

Oswal Shikshan and Rahat Sangh Sanchalit  
**Shree Halari Visa Oswal College of Commerce**  
(Affiliated to University of Mumbai)

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

**Staff Meeting Notice**

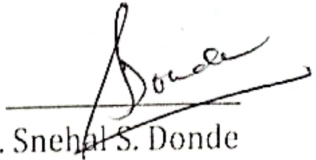
Meeting of First staff meeting with Principal is scheduled on 7<sup>th</sup> June, 2017 at 2.00 pm in Principal's office.

Following are the agenda:

1. To discuss measures for students' attendance & performance improvement,
2. To allocate various committee work to faculties,
3. To fix responsibilities on committees,
4. To review preparations for NAAC peer team visit,
5. To review infrastructure development and maintenance needs,
6. Any other matter .

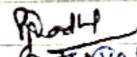

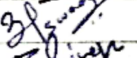
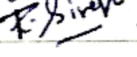
Attendance is compulsory for all staff members.



  
Dr. Snehal S. Donde

Principal  
**DR. (MRS.) SNEHAL S. DONDE**  
**PRINCIPAL**

Shree Halari Visa Oswal College  
Of Commerce, Bhiwandi.

Sr. No.	Name	Designation	Signature
1.	Mrs. Pooja P. Dodhia	Asst. Professor	
2.	Mr. Kailas B. Datir	Asst. Professor	
3.	Mr. Shaikh Aswad	Lecturer	
4.	Mrs. Ranjeeta Singh	Lecturer	
5.	Mr. Akshay Patil	Lecturer	

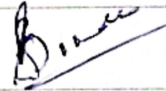
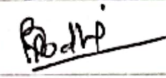
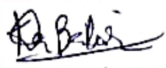
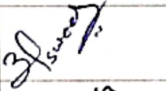
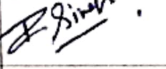
## Minutes of the Meeting

The meeting of teaching staff with principal was held on 7<sup>th</sup> June, 2017 at 2.30 pm in Principal office.

It was the first official meeting for the Academic Year 2017-18. The meeting started with welcome of all teachers along with new faculties by Principal and following agenda was discussed:

1. To discuss measures for students' attendance improvement,
2. To allocate various committee work to faculties,
3. To fix responsibilities on committees,
4. To review infrastructure development and maintenance needs,
5. Any other matter with the permission of chair.

Following members attended the meeting:

Sr. No.	Name	Designation	Signature
1.	Dr. Mrs. Snehal S. Donde	Principal	
2.	Mrs. Pooja P. Dodhia	Asst. Professor	
3.	Mr. Kailas B. Datir	Asst. Professor	
4.	Mr. Shaikh Aswad	Lecturer	
5.	Mrs. Ranjeeta Singh	Lecturer	
6.	Mr. Akshay Patil	Lecturer	

Following matters were discussed and resolved:

### Item no. 1 : Discussing measures for students' attendance & Performance improvement

Reviewing the previous year's work and learning from our experiences, Principal instructed faculties to strictly follow discipline norms and inform students to follow attendance norms. If anyone remains absent or comes late in the college then he/she should be given assignment topics to write. This practice will improve punctuality among students and subject knowledge. Assignment should be submitted on the same day after 12.30 pm. Bulk SMS should be sent to parents regarding students absenteeism in college. For improving the performance of the students, Principal emphasized that teachers themselves have to be equipped with necessary tools. This will help to impart effective delivery of lectures and help students to learn in better manners. Remedial coaching after

periodic performance evaluation shall be necessary. Library and sports sessions along with value added courses shall be incorporated in the time table for overall improvement in performance and social and technical skill development among the students. She instructed Prof. Kailas & Prof. Pooja to make NSS & DLLE unit active and vibrant. To the new faculties who have joined recently, she urged them to adopt the good practices and show their active involvement in all activities.

