

6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

### Staff Meeting Minutes 2021-22

#### STAFF MEETING (2021-22)

Date: 25<sup>th</sup> May, 2021

#### NOTICE

All the staff members are hereby informed that Staff Meeting will be conducted on 5<sup>th</sup> June, 2021 Saturday; via Online mode – Zoom. Link will be shared prior to the meeting only.

Time: 12.00 pm noon sharp

*Chair: Dr. Pratima Singh - Principal*

#### Agenda of the meeting:

1. To discuss about New Academic year planning
2. To discuss about AQAR work
3. To discuss about ICT teaching plan via Online lectures
4. To discuss about Formation of committees
5. Any other matter with the permission of the chair



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

Date: 6<sup>th</sup> June, 2021**Minutes of the Meeting:**

- Meeting was held on 5<sup>th</sup> June, 2021, in the presence of the Principal Dr Pratima Singh, All HODs & Staff members
- Principal Dr Pratima Singh commenced the meet by introducing new Staff Secretary i.e., Ms Manali Naik
- Principal Dr. Pratima Singh took review from all hods about each departments functioning i.e Workload distribution along with Events planner for 1<sup>st</sup> half of the semester
- Umesh K – IQAC coordinator informed all about Criteria wise Work allotment for AQAR of 2020-21 year
- Manali Naik – Staff Secretary discussed and informed all about committee formation and their respective role, to go ahead with event conduct and documentation
- The meet ended on good note from Principal and staff members

**ATTENDANCE of the Staff Members:**

Sr. No	Name of the staff	Designation	Status
1	Dr. Pratima Singh	I/C Principal	
2	Ms. Manali Naik	Staff Secretary / BAMMC Coordinator	
3	Ms. Sharlet Bhaskar	Bcom Coordinator	Bhaskar
4	Mr. Sandeep Vishwakarma	BSc. IT Coordinator	Sandeep V.
5	Mr. Umesh Kabadi	BMS Coordinator	Umesh Kabadi
6	Mr. Tushar Shah	BAF Coordinator	T. Shah
7	Ms. Anjana Verma	BBI / BFM Coordinator	
8	Mr. Krishnakanth Pandey	Bcom Staff member	K.K.
9	Mr. Arun Vishwakarma	Bcom Staff member	Arun V.
10	Ms. Deepti Parab	Bsc it Staff member	Deepti
11	Ms. Smita Junekar	Bsc it Staff member	Smita
12	Dr. Anita Pandey	BMS Staff member	A. Pandey
13	Ms. Neelam Agarwal	BMS Staff member	N.A.
14	Ms. Jhanvi	BMS Staff member	
15	Mr. Ravi Vishwakarma	BAF Staff member	Ravi
16	Mr. Vicky Kukreja	BAF Staff member	Vicky
17	Ms. Namrata Dube	BBI / BFM Staff member	Namrata
18	Ms. Vinita Khedwal	BAMMC Staff member	Vinita
19	Ms. Vency Nadar	BAMMC Staff member	Vency
20	Mr. Sunil Ubale	Librarian	Sunil
21	Mr. Snehal Sambhar	Library – Staff member	Snehal




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STAFF MEETING (2021-22)

Date: 23<sup>rd</sup> September, 2021

NOTICE

All the staff members are hereby informed that Staff Meeting will be conducted on 30<sup>th</sup> October 2021 Saturday; on 2<sup>nd</sup> Floor, Conference Room

Time: 11.00 am sharp

*Chair: Dr. Pratima Singh - Principal*

**Agenda of the meeting:**

1. To discuss about Offline mode, conduct of work
2. To discuss about AQAR work
3. To discuss about Online Examination, conduct and Result preparation
4. To review about Activities conducted
5. To discuss about ISR planner
6. Any other matter with the permission of the chair



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Date: 30<sup>th</sup> October, 2021

