

DEPARTMENTAL MEETINGS

INDEX

DEPARTMENTAL MEETINGS

| Sr. No. | Particulars |
|----------------|---|
| 1 | Bachelor of Commerce (B.Com.) |
| 2 | Bachelor of Science (Information Technology) |
| 3 | Bachelor of Commerce (Accounting and Finance) |
| 4 | Bachelor of Management Studies |
| 5 | Bachelor of Commerce (Banking and Insurance) |
| 6 | Bachelor of Commerce (Finance Markets) |
| 7 | Bachelor of Arts in Mass Media Communication |

Date: 13th June, 2022

DEPARTMENTAL MEETING

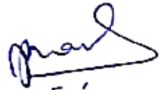
NOTICE

This is to inform that a meeting of all faculty members of Bachelor of Commerce department will be held on Wednesday, 15th June, 2022 at 12 pm. All faculties are requested to attend the meeting in the 6th floor staff room.

Agenda

1. Discussion on syllabus allocation for I, III and V semester for academic year 2022-23.
2. Workload Distribution, FY orientation and Internal Examination.
3. Discussion of departmental and club activities to be organized in the first half of the semester and certificate programmes.
4. Academic Calendar.

Chairperson: Prof. Sharlet Bhaskar
Prof. Krishnakant Pandey
Dr. Pratibha Jadhav
Prof. Neha Mishra



Coordinator,

Ms. Sharlet Bhaskar.

Cc: Principal

Date: 13th June, 2022

DEPARTMENTAL MEETING

NOTICE

This is to inform that a meeting of all faculty members of Bachelor of Commerce department will be held on Wednesday, 15th June, 2022 at 12 pm. All faculties are requested to attend the meeting in the 6th floor staff room.

Agenda

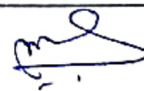



1. Discussion on syllabus allocation for I, III and V semester for academic year 2022-23.
2. Workload Distribution, FY orientation and Internal Examination.
3. Discussion of departmental and club activities to be organized in the first half of the semester and certificate programmes.
4. Academic Calendar.

Chairperson: Prof. Sharlet Bhaskar
Prof. Krishnakant Pandey
Dr. Pratibha Jadhav
Prof. Neha Mishra



Coordinator,
Ms. Sharlet Bhaskar.
Cc: Principal

Signature of Faculties

| Sr. No. | Name of The Faculty | Signature |
|---------|-----------------------|--|
| 1. | Ms. Sharlet Bhaskar |  |
| 2. | Mr Krishnakant Pandey |  |
| 3. | Dr. Pratibha Jadhav |  |
| 4. | Ms. Neha Mishra |  |



Coordinator

Ms. Sharlet Bhaskar

Cc: Principal

Date : 27th September, 2022

DEPARTMENTAL MEETING

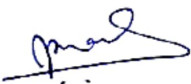
NOTICE

All the faculties of Bachelor of Commerce are hereby informed that there is a meeting on Thursday, 29th September, 2022. Attendance for the meeting is compulsory. All faculties are requested to attend the meeting in the 6th floor staff room.

Agenda

1. Conducting Semester III & I Regular & ATKT Examination.
2. Paper pattern and setting for the examination.
3. Guest lecture, Alumni lecture, Digital Literacy lectures.
4. Wall magazine making, completion of syllabus.
5. Any other matter with the permission of the chair

Chairperson: Prof. Sharlet Bhaskar
Prof. Krishnakant Pandey
Dr. Pratibha Jadhav
Prof. Neha Mishra


Coordinator

Ms. Sharlet Bhaskar

Cc: Principal

Date: 29th September, 2022


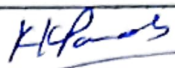


DEPARTMENTAL MEETING

MINUTES

Meeting of the Bachelor of Commerce department was held on Thursday, 29th September, 2022. Coordinator, Ms. Sharlet Bhaskar warmly welcomed all the faculties. The following agenda was discussed:

1. Discussion was held on conducting the Semester III & I Regular & ATKT Examination in the first and second week of October 2022.
2. The paper pattern as per Mumbai University was discussed and clarified to the newly joined faculties. It was decided that the question papers will be checked by the HOD and then forwarded to the examination committee.
3. Online and offline guest lectures for the knowledge enhancement of the students were also planned. It was also decided that we call our Alumni Ms. Riddhi Gupta for a motivational lecture. On behalf of the department, we wanted to spread the knowledge of digital literacy. So the department decided to orient the college peons and the maushi's with the basic functioning and knowledge of computers like teaching the different parts of the computer, drawing and painting in MSPaint, typing their name in MSWord etc.
4. Completion of syllabus along with conducting class test and demo test (online MCQ) of 20 marks each was decided. Accordingly, faculties were asked to start with preparing the question papers.

Signature of Faculties

| Sr. No. | Name of The Faculty | Signature |
|---------|-----------------------|---|
| 1. | Ms. Sharlet Bhaskar |  |
| 2. | Mr Krishnakant Pandey |  |
| 3. | Dr. Pratibha Jadhav |  |
| 4. | Ms. Neha Mishra |  |



Coordinator

Ms. Sharlet Bhaskar

Cc: Principal

Date: 2nd March, 2023

DEPARTMENTAL MEETING

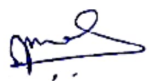
NOTICE

All the members of Bachelor of Commerce are hereby informed that there is a meeting on Saturday, 4th March, 2023 at 12 pm. Attendance for the meeting is compulsory. All the faculties are requested to attend the meeting in the 6th floor staff room.

Agenda

1. Syllabus completion and semester examination.
2. Question paper setting.
3. Result distribution and PTA meeting.
4. Any other matter with the permission of the chair.

Chairperson: Prof. Sharlet Bhaskar
Prof. Krishnakant Pandey
Dr. Pratibha Jadhav
Prof. Neha Mishra



Coordinator

Ms. Sharlet Bhaskar

Cc: Principal

Date: 4th March, 2023


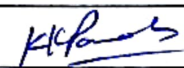


DEPARTMENTAL MEETING

MINUTES

Meeting of the Bachelor of Commerce department was held on Saturday, 4th March, 2023. Coordinator, Ms. Sharlet Bhaskar warmly welcomed all the faculties. The following agenda was discussed:

1. The coordinator read the minutes of the last meeting.
2. It was decided that the syllabus will be completed by the second week of March and after completion, the signature of respective faculties to be taken on syllabus completion form.
3. The paper pattern as per Mumbai University was discussed and clarified to the newly joined faculties. It was decided that the question papers will be checked by the HOD and then forwarded to the examination committee.
4. It was decided that the result distribution along with a parents meeting will be held in the month of April 2023.
5. It was also decided that all the departmental documentation work should be completed before the end of the academic year.