**Item no. 2 : Allocation of committee work to faculties:**

Following was the Committee work allocation to faculties:

Sr. no.	Name of committee	Faculty (convener)
1.	NSS Unit	Kailas Datir
2.	DLLE Programme	Pooja Dodhia
3.	Admission Unit	Pooja Dodhia
4.	Examination	Pooja Dodhia
5.	Discipline	Akshay Patil
6.	Nature Club	Akshay Patil
7.	NAAC Unit	Pooja Dodhia
8.	WDC	Ranjeeta Singh
9.	Grievances & redressal cell/Ragging cell	Kailas Datir
10.	Magazine & Prospectus	Shaikh Aswad
11.	Attendance Unit	Kailas Datir
12.	Library Unit	Sanjay
13.	Book Bank	Sanjay
14.	Students council & Alumni Association	Shaikh Aswad
15.	Students welfare	Ranjeeta Singh
16.	Cultural	Ranjeeta Singh
17.	Sports	Shaikh Aswad
18.	Website development	Ranjeeta Singh
19.	Course Marketing & promotion	Kailas Datir
20.	Placement cell	Akshay Patil

**Item no. 3 : fixing responsibilities on committees,**

- NSS Unit should be active in the college, Residential camp to be organized in the month of December, 2017.
- NAAC peer team visit is scheduled in the second week of July, 2017. Principal explained the staff to keep PPT presentation ready giving all necessary inputs.



- c. Attendance committee must ensure that class wise monthly attendance record is collected from class teachers on the last day of the every month and consolidated report and defaulter list should be displayed on every 2nd day of the month.
- d. Nature club and NSS unit of the college should look for the beautification of the campus and tree plantation in surrounding area.
- e. Prospectus and magazine committee will ensure that all the articles are collected from students on timely basis and published at the end of the academic year.
- f. Course marketing and promotion committee has to take initiative for promotion of various courses in the social media like Face book and wats app. Banners should be displayed on railway station area.
- g. Alumni association must be geared up to register with the appropriate authority as it remains to be done after several rounds of visits to the office.
- h. Mrs. Ranjeeta will look after IDOL Examinations and examinations of NSDC, MSSDS and Certificate course.
- i. Placement cell has to initiate coordination with agencies and companies and prepare students for facing interview and personality development.
- j. Principal explained with clarity the role, responsibilities and objectives of the committees along with the expectations from the faculties.

**Item no. 4 & 5:** Review of infrastructure development and maintenance needs and NAAC Preparation:

As at some places work remains to be done Principal instructed Mr. Akshay to follow up with the respective workers to speed up the work like Cleanliness of water cooler area, sapling plantation, floor cleaning, etc, was emphasized.

**Item no. 6:** Any other matter :

- a. Principal emphasized on more use of projectors and Youtube videos in teaching learning process which shall be followed by deliberations by students so as to encourage participatory pedagogy.
- b. Principal instructed Mr. Kailas to get follow up with I card machine vendor and students I card printing on timely basis.
- c. Departmental Library should be upgraded.
- d. Research proposal must be prepared by all faculties.
- e. Faculties should check Performance appraisal form and various criteria included which will be a great help to equip faculties in various aspects of academics and research work.



- f. Proper documentation of every activity should be maintained in the teachers diary.  
Committee activity reports should be submitted to Principal on time to time basis.  
g. It was decided to keep orientation for SY & TY BCom students by Principal on Saturday, 10<sup>th</sup> June, 2017.


Next Staff Meeting was announced on 10<sup>th</sup> June to take follow up of all the above.

Meeting ended at 4.30 pm with Tea and snacks.

Place: Bhiwandi

Date: 8<sup>th</sup> June, 2017



  
Dr. Snehal S. Donde

Principal

**DR. (MRS.) SNEHAL S. DONDE**  
**PRINCIPAL**

**Shree Halari Visa Oswal College  
Of Commerce, Bhiwandi.**

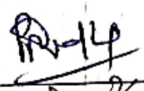
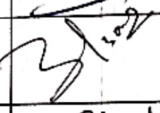
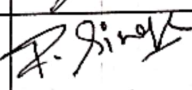
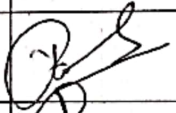
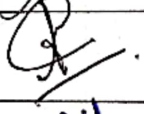
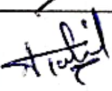
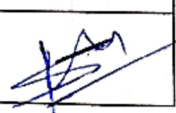
Oswal Shikshan and Rahat Sangh Sanchalit  
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13<sup>th</sup> July, 2017

Notice

A Special staff meeting is convened by the Principal on 13<sup>th</sup> July 2017 at 2.30 pm for the Preparation of NAAC Visit.