**Minutes of the Meeting:**

- Meeting was held on 30<sup>th</sup> June, 2021, in the presence of the Principal Dr Pratima Singh, All HODs & Staff members
- Dr. Pratima Singh – Principal addressed all about Offline mode i.e., staff was called to college manually for day-to-day work (Online lectures were conducted from college only)
- Dr. Pratima Singh reviewed about AQAR work and told the staff to work upon allotted duties and complete the data sourcing work
- Ms. Sharlet Bhaskar – Examination Convener told all about SEM III & V Online Examination conduct and Result committee was informed to follow up for SEM III Result Preparation
- Mr. Umesh K – IQAC coordinator reviewed all departments activities conducted via Online mode
- Dr. Pratima Singh told Manali Naik – Staff secretary to prepare planner for ISR activities to be conducted by all department before mid of November, 2021
- The meet ended on good note from Principal and staff members



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2	Ms. Manali Naik	Staff Secretary / BAMMC Coordinator	
3	Ms. Sharlet Bhaskar	Bcom Coordinator	<i>Shharbat</i>
4	Mr. Sandeep Vishwakarma	BSc. IT Coordinator	<i>Ukabadi</i>
5	Mr. Umesh Kabadi	BMS Coordinator	<i>T. Shah.</i>
6	Mr. Tushar Shah	BAF Coordinator	<i>A</i>
7	Ms. Anjana Verma	BBI / BFM Coordinator	<i>K.F.</i>
8	Mr. Krishnakanth Pandey	Bcom Staff member	<i>Arun V.</i>
9	Mr. Arun Vishwakarma	Bcom Staff member	<i>Pratib</i>
10	Ms. Deepti Parab	Bsc it Staff member	
11	Ms. Smita Junekar	Bsc it Staff member	<i>Anita P</i>
12	Dr. Anita Pandey	BMS Staff member	<i>Neelan &amp;</i>
13	Ms. Neelam Agarwal	BMS Staff member	<i>Jhavi</i>
14	Ms. Jhanvi	BMS Staff member	<i>Jhavi</i>
15	Mr. Ravi Vishwakarma	BAF Staff member	<i>Jhavi</i>
16	Mr. Vicky Kukreja	BAF Staff member	<i>vicky.</i>
17	Ms. Namrata Dube	BBI / BFM Staff member	
18	Ms. Vinita Khedwal	BAMMC Staff member	<i>VKhedwal.</i>
19	Ms. Vency Nadar	BAMMC Staff member	
20	Mr. Sunil Ubale	Librarian	<i>Sunil</i>
21	Mr. Snehal Sambhar	Library - Staff member	<i>SF</i>




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STAFF MEETING (2021-22)

Date: 28<sup>th</sup> December, 2021

NOTICE

All the staff members are hereby informed that Staff Meeting will be conducted on 4<sup>th</sup> January 2021 Saturday; on 2<sup>nd</sup> Floor, Conference Room

Time: 11.00 am sharp

*Chair: Dr. Pratima Singh - Principal*

Agenda of the meeting:

1. To discuss about Offline mode, conduct of work
2. To discuss about AQAR work
3. To discuss about Online FY –SEM I Examination
4. To discuss Files / Documentation work
5. To discuss about TY Project work
6. Any other matter with the permission of the chair



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Date: 6<sup>th</sup> January, 2022

Minutes of the Meeting:

- Meeting was held on 4<sup>th</sup> January, 2022, in the presence of the Principal Dr Pratima Singh, All HODs & Staff members
- Mr. Umesh Kabadi – IQAC Coordinator reviewed whole staff AQAR work that was allotted respectively
- Dr. Pratima Singh told all staff members to work upon and complete respective
- Ms. Sharlet Bhaskar – Examination Convener informed all about Online Examination of FY i.e SEM I to be conducted and the preparation for the same, was told to be reported (Paper setting / Invigilation duty)
- Ms. Manali Naik told all HODs to start working upon TY – Project work i.e allocation of faculty – students wise and start guiding the students for the same
- The meet ended on good note from Principal and staff members