Signature of Faculties

| Sr. No. | Name of The Faculty | Signature |
|---------|-----------------------|--|
| 1. | Ms. Sharlet Bhaskar |  |
| 2. | Mr Krishnakant Pandey |  |
| 3. | Dr. Pratibha Jadhav |  |
| 4. | Ms. Neha Mishra |  |



Bachelor of Commerce

Coordinator, Ms. Sharlet Bhaskar

Date: 22, September, 2022

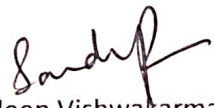
NOTICE


Department of Information Technology (2022-23)

All the information Technology faculties are hereby informed that a department meeting will be conducted on 24th September, 2022 at 12:30 pm in the IT staff room.

Agenda of the Meeting:

- (1) Syllabus completion.
- (2) SYIT AND TYIT Practical Examination Conduction.
- (3) Distribution of Role of faculties in examination.
- (4) Discussion on schedule of Prelim Examination of TYIT.


Mr. Sandeep Vishwakarma
Coordinator
Department of Information Technology


Dr. Pratima Singh
I/C Principal

Date: 24th September, 2022DEPARTMENT MEETING MINUTES

Department of Information Technology (2022 – 23)

AGENDA:-

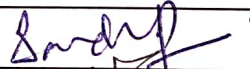

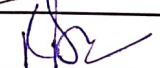
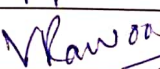
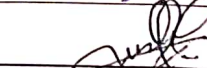
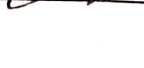
1. Syllabus completion of Semester I, Semester III, Semester V of Bsc.IT as well as Semester Data Science.
2. SYIT Semester III AND TYIT Semester V Practical Examination Conduction.
3. Distribution of Role of faculties in examination.
4. Discussion on schedule of Prelim Examination of TYIT.


Meeting was held on 24th September, 2022 at 12:30 PM with the presence of all the faculties of the Information Technology Department.

Following points were discussed in the meeting:

- 1) Syllabus completion Examination tasks for internal, practical and project Examination roles were allocated to faculties for the Academic Year 2022-23.
- 2) Head of department Prof. Sandeep Vishwakarma had instructed the schedule of examination to be conducted for Internal and Practical examination.
- 3) Also finalized date of prelim Exam. He also guided the role of each faculty for the examinations.

SIGNATURE OF FACULTIES

| SR. NO. | FACULTY NAME | SIGNATURE |
|---------|-------------------------|---|
| 1 | Mr. Sandeep Vishwakarma |  |
| 2 | Mr. Arvind Singh |  |
| 3 | Mrs. Seema Negi |  |
| 4 | Mr. Rajesh Maisalge |  |
| 5 | Mr. Rawool Vijay Anil |  |
| 6 | Ms. Kushali Gupta |  |


Mr. Sandeep Vishwakarma
(Co-ordinator BSc IT)
Cc: Principal

NOTICE

Date: 22nd September 2022

Department of Information Technology (2022 – 23)

All the information Technology faculties are hereby informed that a department meeting will be conducted on 24th September, 2022 at 12:30 pm in the IT staff room.

Agenda of the Meeting:

- (1) Syllabus completion.
- (2) SYIT AND TYIT Practical Examination Conduction.
- (3) Distribution of Role of faculties in examination.
- (4) Discussion on schedule of Prelim Examination of TYIT.



Mr. Sandeep Vishwakarma
(Co-ordinator BSc IT)
Cc: Principal



Date: 28 /10/2022

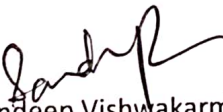
NOTICE


Department of Information Technology (2022-23)

All the information Technology faculties are hereby informed that a department meeting will be conducted on 1, November 2022 at 12:30 pm in the IT staff room.

AGENDA:-

- (1) To discuss subject allocation and Workload distribution for BSc. IT semester II, IV, VI and Data Science Semester II.
- (2) To discuss Practical lab utilization and Software Requirements.
- (3) To discuss the class test schedule.
- (4) To discuss the Schedule of Tech-Heist Events.


Mr. Sandeep Vishwakarma
Coordinator
Department of Information Technology


Dr. Pratima Singh
I/C Principal

Date: 1/11/2022

DEPARTMENT OF INFORMATION TECHNOLOGY

DEPARTMENT MEETING


AGENDA:-

1. To discuss subject allocation and Workload distribution for BSc. IT semester II, IV, VI and Data Science Semester II.
2. To discuss Practical lab utilization and Software Requirements.
3. To discuss the class test schedule.
4. To discuss the Schedule of Tech-Heist Events.

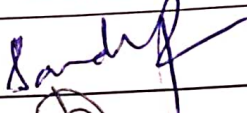

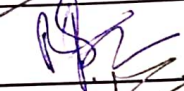

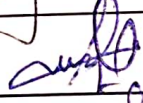
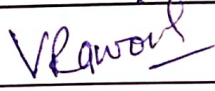
Meeting was held on 1st November, 2022 at 12:30 PM, in the presence of all the faculties of B.Sc.(I.T.) Department,.

Following points were discussed in the meeting:

1. To discuss subject allocation 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 2022-2023.
2. Discussed about lab utilization and Software Requirements, Workload distribution
3. Discussed the Schedule of Tech-Heist Events which will be conducted in the month of January.
4. Also discussed about the location of Field Visit.


Mr. Sandeep Vishwakarma
(Co-ordinator BSc IT)
Cc: Principal

SIGNATURE OF FACULTIES

| SR. NO. | FACULTY NAME | SIGNATURE |
|---------|-------------------------|---|
| 1 | Mr. Sandeep Vishwakarma |  |
| 2 | Mrs. Seema Negi |  |
| 3 | Mr. Rajesh Maisalge |  |
| 4 | Mr. Arvind Singh |  |
| 5 | Ms. Kushali Gupta |  |
| 6 | Mr. Rawool Vijay |  |

Date: 4TH June, 2022

NOTICE

Department of Information Technology (2022-23)


All the information Technology faculties are hereby informed that a department meeting will be conducted on 6th June, 2022 at 11:30 am in the IT staff room.

Agenda of the Meeting:

- (1) To discuss subject allocation of IT and data science.
- (2) Practical lab utilization
- (3) Software Requirements
- (4) Workload distribution
- (5) To discuss about certificate program.


Mr. Sandeep Vishwakarma
Coordinator

Department of Information Technology


Dr. Pratima Singh
I/C Principal

Date: 4th June, 2022

DEPARTMENT OF INFORMATION TECHNOLOGY

DEPARTMENT MEETING


AGENDA:-

1. To discuss subject allocation of IT and data science.
2. Practical lab utilization
3. Software Requirements
4. Workload distribution
5. To discuss about certificate program.