Following members are required to attend the meeting:

Sr. No.	Name	Designation	Signature
1.	Mrs. Pooja P. Dodhia	Asst. Professor	
2.	Mr. Shaikh Aswad	Asst. Professor	
3.	Mrs. Ranjeeta Singh	Lecturer	
4.	Mr. Yogesh pawar	Asst. Professor	
5.	Ms. Aiman Pirzade	Lecturer	
6.	Mr. Akshay Patil	Lecturer	
7	Mr. Sanjay Salwe	Librarian	

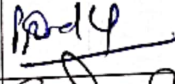
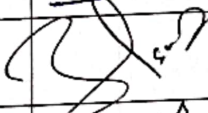
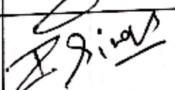

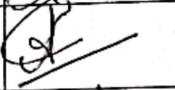
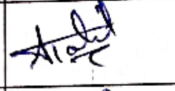

  
Dr. Snehal S. Dande  
Principal



## Minutes of the Meeting

The special staff meeting with principal was arranged at Principal's Office at 2.30 for Preparation of NAAC.

Following members attended the Meeting.

Sr. No.	Name	Designation	Signature
1.	Mrs. Pooja P. Dodhia	Asst. Professor	
2.	Mr. Shaikh Aswad	Asst. Professor	
3.	Mrs. Ranjeeta Singh	Lecturer	
4.	Mr. Yogesh pawar	Asst. Professor	
5.	Ms. Aiman Pirzade	Lecturer	
6.	Mr. Akshay Patil	Lecturer	
7	Mr. Sanjay Salwe	Librarian	

Following points were discussed:

1. Principal declared the date for NAAC Peer Team visit. Visit will be on 9<sup>th</sup> & 10<sup>th</sup> Oct. 2017.
2. Before Visit, there will be an inauguration of college on 2<sup>nd</sup> Oct. 2017. So, optimistically all infrastructure requirements will be completed before visit.
3. Principal explained the flow of Peer team visit process:

Day 1:

- Welcome of team by Lezim performance of NSS students
- Sapling plantation
- Break fast
- Principal's Presentation
- Department wise presentation
- Visit in College campus
- Lunch and meeting with Governing Council
- Cultural Programme
- Visit to Govardhan Eco Village (GEV) , dinner and night stay

Day 2:

- Breakfast in college
- Scrutinizing office records
- meeting with Alumni and Parents
- Visit to community hall and Residential society (AAWAS)
- Lunch
- Exit Meeting with all

4. Principal explained that there will be department and committee wise presentation before Peer Team  
Points to be included in presentation are given below;

- Name of department head and achievements
- Name of subjects and faculties
- Statistics on students enrolment and results for last three years
- Time table and work load
- Value added courses offered by departments
- Activities conducted in departments
- Departmental library

5. Principal instructed Mrs. Ranjeeta Singh and Mr. Akshay Patil to handle hospitality department.

6. Following CDC members are also to be invited:

Dr. A.D. Sawant

Dr. K.B. Sawant

Dr. Prassana Soman

CA Kishor Peshori

7. Principal discussed with the faculties for the preparation of infrastructure requirement list. All mem shared their list with Principal. Final list was sent to Chairman of GC.

The meeting ended with tea and snacks.

  
Dr. Smt. Snehal S. Donde  
**DR. (MRS.) SNEHAL S. DONDE**  
Principal  
**PRINCIPAL**

Shree Halari Visa Oswal College  
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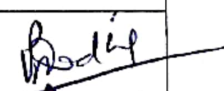
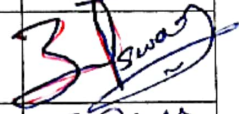
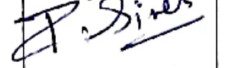
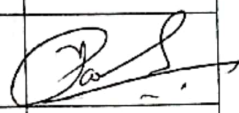
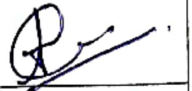
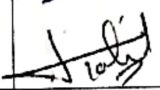

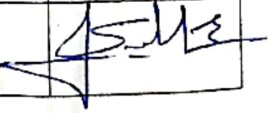
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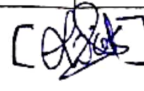
04<sup>th</sup> Sept, 2017


A Special staff meeting is convened by the Principal on 04<sup>th</sup> Sept. 2017 at 3.00 pm for the Preparation of NAAC Visit.


