

Oswal Shikshan & Rahat Sangh Sanchalit  
**SHREE HALARI VISA OSWAL COLLEGE OF COMMERCE**  
(Affiliated to University of Mumbai)  
(NAAC Accredited B Grade & ISO 9001:2015 Certified)

Notice

Date: 2<sup>nd</sup> June, 2019

All the teaching staffs are hereby inform that the academic year end staff meeting is scheduled on 24<sup>nd</sup> April, 2019 at 12:30 p.m. in Principal's office.

Agenda for the meeting are:

- 1) Confirming the minutes of previous meeting\_\_\_\_\_
- 2) To discuss about the workload distribution for the academic year 2019-20.
- 3) To discuss & decide about committee allocation & responsibility for academic year 2019-20.
- 4) Any other point with prior permission of chair.

Sr. No	Name	Designation	Signature
1	Dr. Snehal Donde	Principal	
2	Mr. Amit Cheda	Member of Governing Council	
3	Mrs.Pooja Dodhia	Asst. Professor	
4	Mrs.Ranjeeta Singh	Asst. Professor	
5	Mrs. Deepali Patil	Asst. Professor	

Dr.(Smt.) Snehal S.Donde  
Principal

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Agenda

Date: 2<sup>nd</sup> June, 2019

Teaching Staff Meeting with the Principal was arranged on Monday, 24<sup>nd</sup> April, 2019 at 12:30 p.m. in Principal office.

Following points were discussed:

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- 2) To discuss about the workload distribution for the academic year 2019-20.
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2	Mr. Amit Cheda	Member of Governing Council	
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5	Mrs. Deepali Patil	Asst. Professor	

Dr.(Smt.) Snehal S.Donde  
Principal

### Minutes of the meeting

Teaching Staff Meeting with the Principal was arranged in Principal's office on Monday, 2<sup>nd</sup> June, 2019 at 12:30 pm.

Following points were discussed:

- a) As per the instructions of Honourable Principal and discussion during the meeting the subject allocation and workload distribution was done as follows:

Name of the faculty	F.Y.B.Com.	S.Y.B.Com.	T.Y.B.Com.	F.Y.BAF.
Mrs.Pooja Dodhia	1. Accountancy and Financial Management 2. F.C.	1. Accountancy and Financial Management 2. F.C.	1. Financial A/c 2. Cost A/c	1. F.C. 2. Financial Mgmt
Mrs.Ranjeeta Singh	1. Commerce I 2. B. C.	1. Commerce II 2. Advertising	1. MHRM	1. B.C. 2. Commerce - I
Mrs. Deepali Patil	1. B. Eco. 2. E.Studies	1. Intro. to Management A/c 2. B. Law	1. DIT 2. B.Eco.	1. Financial A/c 2. Cost A/c

- b) Allocation of Committee Work:

Sr. No.	Name Of Committee	Faculty (Convener)
1	DLLE Programme	Pooja Dodhia
2	NSS Unit	Deepali Patil
3	Admission Unit	Pooja Dodhia
4	Examination	Ranjeeta Singh
5	Discipline	Ranjeeta Singh
6	Nature Club	Deepali Patil
7	IQAC and Research Club	Pooja Dodhia and Deepali Patil
8	WDC	Deepali Patil
9	Grievances & redressal cell/Ragging Cell	Ranjeeta Singh
10	Magazine & Website Development	Deepali Patil
11	Attendance Unit	Deepali Patil
12	Library Unit	Sanjay Salwe

13	Student council & Alumni Association	Ranjeeta Singh
14	Student Welfare	Ranjeeta Singh
15	Cultural	Pooja Dodhia &
16	Sports	Sanjay Salwe
17	Placement Cell	Pooja Dodhia
18	Staff Council & Time Table	Pooja Dodhia
19	Distance Courses	Ranjeeta Singh
20	Literary Club	Sanjay Salwe

c) Principal instructed to educate the students regarding Rain Water Harvesting and treat it as Community Crisis Management and to inculcate the importance of the same through audio-visual medium. Principal instructed to prepare a presentation for the orientation of the students regarding Industrial visits, student council, Alumni, Examination, PMKVY, MSSDS., etc. She also added that faculties should collect the information about the project works such as Lands for Recharging undertaken by nearby colleges, and try to acquire the knowledge and implement the same in our college.

d) Principal conveyed to Mr. Amit Cheda about the collection of money for uniform. She further said that vendors will be directly collecting the uniform money. College will not take the responsibility of collecting the uniform money as there is a limited staff.

e) Allotment of following courses among the faculties was done:

Certificate course in Tally- Mrs. Deepali Patil

Entrepreneur skills – Mrs. Ranjeeta Singh

f) Principal instructed to be class in-charge to the following faculties:

T.Y.B.Com. – Mrs. Pooja Dodhia

S.Y.B.Com. – Mrs. Ranjeeta Singh

F.Y.BAF. – Mrs. Deepali Patil

a) Principal asked to do the follow-up with corporation for our MoU of Kamvari cleaning, Shelter Home, Health & Education and Meeting arrangement

The meeting was ended at 02:15 p.m.

Mrs. Pooja Dodhia  
IQAC Co-ordinator

Dr.(Smt.) Snehal S. Donde  
Principal