Meeting was held on 6th June, 2022 at 11:30 am. in the presence of all the faculties of B.Sc.I.T and Data Science Department.

Following points were discussed in the meeting:

1. Subjects of F.Y.B.Sc.I.T SEM – I, S.Y.B.Sc.I.T SEM – III, T.Y.B.Sc.I.T SEM – V, FY Data Science is allocated to the faculties for the Academic Year 2022-23.
2. Discussed about lab utilization and software requirement during the year.
3. Discussed topic, schedule, syllabus and convener of certificate program to be conducted during the year 2022-23.
4. Discussed schedule of class test.


Mr. Sandeep Vishwakarma
(Co-ordinator BSc IT)
Cc: Principal

Subject Allocation**F.Y.B.Sc.I.T SEM – I**

| SR. NO. | SUBJECT | FACULTY NAME |
|---------|--------------------------------|--|
| 1 | Programming principle with C | Mrs. Seema Negi |
| 2 | Database Management System | Mr. Rawool Vijay Anil |
| 3 | Discrete Maths | Mr. Sandeep Vishwakarma and Mrs. Snehal Zanke |
| 4 | Digital Logic and application | Mr. Rajesh Maisalge |
| 5 | Technical communication skills | Mrs. Bindu Kurup |

S.Y.B.Sc.I.T SEM – III

| Sr. No. | Subject | Faculty Name |
|---------|----------------------------|-------------------------|
| 1 | Python Programming | Mr. Rawool Vijay Anil |
| 2 | Data Structures | Mr. Sandeep Vishwakarma |
| 3 | Database Management System | Mr. Arvind Singh |
| 4 | Applied Mathematics | Mrs. Snehal Zadpe |
| 5 | Computer Networks | Mrs. Seema Negi |

T.Y.B.Sc.(I.T.) SEM – V

| SR. NO. | SUBJECT | FACULTY NAME |
|---------|-----------------------------|-------------------------|
| 1 | Software Project Management | Mr. Rajesh Maisalge |
| 2 | Internet of Things | Mr. Rawool Vijay Anil |
| 3 | Advanced Web Programming | Mr. Arvind Singh |
| 4 | Artificial Intelligence | Mr. Sandeep Vishwakarma |
| 5 | Enterprise Java | Mr. Sandeep Vishwakarma |

WORKLOAD DISTRIBUTION

| FYIT | | | |
|--------------------------------|--------|-----------|-------|
| SUBJECT | THEORY | PRACTICAL | TOTAL |
| Programming principle with C | 5 | 2+2 | 7 |
| Database Management System | 5 | 2+2 | 7 |
| Discrete Maths | 5 | 2+2 | 9 |
| Digital Logic and application | 5 | 2+2 | 9 |
| Technical communication skills | 5 | 2+2 | 9 |
| SYIT | | | |
| Python Programming | 5 | 2+2 | 7 |
| Data Structures | 5 | 2+2 | 9 |
| Database Management System | 5 | 2+2 | 9 |
| Applied Mathematics | 5 | 2+2 | 7 |
| Computer Networks | 5 | 2+2 | 9 |
| TYIT | | | |
| Software Project Management | 5 | 3 | 8 |
| Internet of Things | 5 | 3 | 8 |
| Advanced Web Programming | 5 | 3 | 8 |
| Artificial Intelligence | 5 | 3 | 8 |
| Enterprise Java | 5 | 3 | 8 |



1st April, 2023

ACADEMIC YEAR 2022-23

NOTICE

All the B.Com (Accounting & Finance) faculty members are hereby informed that a department meeting will be conducted on 4th April, 2023 at 11.00 am in the staff room.

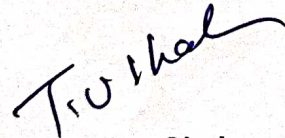
Agenda of the Meeting:

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

Chair: Prof. Tushar Shah (HOD)

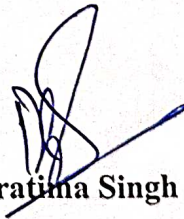
Prof. Vicky Kukreja

Prof. Jalpa Dave



Mr. Tushar Shah

Head of the Department (BAF)



Dr. Pratima Singh

I/C Principal

4th April, 2023

MINUTES OF THE MEETING

With the above agenda, Co-Ordinator, Prof. Tushar Shah 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.

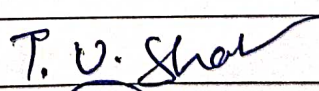
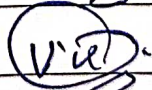

It was decided that paper assessment will be completed in time & results will be declared as follow:

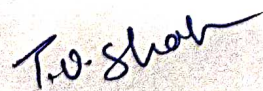
First Year – 15th May, 2023

Second Year – 15th May, 2023

3. 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.
4. Prof. Tushar Shah suggested that with a view to enhance students' employability and skills the department must start an Add-on course for the student. Mr. Vicky Kukreja agreed that he will take responsibility for designing the course structure & content.
5. Since there was no other matter, the meeting was concluded.

Signature of Faculties Present

| Sr. No. | Faculty Name | Signature |
|---------|------------------------|--|
| 1. | Prof. Tushar Shah(HOD) |  |
| 2. | Prof. Vicky Kukreja |  |
| 3. | Prof. Jalpa Dave |  |


Co-Ordinator:
Tushar Shah (HOD)

Smt. Durgadevi Sharma Charitable Trust



Chandrabhan Sharma College
Arts, Science & Commerce

(Affiliated to the University of Mumbai)
Accredited by NAAC 'B+'

Date: 17th November, 2022

ACADEMIC YEAR 2022-2023

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 20th November, 2022 at 6th Floor Staffroom at 11.00 am to discuss the following agenda.

AGENDA: -

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

T. V. Shah

Co-Ordinator:
Tushar Shah (HOD)

Date: 21st November 2022

MINUTES OF THE MEETING

The minutes of the meeting held on 21st November, 2022 at 10.00 AM, in the presence of all the faculties of B.Com (Accounting Finance) Stream.