Peer team

Following members are required to attend the meeting:

Sr. No.	Name	Designation	Signature
1.	Mrs. Pooja Dodhia	Asst. Professor	
2.	Mr. Shaikh Aswad	Asst. Professor	
3.	Mrs. Ranjeeta Singh	Lecturer	
4.	Mr. Yogesh Pawar	Asst. Professor	
5.	Ms. Aiman Pirzade	Lecturer	
6.	Mr. Akshay Patil	Lecturer	
7.	Mr. Sanjay Salwe	Librarian	
8.	Mr. Chhatrapati Ghotkar	Sports Teacher	

9. Mr. Surendra Warik 

10. Mr. Raju Sharma 

11. Mr. Suresh Kushwaha 

  
**DR. (MRS.) SNEHAL S. DONDE**

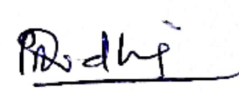
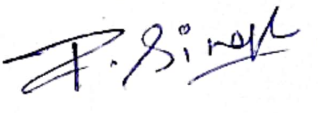


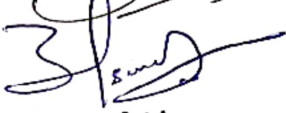
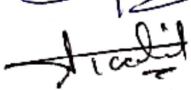

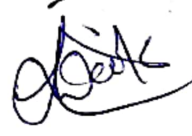

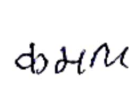
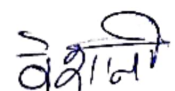
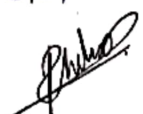
**PRINCIPAL**

Dr. Snehal S. Donde  
Shree Halari Visa Oswal College  
Of Commerce, Bhiwandi.



The Special Meeting was convened by the Principal at 3.15 pm for NAAC Peer team visit.

Following members attended the meeting:

1. Pooja P. Dodhia 
2. Ranjeeta Singh 
3. Aiman Peerzade 
4. Yogesh Pawar 
5. Shaikh Aswad 
6. Palil Akshay 
7. Suresh. Keshavnath 
8. Surendra S. Warik. 
9. Raju G. Sharma 
10. Kamal Suryavanshi 
11. Vaishali Salunkhe 
12. Pratap 



## Minutes of the meeting

Meeting with the Principal was arranged in Principal's office for NAAC peer team visit preparations was conducted on 04<sup>th</sup> Sept. 2017 at 3.30 pm.

Following points were discussed and work allocation was done:-

1. Principal instructed following faculties for the course of action to be taken and allotted the work for NAAC Peer Team Visit.

a. Mr. Suresh : He has to keep ready all the ledger accounts, Bank reconciliation statements, activation of internet banking facilities in college bank account, Financial statements and budget estimates for the year 2017-18.

b. Mr. Warik : He has to Keep ready all the office records, filing of all the documents, file coding and numbering, Marking on Computers. He has to get follow up for the Uniform vendor for timely supply of uniforms.

c. Mr. Akshay : He has to start nature club activities, prepare ppt on nature club activities, MSSDS and NSDC courses. He has to see the overall discipline among the students. Placement cell activities to be started.

d. Mr. Raju : He has to check the cleanliness aspect of college campus and responsible for get it done through peons, Campus beautification with eco friendly manner.

e. Mr. Aswad : He lhas to spped up in follow up for Magazine and prospectus printing, He has to prepare the ppt on Student Council. He has to co ordinate with alumni's of the colleges and parents of students. He has to get sunboards and name plates ready.

f. Mr. Yogesh : He has to prepare ppt on Dept. Of commerce and NSS. He has to constantly follow up for infrastructure development requirement and co ordinate with Shri Dipak ji for completing on timely basis.

