mutual Fund Management	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

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.






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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 mid of march end, after which the faculties would utilize their lectures for solving doubts of the students & overall revision.
- Since there was no other matter, meeting was concluded.

Signature of Faculties Present

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



MR.Umesh Kabadi

BFM Co-ordinator



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Date: 4th May, 2020

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 2019-20
- (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 2020-21
- (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:06/05/2020

Minutes of the Meeting:

- Meeting held on **5th May, 2020** 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 2020 & 12th May 2020 respectively.
- Mr. Umesh Kabadi discussed about the pending work to be completed by 10th May 2020 as last working day is tentatively is scheduled on 14th May 2020.
- 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 2020-21 departments wise.
- He informed about the tentative date for re-opening of college as per university guidelines is 12th June 2020.

Signature of Faculties

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


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Date: 30th March, 2020

NOTICE

Department of Mass Media

This is to inform all the faculty members that the Departmental meeting will
Be held on 31st March, 2020 – Tuesday at 11.30am through Google meet. The meet link
will be sharing to all staff personally.

Ms. Manali Naik

H.O.D. Dept of Mass Media



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Academic Year 2019-20

Date: 31st March, 2020

DEPARTMENTAL MEETING OF BMM


Agenda:

- (1) To discuss about the syllabus completion document and TYBMM Prelims Exams.
- (2) To discuss about when and how the regular semester II and IV examination will be conducted.
- (3) How to keep Attendance Recorded during the online Lecturers and Actions for defaulter students.

Minutes of the Meeting:

- Meeting Google Meet held on Google Meet date 31st March, 2020 at 12:00 pm, in the presence of the coordinator Ms Manali Naik.
- Ms Manali Naik and all the faculty members of BMM Department.
- The coordinator Ms Manali Naik commenced the meeting with the subject completion record of TY BMM. prelims exam dates was Finalized in the month of April
- Ms Manali Naik also discussed about the How to keep Attendance Recorded during the online Lecturers and Phone calling the parents of defaulter students.
- List of Online activities were scheduled for the month of April 2020.
- All the action plans were discussed with the Principal.

Signature of Faculties

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


Ms. Manali Naik

Coordinator - Department of Mass Media




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Date: 02nd January, 2020

NOTICE

Department of Mass Media

This is to inform all the faculty members that the Departmental meeting will
Be held on 03rd January, 2020 Friday.

Venue: 6th Floor, Staffroom.

Ms. Manali Naik

H.O.D. Dept of Mass Media



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Academic Year 2019-20

Date: 4th January, 2020

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, 2020 at 12:00 pm, in the presence of the coordinator Ms Manali Naik and all the faculty members of BMM Department.
- The coordinator Ms Manali Naik commenced the meeting with the finalization of 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	P. Singh
3.	Riddhi Sadhale	Riddhi

Ms. Manali Naik 
 Coordinator - Department of Mass Media




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Academic Year 2019-20

Date: 21st August, 2019

DEPARTMENTAL MEETING OF BMM


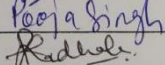
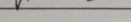
Agenda:

- (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 Project.
- (5) To discuss about TYBMM Preliminary Examinations Date
- (6) To discuss and plan the next Media World Activity

Minutes of the Meeting:

- Meeting held on 20th August 2019 at 12:00 pm, in the presence of the coordinator Ms Manali Naik and all the faculty members of BMM Department.
- The Meeting commenced with the discussion on the 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 2019.
- 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 15th October 2019.
- A list of tentative activities for Media World Club was planned and discussed.
- 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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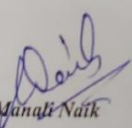
Date: 19th August 2019

NOTICE

Department of Mass Media

This is to inform all the Faculty members that the Departmental Meeting will be held on 20th August, 2019 Tuesday.

Venue: 6th floor, Staffroom


Ms. Manali Naik

H.O.D Dept of Mass Media





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Academic Year 2019 -20

Date: 5th July, 2019

DEPARTMENTAL MEETING OF BMM

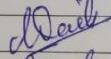
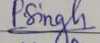
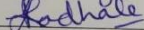
Agenda:

- (1) To discuss about the Attendance and Defaulter Students.
- (2) To discuss about the Mentoring sessions
- (3) To discuss & plan about the FY BAMMC Orientation scheduled on 10th July, 2019.
- (4) To discuss about the BAMMC Orientation workshop held by University of Mumbai.
- (5) To Finalise SYBMM & TYBMM Syllabus Completion Dates.
- (6) To discuss and plan the Media World Activities

Minutes of the Meeting:

- Meeting held on 4th July August 2019 at 12:00 pm, in the presence of the coordinator Ms Manali Naik and all the faculty members of BMM Department.
- The Meeting commenced with the discussion on the attendance record. Coordinator Ms. Manali Naik instructed the faculties about it and also informed to make calls to the parents of the students in defaulters list to improve their attendance.
- Ms. Manali Naik discussed about the FY.BAMMC's Orientation Program which is to be held on 10th July, 2019 and informed Mrs. Riddhi Sadhale to begin with the preparation for the same.
- Ms. Manali Naik informed about the BAMMC Orientation workshop held by University of Mumbai on 10th July, 2019 to be attended by Ms. Pooja Naresh Singh.
- She also discussed the Syllabus completion deadline of SY & TYBMM on 30th September 2019.
- A list of tentative activities for Media World Club was planned and discussed.
- 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: 3rd July 2019

NOTICE

Department of Mass Media

This is to inform all the Faculty members that the Departmental Meeting will be held on 4th July, 2019 Thursday.

Venue: 6th floor, Staffroom


Ms. Manali Naik

H.O.D Dept of Mass Media





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Date: 18th June 2019

NOTICE

Department of Mass Media

This is to inform all the Faculty members that the Departmental Meeting will be held on **15th June, 2019 Monday.**

Venue: 6th floor, Staffroom


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



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Academic Year 2019-20

Date: 15th June, 2019

DEPARTMENTAL MEETING OF BMM

Agenda:

- (1) To discuss about subject allocation
- (2) Practical lab utilization
- (3) Software Requirements
- (4) Workload distribution
- (5) Availability of ICT enabled classroom
- (6) To chalk out some activities for Media World
- (7) To discuss about the Certificate Programme on Creative Writing
- (8) Bachelor of Mass Media (BMM) course name change to Bachelors of Arts in Multi Media and Communication (BAMMC)

Minutes of the Meeting:

- Meeting held on 15th June, 2019 at 12:00 pm, in the presence of the coordinator Ms Manali Naik and all the faculty members of BMM Department.
- Mentor distribution was discussed and the following mentors were allocated:
Manali Naik – TYBMM
Pooja Singh – SYBMM
Riddhi Sadhale– FYBMM
- 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.
- To discuss about the Certificate Programme on Creative Writing and formation of two batches for the sessions that will be conducted every week on Wednesday.
- Brief discussion on the Bachelor of Mass Media (BMM) course name change to Bachelors of Arts in Multi Media and Communication (BAMMC) and the subject changes.
- 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 2019-20



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Signature of Faculties

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



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