- 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 13 students and they will guide the students for the project

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. Falguni Kotak |
| SYBAF | Business Law- III | Ms. Falguni Kotak |

- 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 - II

| Sr. No. | Subject | Faculty Name |
|---------|----------------------------------|----------------------------|
| 1 | Financial Accounting - II | Mr. Tushar Shah |
| 2 | Auditing - I | Ms. Jalpa Dave |
| 3 | Innovative to Financial Services | Mr. Vicky. Kukreja |
| 4 | Business Communication - II | Dr. Anita Pandey |
| 5 | Business Law - I | Ms. Falguni Kotak |
| 6 | Business Mathematics - I | Mr. Krishnakant Pandey |
| 7 | Foundation Course - II | Mr. Krishnakant. Pandey |

SYB.A.F. – SEM – IV

| Sr. No. | Subject | Faculty Name |
|---------|--|----------------------|
| 1 | Financial Accounting – IV | Mr. Tushar Shah |
| 2 | Management Accounting | Mr. Vicky Kukreja |
| 3 | Direct Tax – II | Ms. Jalpa Dave |
| 4 | Business Law(Company Law) - III | Ms.Falguni Kotak |
| 5 | Management (FC –IV) | Ms. Sherlet. Bhaskar |
| 6 | Information Technology – II | Mr. Rajesh maisagle |
| 7 | Research Methodology in Accounting & Finance | Dr. PratibhaJadhav |

T.Y.B.A.F – SEM – VI

| Sr. No. | Subject | Faculty Name |
|---------|--|-----------------------|
| 1 | Financial Accounting VII | Ms. Jalpa Dave |
| 2 | Financial Management – III | Mr. Tushar Shah |
| 3 | Cost Accounting - IV | Mr. Ravi. Vishwakarma |
| 4 | Indirect Tax – II | Mr. Vicky. Kukreja |
| 5 | Security Analysis and Portfolio Management | Mr. Nitesh Singh |
| 6 | Project Work | |

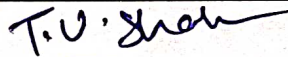
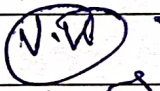
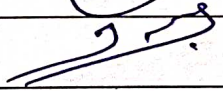
1) Mr. Tushar Shah suggested that the students should be encouraged to participate in the upcoming Cultural Fest “Khwaish” which would give them a good exposure in planning and managing different activities.

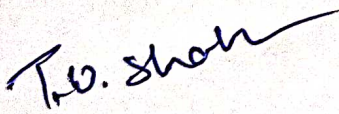
2) It was decided that Two departmental events namely ‘Mock Stock’ and ‘Financial QUIZ’ Mr. Vicky. Kukreja accepted the responsibility of guiding the students and encouraging them to participate in the event.

3) Mr. Tushar. Shah also informed the members that the college is conducting “Personality development and skill enhancement sessions for the First Year students.

- 4) Mr. Tushar Shah also discussed the active participation of the students in NSS activities which were appreciated by the members present. Mr. Vicky Kukreja put forth the point that since the term is very short, the syllabus should be completed well in time, after which the faculties would utilise their lectures for solving doubts of the students & overall revision.
- 5) Ms. Jalpa Dave & Mr. Vicky Kukreja 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.
- 6) Since there was no other matter, the meeting was concluded.

Signature of Faculties Present

| No. | Faculty Name | Signature |
|-----|-------------------|--|
| 1. | Mr. Tushar Shah |  |
| 2. | Mr. Vicky Kukreja |  |
| 3. | Ms. Jalpa Dave |  |



Co-Ordinator:
Tushar Shah (HOD)

Date: 10th May, 2022

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, 2022 at 10.30 am in the staff room to discuss the following agenda.

AGENDA:-

1. To discuss Add-on Courses to be conducted for First & Second year students
2. Subjects Allocation & Intimation in regard to visiting faculties.
3. Finalisation of Timetable
4. Planning of Activities for the current year
5. Scheduling of the term

T. V. Shah

Mr. Tushar Shah
Head of the Department (BAF)

Dr. Pratima Singh

Dr. Pratima Singh
I/C Principal

MINUTES OF THE MEETING

The minutes of the meeting held on 06th June, 2022 at 10.00 AM, in the presence of all the faculties of B.Com (Accounting & Finance) Stream.

1. The co-ordinator read the minutes of the last meeting.
2. Head of the Department Tushar. Shah discussed the Add-on course He 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 | Ms.Phalguni |

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

FYBAF- SEM - I

| Sr. No. | Subject | Faculty Name |
|---------|----------------------------|-------------------|
| 1 | Financial Accounting - I | Tushar Shah |
| 2 | Cost Accounting - I | Vicky. Kukreja. |
| 3 | Financial Management - I | Vicky. Kukreja |
| 4 | Business Communication - I | Neelam Agarwal |
| 5 | Foundation Course - I | Dr.Pratima Singh |
| 6 | Business Economics - I | Dr.PratibhaJadhav |
| 7 | Business Environment | Sharlet Bhaskar |

S.Y.B.A.F. – SEM – III

| Sr. No. | Subject | Faculty Name |
|---------|--|-------------------|
| 1 | Financial Accounting – III | Tushar Shah |
| 2 | Cost Accounting – II | Ravi Vishwakarma |
| 3 | Direct Tax – I | Tushar Shah |
| 4 | Business Law - II | Phalguni Kotak |
| 5 | Financial Market Operations (FC –III) | Vicky. Kukreja |
| 6 | Information Technology – I | Rajesh Maisalge |
| 7 | Business Economics - II | Dr.PratibhaJadhav |

T.Y.B.A.F. – SEM – V

| Sr. No. | Subject | Faculty Name |
|---------|---------------------------|-------------------|
| 1 | Financial Accounting V | Tushar Shah |
| 2 | Financial Accounting VI | Ms.Neha Mishra |
| 3 | Indirect Taxes – II (GST) | VickyKukreja |
| 4 | Cost Accounting - III | Ravi. Vishwakarma |
| 5 | Financial Management - II | VickyKukreja. |
| 6 | Management Application | Tushar Shah |

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

6. Vicky. Kukreja 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 utilise their lectures for solving doubts of the students & overall revision.

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

Smt. Durgadevi Sharma Charitable Trust

CSC



Chandrabhan Sharma College
Arts, Science & Commerce

(Affiliated to the University of Mumbai)
Accredited by NAAC 'B+'

Signature of Faculties Present

| Sr. No. | Faculty Name | Signature |
|---------|----------------|-----------|
| 1. | Tushar Shah | |
| 2. | Vicky. Kukreja | |

Co-Ordinator:
Tushar Shah (HOD)



Date: 1st June, 2022

NOTICE

This is to inform that Department of Management Studies will conduct a new academic term 2022-23. All the BMS faculties are hereby informed to be present in the department meeting to be held on Monday- 13th June 2022 in room no 606.

AGENDA:

1. To discuss Subject distribution, Teacher workload and Teaching plan.
2. To discuss about the norms and guidelines for student discipline.
3. To discuss about the new cloud ERP system for tracking student attendance.
4. To discuss about Department the Faculty Exchange Programme, Certificate Programme, and Departmental Activities.
5. To discuss the responsibility and documentation work related to the departments & clubs associated with the same.