g. Mrs. Ranjeeta : She has to start activities of WDC and prepare a ppt on it. She has to look after hospitality aspect of visit with Mr. Akshay. Details of cultural activities to be performed on the day of visit to be prepared and approved with Principal.

h. Ms. Aiman : She has to assist other faculties in carrying out activities and prepare ppt on MSSDS, NSDC and certificate courses.

i. Mrs. Pooja : She has to see the overall NAAC preparation and assist in data collection. She has to prepare ppt on Dept of Accountancy, overall college progress and DLLE activities. She has to co ordinate with NAAC peer team for their accomodation and schedule of visit.

j. Mrs. Kamal, Mrs. Vaishali, Mr. Vijay and Mr. Pratap : They to mainly focus on cleanliness aspect.

2. Principal emphasized that NAAC provides opportunity to all staff to review and learn standard methods to execute and operationalise aspects for professionalism.

3. Principal oriented all faculties and provided guidelines for ppt preparation work. She had given instruction on heading of various slides. Slide should begin with the Introduction, Name of dept. and presented by, objectives of dept., student support and progress, Result statistics, faculties profile and workload distribution, remedial coaching, Plan of action, innovations, etc.

4. She all faculties to carry out activities committee wise and arrange expert lectures.

5. Mock drill as pre NAAC activity is scheduled on 15<sup>th</sup> Sept. 2017. Visit team will consist of Prin. Dr. Magare, Dr. A.D. Sawant, Prin. Rokade and Prin. Dr. Anita Manna.

6. List of FAQs to be prepared for NAAC peer team visit. Student insurance to be renewed and University share to be paid.

At the end of the meeting Principal encouraged all faculties for the preparation of NAAC work with all sincerity and dedication so as to face NAAC Peer team visit and wished best luck for the bright future of college by insisting on the vpoint that these preparations should not be confined to NAAC purpose only . It should be continued for regular and smooth college functioning.

Meeting ended with tea and snacks.

  
**DR. (MRS.) SNEHAL S. DONDE**  
**PRINCIPAL**  
Shree Halari Visa Oswal College  
Of Commerce, Bhiwandi.



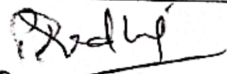
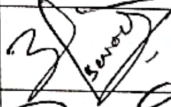
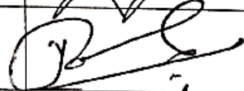
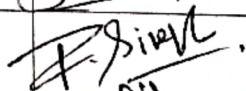
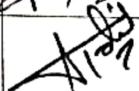

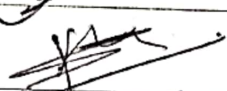

OswalShikshan and RahatSanghSanchalit  
Shree Halari Visa Oswal College of Commerce  
(Affiliated to University of Mumbai & NAAC Accredited)

Notice

22/12/2017

*Teaching*  
A Special staff meeting is convened by the Principal on 22<sup>nd</sup> Dec, 2017 at 2:00 pm in the principal office.

Following members are required to attend the meeting:

Sr. No	Name	Designation	Signature
1	Mrs.PoojaDodhia	Asst. Professor	
2	Mr. Shaikh Aswad	Asst. Professor	
3	Mr.YogeshPawar	Asst. Professor	
4	Mrs.Ranjeeta Singh	Lecturer	
5	Mr.AkshayPatil	Lecturer	
6	Miss. AimanPerzade	Lecturer	
7	Mr. Sanjay Salwe	Librarian	
8	Mr.SurendraWarik	Head Clerk	
9	Mr. Suresh Kushwaha	Accountants	—
10	Mr.Santosh Kamble	Jr. Clerk	—
11	Mr.Komal Shah	Library attendant	—

  
Dr. Snehal Subhash Donde  
**DR. (MRS.) SNEHAL S. DONDE**  
Principal  
**PRINCIPAL**  
Shree Halari Visa Oswal College  
Of Commerce, Bhiwandi.