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2	Ms. Manali Naik	Staff Secretary / BAMMC Coordinator	<i>Naik</i>
3	Ms. Sharlet Bhaskar	Bcom Coordinator	<i>Sandeep</i>
4	Mr. Sandeep Vishwakarma	BSc. IT Coordinator	<i>ITC</i>
5	Mr. Umesh Kabadi	BMS Coordinator	<i>T. Shah</i>
6	Mr. Tushar Shah	BAF Coordinator	<i>T. Shah</i>
7	Ms. Anjana Verma	BBI / BFM Coordinator	<i>A</i>
8	Mr. Krishnakanth Pandey	Bcom Staff member	<i>K.K.</i>
9	Mr. Arun Vishwakarma	Bcom Staff member	<i>Arun K</i>
10	Ms. Deepti Parab	Bsc it Staff member	<i>Deepti P.</i>
11	Ms. Smita Junekar	Bsc it Staff member	<i>Smita J.</i>
12	Dr. Anita Pandey	BMS Staff member	<i>Anita P.</i>
13	Ms. Neelam Agarwal	BMS Staff member	<i>Neelam A</i>
14	Ms. Jhanvi	BMS Staff member	<i>Jhanvi</i>
15	Mr. Ravi Vishwakarma	BAF Staff member	<i>Ravi</i>
16	Mr. Vicky Kukreja	BAF Staff member	<i>Vicky K</i>
17	Ms. Namrata Dube	BBI / BFM Staff member	<i>Namrata D</i>
18	Ms. Vinita Khedwal	BAMMC Staff member	<i>Vinita P.</i>
19	Ms. Vency Nadar	BAMMC Staff member	<i>V. Nadar</i>
20	Mr. Sunil Ubale	Librarian	<i>Sunil Ubale</i>
21	Mr. Snehal Sambhar	Library - Staff member	




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STAFF MEETING (2021-22)

Date: 19<sup>th</sup> May, 2022

NOTICE

All the staff members are hereby informed that Staff Meeting will be conducted on 28<sup>th</sup> May 2022, Saturday; on 2<sup>nd</sup> Floor, Conference Room

Time: 11.00 am sharp

*Chair: Dr. Pratima Singh - Principal*

Agenda of the meeting:

1. To discuss about AQAR / SSR Work
2. To review Department / Committee Files, Documentation work
3. To discuss about Next Academic year work load distribution
4. To discuss about Year end vacation tenure
5. To discuss about Result Distribution and Admission procedure
6. Any other matter with the permission of the chair



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Date: 30<sup>th</sup> May, 2022

**Minutes of the Meeting:**

- Meeting was held on 4<sup>th</sup> January, 2022, in the presence of the Principal Dr Pratima Singh, All HODs & Staff members
- Dr. Pratima Singh reviewed all departments and committees Files / Documentation work and gave remark accordingly
- Ms. Manali Naik along with other all Hods discussed about Next Academic year Workload distribution and explained the same
- Dr. Pratima Singh informed all that from 1<sup>st</sup> June to 12<sup>th</sup> June, 2022 will be official Year end summer end, and college will Resume from 13<sup>th</sup> June, 2022
- Ms. Sharlet Bhaskar informed all about Result Distribution for SEM IV and SEM II and to follow admission procedure as per protocol for next year
- The meet ended on good note from Principal and staff members



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4	Mr. Sandeep Vishwakarma	BSc. IT Coordinator	
5	Mr. Umesh Kabadi	BMS Coordinator	Umesh
6	Mr. Tushar Shah	BAF Coordinator	T. Shah
7	Ms. Anjana Verma	BBI / BFM Coordinator	A
8	Mr. Krishnakanth Pandey	Beom Staff member	K.P.
9	Mr. Arun Vishwakarma	Beom Staff member	Arun V.
10	Ms. Deepti Parab	Bsc it Staff member	Deepti
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13	Ms. Neelam Agarwal	BMS Staff member	Neelam
14	Ms. Jhanvi	BMS Staff member	Jhanvi
15	Mr. Ravi Vishwakarma	BAF Staff member	Ravi
16	Mr. Vicky Kukreja	BAF Staff member	
17	Ms. Namrata Dube	BBI / BFM Staff member	Namrata
18	Ms. Vinita Khedwal	BAMMC Staff member	
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