Mr. Umesh Kabadi
BMS Coordinator



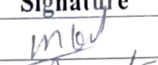
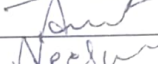
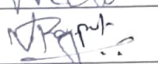
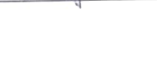
Dr. Pratima Singh
Principal

Date: 5th June, 2022

MINUTES OF THE MEETING

1. Meeting held on 5th June, 2022 at 12:00 pm, in the presence of the coordinator Mr. Umesh Kabadi and all the faculty members of BMS Department.
2. Teaching plans, teacher workloads, subject assignments, remedial lectures, and the completion of the syllabus within a set period of time were all discussed.
3. Discussed the student disciplinary guidelines and norms to be followed.
4. Discussed & explored Mastersoft ERP software for tracking student attendance & other option available for the benefits of the students.
5. Discussed about Two Certificate Program to be conducted in the department – Digital Marketing & Corporate Communication & Industry Interface.
6. Discussed about Faculty Exchange Program and list of tentative activities for Chanakya Niti Club was discussed.
7. Discussed the responsibility and documentation work to be distributed among the departmental faculties

The following members were present for the meeting held on:

| Sr. No. | Name | Signature |
|---------|---------------------|---|
| 1. | Mr. Umesh Kabadi |  |
| 2. | Dr. Anita Pandey |  |
| 3. | Mrs. Neelam Agarwal |  |
| 4. | Dr. Vaishali Rajput |  |


Mr. Umesh Kabadi
BMS Coordinator

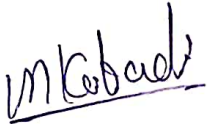
Date: 11th November, 2022

NOTICE

This is to inform that Department of Management Studies will conduct a Department meeting. All the BMS faculties are hereby informed to be present in the departmental meeting to be held on Tuesday- 15th November, 2022 at 11:00 am in room no 702.

AGENDA:

1. To finalise the subject allocation and Workload Distribution for semester II, IV, VI.
2. To discuss about activities conducted in the department & Club & finalize tentative dates of Second Term Activities
3. To discuss about the Attendance Improvement and action plan against defaulters
4. To discuss about the field/industrial visit.



Mr. Umesh Kabadi
BMS Coordinator



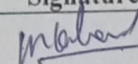
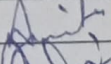
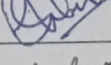
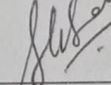
Dr. Pratima Singh
Principal

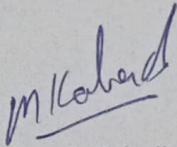
Date: 15th November, 2022

MINUTES OF THE MEETING

1. Meeting held on 15th November, 2022 at 12:00 pm, in the presence of the coordinator and all the faculty members of BMS Department. Generally specified agenda items were discussed.
2. The coordinator Mr. Umesh Kabadi commenced the meeting with the subject completion Record of SY & TY which is supposed to be signed by all the faculties
3. Teaching approach for the syllabus and appropriate teaching plan was curated for the Upcoming semester.
4. Discussed about the subject allocation and Workload Distribution for semester II, IV, VI.
5. Tentative dates for Second Term Activities were discussed & finalized
6. Mr. Umesh Kabadi highlighted about the Attendance improvement and calling the parents on regular basis for the defaulters.
7. Mr. Umesh Kabadi discussed about the venue and schedule of the Industrial Visit.

Following members were present at the meeting:

| Sr. No. | Name of Professor | Signature |
|---------|--------------------------|---|
| 1. | Mr. Umesh Kabad |  |
| 2 | Dr. Anita Pandey |  |
| 3 | Ms Shalini kashyap |  |
| 4 | Ms. Swaranjit Kaur Saini |  |



Mr. Umesh Kabadi
BMS Coordinator

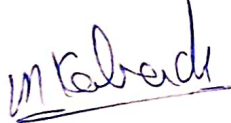
Date: 10th March, 2023

NOTICE

This is to inform that Department of Management Studies will conduct a Department meeting. All the BMS faculties are hereby informed to be present in the departmental meeting to be held on Wednesday- 15th March 2023 at 11:00 am in room no 702.

AGENDA:

1. Syllabus completion and semester examination.
2. To discuss regarding setting up of Question paper
3. To review department activities.
4. To discuss the certificate programme conducted during the academic year
5. To discuss about the syllabus completion of FYBMS, SYBMS and TYBMS.
6. Any other matter with the permission of the chair.



Mr. Umesh Kabadi
BMS Coordinator







Dr. Pratima Singh
Principal

Date: 15th March, 2023

MINUTES OF THE MEETING

1. Meeting held on 15th March, 2023 at 11.00a.m, in the presence of the coordinator and all the faculty members of BMS Department.
2. It was decided that the syllabus will be completed by the second week of March and after completion, the signature of respective faculties to be taken on syllabus completion form.
3. The paper pattern as per Mumbai University was discussed. It was decided that the question papers will be checked by the HOD and then forwarded to the examination committee.
4. Reviewed about Departmental & Club Activities for A.Y 2022-23 were discussed
5. Discussed about the Two Certificate Program conducted by the department & analysed the feedback received from the students & the same was discussed with the Principal
6. Logbook were reviewed of all faculties, and found that syllabus was completed on time.
7. It was also decided that all the departmental documentation work should be completed before the end of the academic year.
8. Following members were present at the meeting

| Sr. No. | Name | Signature |
|---------|--------------------------|---|
| 1. | Mr. Umesh Kabadi |  |
| 2. | Dr. Anita Pandey |  |
| 3. | Ms Shalini Kashyap |  |
| 4 | Ms. Swaranjit Kaur Saini |  |



Mr. Umesh Kabadi
BMS Coordinator


Date: 8th June 2022

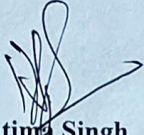
NOTICE
B.COM. (BANKING & INSURANCE)
ACADEMIC YEAR 2022-2023

All the faculties of B.Com. (Banking & Insurance) are hereby inform that there is semester beginning meeting is scheduled to be held on Saturday, 11th June, 2022, Timing 11:00 AM

Agenda of the meeting are:

1. Discussion on time table
2. Lecture log
3. Lecture attendance
4. Group Assignment per month.
5. Feedback practice for lecture on weekly basis


Mr. Ravi Vishwakarma
Coordinator -BBI


Dr. Pratima Singh
Principal




Date: 13th June 2022

MINUTES

Meeting of BBI department was held on Saturday, 11th June, 2022 at 11:00 am

1. Discussion was held on subject allocation for semester I, III and V for academic year 2022-23. Teachers were allotted subjects and workload was also distributed.
2. Timetable was given to all.
3. There was discussion on taking attendance by direct roll call in the classroom. Teachers will take attendance through Attendance software APP. In this new format of attendance, it will be convenient to make defaulters list monthly and also students will not be able to share link and put false attendance.
4. Group assignments to be given to the students so that they can interact with their classmates.
5. Teachers are requested to put lecture update in students whatsapp group if they come cross with any adjustment
6. It was also discussed that subject wise class test and Mock test will be conducted.
7. It was decided that every faculty member will take feedback from students on 15th and 30th of every month.


Mr. Ravi Vishwakarma
Coordinator - BBI



Date: 15th October, 2022

NOTICE

SEMESTER END MEETING


Following faculty members of B.Com (Banking and Insurance) are requested to kindly attend the Semester End meeting on Monday October 17, 2022 from 12:30 – 1:00 pm in staff room.

Agenda:

1. Completion of syllabus
2. Semester end Examination
3. Examination question paper
4. Question bank for Practice
5. Remedial lectures for ATKT students


Mr. Ravi Vishwakarma

Coordinator -BBI


Dr. Pratima Singh


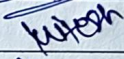

Principal

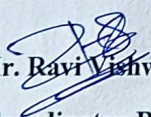
Date: 19th October 2022MINUTES

Meeting of BBI department was held on Monday October 17 , 2022 from 12:30 – 1:00 pm in staff room

- 1. Completion of syllabus:** Discussion was held on subject completion for semester I/III/V for academic year 2022-23. Faculties were informed about the last date of lectures will be 14th November, 2022 for first & second and 23rd October for Third year.
- 2. Semester end Examination:** discussion was held on examination paper pattern, preparation of question banks for Practice & TYBBI examination paper pattern, conduct preliminary exam.
- 3. Remedial lectures for ATKT students:** Remedial time table shared with the faculties for helping students to overcome the difficulties in their respective subjects.

Signature of Faculties Present

| Sr. No. | Faculty Name | Signature |
|---------|----------------------|---|
| 1. | Mr. Ravi Vishwakarma |  |
| 2. | Mr. Nitesh Singh |  |
| 3 | Mr. Nilesh Shukla |  |


Mr. Ravi Vishwakarma
Coordinator-BBI



Date: 17th November 2022

NOTICE

DEPARTMENT OF B.COM (BANKING & INSURANCE)

ACADEMIC YEAR 2022-2023

This to inform all faculties of B.Com (Banking & Insurance) Department, regarding the Beginning meeting for II, IV & VI Semester to be held on 21st November, 2022 at 6th 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

Mr. Nilesh Shukla

Coordinator BBI

Dr. Pratima Singh

Principal

Date: 22nd November 2022

MINUTES OF THE MEETING

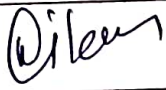

The minutes of the meeting held on 21st November, 2022 at 11.00 AM, in the presence of all the faculties of B.Com (Banking & Insurance) department.

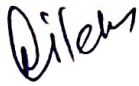
1. All the faculty members discussed about the allocation of students for the Project Work Guidance for TYBBI and decided that each faculty would be allotted 13 students and they will guide the students for the project
2. Teachers are requested to put lecture update in students whatsapp group if they come cross with any adjustment
3. It was also discussed that for final semester guest and guidance lecture must be conducted for university exam preparation.
4. 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 |
|-------|---------------------------|--------------------------------|
| FYBBI | Business Law-I | Falguni Kotak |
| FYBBI | Business Communication-II | Sumita |
| SYBBI | Corporate Law | Falguni Kotak |
| SYBBI | Foundation Course - II | Tanvi Sangani |
| TYBBI | Central Banking | Rahul Borana |

- 5 The time table for the class as well as Individual faculties was duly finalized taking in view of their convenient time slots.
- 6 It was decided that for departmental Club "MUDRA" will be conducting event related banking quiz tentatively in last week of January. Mr. Nitesh Singh has accepted the responsibility of guiding the students and encouraging them to participate in the event.
- 7 Mr. Nilesh Shukla also discussed the active participation of the students in NSS activities which were appreciated by the members present. Mr. Nitesh Singh 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.
- 8 Since there was no other matter, the meeting was concluded.

Signature of Faculties Present

| Sr. No. | Faculty Name | Signature |
|---------|-------------------|--|
| 1. | Mr. Nilesh Shukla |  |
| 2 | Mr. Nitesh Singh |  |



Mr. Nilesh Shukla
Coordinator-BBI

Smt. Durgadevi Sharma Charitable Trust



Chandrabhan Sharma College
Arts, Science & Commerce

(Affiliated to the University of Mumbai)
Accredited by NAAC 'B+'

Date: 24th March, 2023

NOTICE

ACADEMIC YEAR 2022-23

All the faculties of B.Com.(Banking & Insurance) are hereby informed that a department meeting will be conducted on 31st March, 2023 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.

A handwritten signature in black ink, appearing to read 'Nilesh'.

Mr. Nilesh Shukla

Coordinator BBI

A handwritten signature in black ink, appearing to read 'Pratima Singh'.

Dr. Pratima Singh

Principal

Date: 31st March, 2023


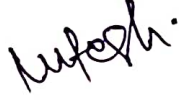
MINUTES OF THE MEETING

With the mentioned agenda, Coordinator, Mr.Nilesh Shukla warmly welcomed all the faculties.

The following agenda was discussed:

1. The coordinator read the minutes of the last meeting.
2. Discussed about completion of syllabus & it was decided that signature of respective faculties to be taken on syllabus completion form.
3. It was decided that paper assessment will be completed in time & results will be declared as follow:
First Year – 6th May, 2022
Second Year – 13th May, 2023
4. On the day of result all students & their parents should be oriented regarding admission process for next academic year & it was agreed that faculties will have look in to the admission process.
5. Mr. Nitesh Singh suggested that with a view to enhance student's employability and skills the department must start an Add-on course for the student.
6. Since there was no other matter, meeting was concluded.

Signature of Faculties Present

| Sr. No. | Faculty Name | Signature |
|---------|------------------|--|
| 1. | Mr.Nilesh Shukla |  |
| 2. | Mr.Nitesh Singh |  |



Mr. Nilesh Shukla
Coordinator-BBI

Date: 26th May,2023

ACADEMIC YEAR 2022-23

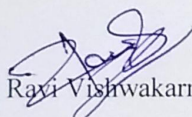
DEPARTMENT OF BACHELOR OF COMMERCE(FINANCIAL MARKETS)

NOTICE


Notice is hereby given to the faculties of B.Com(Financial Markets) Stream, Regarding the meeting to be held on 13th June, 2023 at 6th Floor Staffroom at 11.00 am to discuss the following agenda.

AGENDA:-

- (1) To discuss the syllabus
- (2) Allocation of Subjects & Intimation to visiting faculties.
- (3) Finalization of Timetable
- (4) Planning of Activities
- (5) Scheduling of the term
- (6) Certificate Program Course for Second year and Third year Students


Mr. Ravi Vishwakarma

B.com(Financial Markets) Co-ordinator


Dr. Pratima Singh

Principal

Date: 13th June, 2023

MINUTES OF THE MEETING

The meeting was held on 13th June, 2023 at 6th Floor Staffroom at 11.00 am, in the presence of all the faculties of B.Com (Financial Markets) Stream.

1. Co-ordinator of the Department Mr. Ravi Vishwakarma discussed the Certificate course on Financial Statement Analysis with Mrs Ganashree Chilka and implement the same in Academic year 2022-23 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 | Ms.Falguni Kotak |
| SYBFM | Commodities and Derivatives | Mr. Rajiv Mishra |
| TYBFM | Financial derivatives | Mr. Rajiv Mishra |

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

FYBFM-SEM-I

| Sr. No. | Subject | Faculty Name | No. of lectures (Week) |
|---------|----------------------------------|------------------------|------------------------|
| 1 | Financial Accounting – I | Mr. Selva Kumar | 4 |
| 2 | Introduction to Financial System | Mr. Ganashree Chilka | 4 |
| 3 | Business Mathematics | Mr. Krishnakant Pandey | 4 |
| 4 | Business Communication - I | Ms.Neelam Agarwal | 4 |

| | | | |
|---|------------------------|----------------------|---|
| 5 | Foundation Course - I | Mrs.Vaishali Rajput | 4 |
| 6 | Business Environment | Mrs. Sharlet Bhaskar | 4 |
| 7 | Business Economics - 1 | Dr.Pratibha Jadhav | 4 |

SYB.F.M – SEM – III

| Sr. No. | Subject | Faculty Name | No. of lectures (Week) |
|---------|-----------------------|---------------------|---------------------------|
| 1 | Debt Markets-I | Mrs. Nitesh Singh | 4 |
| 2 | Computer Skills | Mr.Rajesh Maisalage | 4 |
| 3 | Equity Markets - I | Mr.Umesh Kabadi | 4 |
| 4 | Commodity Market | Mr. Rajiv Mishra | 4 |
| 5 | Management accounting | Mr.Ravi Vishwakarma | 4 |
| 6 | Business Law-I | Ms.Falguni Kotak | 4 |
| 7 | FC in Money market | Mr. Nitesh Singh | 4 |

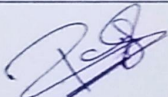
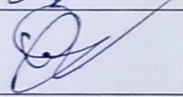
TYB.F.M – SEM – V

| Sr. No. | Subject | Faculty Name | No. of lectures (Week) |
|---------|---------------------------------|------------------|---------------------------|
| 1 | Marketing in financial Services | Mr.Umesh Kabadi | 4 |
| 2 | Technical Analysis | Mr. Nitesh Singh | 4 |
| 3 | Financial derivatives | Mr. Rajiv Mishra | 4 |
| 4 | Equity research | Mr. Nitesh Singh | 4 |

| | | | |
|---|--|----------------------|---|
| 5 | Business Valuation | Mr. Ravi Vishwakarma | 4 |
| 6 | Business Ethics and corporate governance | Dr. Avadhesh Yadav | 4 |

1. Mr. Ravi Vishwakarma suggested that activity should be planned which would help in boosting the confidence & enhance their communication skills of the students. Ms. Ganashree Chilka agreed to the suggestions & accepted the responsibility of conducting events in the upcoming year.
2. Mr. Ganashree Chilka 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. Since there was no other matter, the meeting was concluded.

Signature of Faculties Present

| Sr. No. | Faculty Name | Signature |
|---------|-----------------------|---|
| 1. | Mr. Ravi Vishwakarma |  |
| 2. | Mrs. Ganashree Chilka |  |

NOTICE

Date: 26th November, 2022

DEPARTMENT OF BACHELOR OF COMMERCE(FINANCIAL MARKETS)

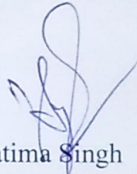
Notice is hereby given to the faculties of B.Com (Financial Markets) Stream, Regarding the meeting to be held on 2nd December 2022 at 11.00 am in 503 Class room to discuss the following agenda.

AGENDA:-

1. To review the First term of Academic year 2022-23.
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
8. Encourage students to Participate in Inter college competition and Intra College Competition


Mr. Ravi Vishwakarma

BFM Coordinator


Dr. Pratima Singh

Principal

Date: 02nd December, 2022**MINUTES OF THE MEETING**

The minutes of the meeting held on 2nd December, 2022 at 11.00 AM, in the presence of all the faculties of B.Com (Financial Markets) Stream.

1. Mr.Ravi Vishwakarma briefed about the first half of academic year 2022-23. He informed about the status of the assessment of papers & discussed 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 | Ms.Falguni Kotak |

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.Nilesh Shukla | 4 |
| 4 | Business Communication | Mrs.Sumita Jaiswal | 4 |
| 5 | Foundation Course | Mr.Krishnakant Pandey | 4 |
| 6 | Environmental Science | Mrs.Sumita Jaiswal | 4 |
| 7 | Computer Skills | Mr. Rajesh Maisalage | 4 |

SYB.F.M – SEM – IV

| Sr. No. | Subject | Faculty Name | No. of lectures (Week) |
|---------|-------------------------|---------------------|------------------------|
| 1 | Business Economics | Dr. Pratibha Jadhav | 4 |
| 2 | Business Law II | Ms.Falguni Kotak | 4 |
| 3 | FOREX | Mr.Nitesh Singh | 4 |
| 4 | Debt Markets -II | Mr. Nilesh Shukla | 4 |
| 5 | Equity Markets II | Mr.Umesh Kabadi | 4 |
| 6 | Corporate Finance | Mr.Ravi Vishwakarma | 4 |
| 7 | Commodities Derivatives | Ms.Jalpa Dave | 4 |

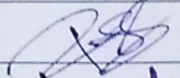
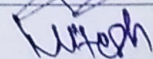
TYB.F.M. – SEM – VI

| Sr. No. | Subject | Faculty Name | No. of lectures (Week) |
|---------|------------------------------------|---------------------|------------------------|
| 1 | Venture Capital and Private Equity | Mr. Nilesh Shukla | 4 |
| 2 | Mutual Fund Management | Mr.Rahul Bohrane | 4 |
| 3 | Risk Management | Mr.Nitesh Singh | 4 |
| 4 | Strategic Corporate Finance | Mr.Ravi Vishwakarma | 4 |
| 5 | Corporate Restructuring | Mrs.Sumita Jaiswal | 4 |



4. Mr.Ravi Vishwakarma 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. Nitesh Singh agreed to the suggestions & accepted the responsibility of conducting events in the upcoming year.
5. Mr.Nitesh Singh put forth the point that since the term is very short, the syllabus should be completed at least by mid of march end, after which the faculties would utilize their lectures for solving doubts of the students & overall revision.
6. Since there was no other matter, the meeting was concluded.

Signature of Faculties Present

| Sr. No. | Faculty Name | Signature |
|---------|----------------------|---|
| 1. | Mr. Ravi Vishwakarma |  |
| 2. | Mr. Nitesh Singh |  |

NOTICE

Academic Year 2022-23

Date: 05th May, 2023

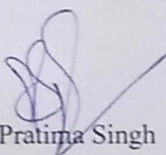
DEPARTMENTAL MEETING OF B.COM (FINANCIAL MARKETS)

Agenda:

- (1) To discuss 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 2022-23
- (3) To discuss 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 2022-23
- (5) To discuss the tentative date for reopening of college as per university guidelines.


Mr. Ravi Vishwakarma

BFM Coordinator


Dr. Pratima Singh


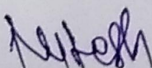
Principal

Date: 12th May, 2023

Minutes of the Meeting:

- Meeting held on 10th May, 2023 at 12:00 pm, in the presence of the coordinator Mr. Ravi Vishwakarma and all the faculty members of BFM Department.
- The coordinator Mr. Ravi Vishwakarma commenced the meeting with the result declaration date of FY & SYBFM which is scheduled on 12th May and 13th May respectively.
- Mr. Ravi Vishwakarma discussed about the pending work to be completed by 10th May 2023 as last working day is tentatively is scheduled on 17th May 2023
- Mr. Ravi Vishwakarma discussed the subject allocated to the respective faculty for the next academic year.
- He informed about the introduction of Certificate Programme in the year 2022-23 departments wise.
- He informed about the tentative date for re-opening of college as per university guidelines is 16th June 2023

Signature of Faculties

| Sr. No. | Faculty | Signature |
|---------|----------------------|---|
| 1. | Mr. Ravi Vishwakarma |  |
| 2. | Mr. Nitesh Singh |  |

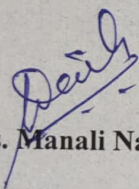
NOTICE

Date: 28th May, 2022

Department of Multimedia & Mass Communication (2022-23)

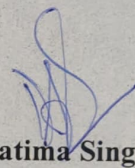
This is to inform all the faculty members of BAMMC that the Departmental meeting will be held on 1st June, 2022 in the staff room at 10:00 am sharp.

Attendance is mandatory



Ms. Manali Naik

Coordinator – Dept of Multimedia & Mass Communication



Dr. Pratima Singh

Principal

Academic Year 2022-23

Date: 1st June, 2022

DEPARTMENTAL MEETING OF BAMMC

Agenda:

- (1) To discuss about subject allocation
- (2) Software Requirements
- (3) Workload distribution
- (4) To chalk out some activities for Media World
- (5) Briefing about monthly and yearly documentation
- (6) Records of lectures conducted
- (7) Attendance records of students in the lectures
- (8) Discuss about the schedule and syllabus of the add-on/ certificate program.

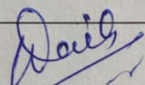
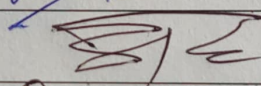
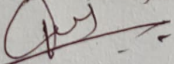
Minutes of the Meeting:

- Meeting held on 1st June, 2022 at 12:00 pm, in the presence of the coordinator Ms. Manali Naik and all the faculty members of BAMMC Department.
- Mentor distribution was discussed and the following mentors were allocated:
Manali Naik – TYBAMMC
Avdhesh Yadav – SYBAMMC
Sushmita Rajpurohit– FYBAMMC
- A list of tentative activities for Media World Club was planned and discussed.
- Teaching approach for the syllabus and appropriate teaching plan was curated for the upcoming semester.
- All the action plans were prior discussed with the Principal.
- Subjects of FYBAMMC, SEM – I, SYBAMMC ,SEM – III, and TYBAMMC, SEM – V are allocated to following faculties for the Academic Year 2022-23
- Ms. Manali Naik discussed about the add-on/certificate program which is to be conducted from the month of July, 2022.

Total Workload (Week)

| Sr. No. | Faculty | No. Of Lectures |
|---------|---------------------|-----------------|
| 1. | Manali Naik | 20 |
| 2. | Avdhesh Yadav | 22 |
| 3. | Sushmita Rajpurohit | 22 |

Signature of Faculties

| Sr. No. | Faculty | Signature |
|---------|---------------------|---|
| 1. | Manali Naik |  |
| 2. | Avdhesh Yadav |  |
| 3. | Sushmita Rajpurohit |  |

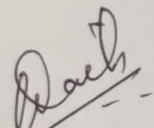


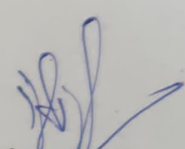
NOTICE

Date: 29th November, 2022

Department of Multimedia & Mass Communication (2022-23)

This is to inform all the faculty members of BAMMC that the Departmental meeting will be held on 2nd December, 2022 in the staff room at 12:00 pm sharp.


Ms. Manali Naik
Coordinator – Department of BAMMC


Dr. Pratima Singh
Principal

Academic Year 2022-23

Date: 2nd December, 2022

DEPARTMENTAL MEETING OF BAMMC

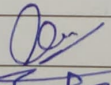
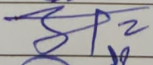
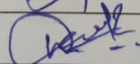
Agenda:

- (1) To discuss the Time Table of FY, SY and TY BAMMC.
- (2) To finalize the subject allocation and Workload Distribution for semester II, IV, VI.
- (3) To discuss the Attendance Improvement and action plan against defaulters.
- (4) To discuss the Media World Activities to be held in the month of January and February.

Minutes of the Meeting:

- Meeting held on 2nd December, 2022 at 12:00 pm, in the presence of the coordinator Ms Manali Naik and all the faculty members of BAMMC Department.
- The coordinator Ms Manali Naik commenced the meeting with the finalization of the Time Table for FY, SY and TYBAMMC.
- Ms. Manali Naik also discussed the Attendance improvement and calling the parents on a 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. | Ms. Manali Naik |  |
| 2. | Mr Avdhesh Yadav |  |
| 3. | Ms. Sushmita Rajpurohit |  |



NOTICE

Date: 1st March, 2023

Department of Multimedia & Mass Communication (2022-23)

This is to inform all the faculty members of BAMMC that the Departmental meeting will be conducted on 4th March, 2023 in the staff room at 12:00 pm sharp.

Ms. Manali Naik
Co-Ordinator – Department of BAMMC

Dr. Pratima Singh
Principal

Academic Year 2022-23Date: 4th March, 2023**DEPARTMENTAL MEETING OF BAMMC****Agenda:**

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

Minutes of the Meeting:

- Meeting held on 4th March, 2023 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 TYBAMMC.
- She also highlighted the Attendance improvement and calling the parents on a 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. | Avdhesh Yadav | |
| 3. | Sushmita Rajpurohit | |