Oswal Shikshan and Rahat Sangh Sanchalit  
Shree Halari Visa Oswal College of Commerce  
(Affiliated to University of Mumbai & NAAC Accredited)

Minutes of the Meeting

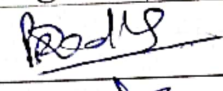

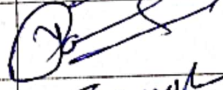
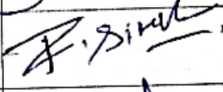

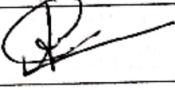

22/12/2017

A Special staff meeting is convened by the Principal on 22<sup>nd</sup> Dec, 2017 at 2:00 pm in the principal office.

Agenda for the meeting are:

- 1) Confirming the minutes of previous meeting.
- 2) Review of NAAC Report.
- 3) To discuss status of new courses.
- 4) Any other matter with permission of chair.

Following members attended the meeting:

Sr. No	Name	Designation	Signature
1	Mrs.PoojaDodhia	Asst. Professor	
2	Mr. Shaikh Aswad	Asst. Professor	
3	Mr.YogeshPawar	Asst. Professor	
4	Mrs.Ranjeeta Singh	Lecturer	
5	Mr.AkshayPatil	Lecturer	
6	Miss. AimanPerzade	Lecturer	
7	Mr. Sanjay Salwe	Librarian	

  
Dr.(Smt.) Snehal Subhash Donde  
**DR. (MRS.) SNEHAL S. DONDE**  
PRINCIPAL  
Shree Halari Visa Oswal College  
Of Commerce, Bhiwandi.



## Minutes of the meeting

Teaching Staff Meeting with the Principal was arranged in Principal's office on Friday, 22<sup>nd</sup> Dec. 2017 at 2.00 pm.

Following points were discussed:

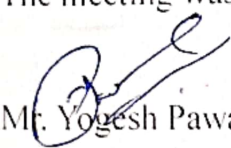
- a) The Principal appreciated the efforts put by all staff members for NAAC Peer Team Visit preparation. Due to hard work of all stakeholders, the Institution has achieved NAAC accreditation with B Grade.
- b) The suggestions given by NAAC Peer Team should be implemented and record keeping to be maintained for every activities. The committee should be handled by selected students and they have to maintain files and registers of respective committees.
- c) Principal emphasized the faculties to give more focus on teaching learning and research work. She encouraged faculties to enrol for Ph.D.
- d) The Principal said that the activities conducted in the first half of the academic year was not upto the mark. It should be properly planned and organized. She instructed faculties to take proper care while arranging any program.
- e) It is the responsibility of the class teachers to orient students for the importance of value added courses, syllabus, examination pattern and benefits of enrolling in courses.
- f) The Attendance committee must consider the attendance of students whose leave applications are approved before preparing defaulter list. The Leave applications should be forwarded with Class teacher's signature. The teachers are instructed to teach the students about the drafting of leave application letter.
- g) The report of activities conducted should be prepared and submitted to the Principal in the next day itself. The website to be updated with the activities conducted. Mr. Yogesh Pawar, the Staff Council Head and IQAC Co-ordinator has to get follow up.
- h) The college has applied for the new courses of Science and Arts and for that Local Inquiry Committee (LIC) has visited the college for approval of courses. The courses are approved for starting in the Academic year 2018-19. The new courses promotion work is assigned to Mrs. Pooja Dodhia. The full attempt to be made for attracting students from all over Bhiwandi city. For that presentations, pamphlets, brochures to be prepared by displaying the activities of the college, details of all courses offered, eligibility criteria, and other related matter.
- i) A Workshop on faculty skill enhancement for the junior college Principals and

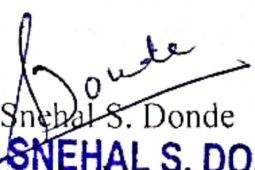


Supervisors to be arranged in the first week of the January, 2018 for making them aware of the activities and newly introduced courses of the college.

- j) The Principal insisted faculties to find for new faculties for new courses. The candidate having minimum 55% in post graduation level is eligible for the teaching post. The sports teacher and gym instructor should be appointed at earliest.
- k) The upcoming event 'Dhanak' should be organised well. Team of anchors to be formed with students for handling any college event. Other college teachers and Junior college Principal can be invited for the judging events of the Dhanak. So, cordial relationship can be established with them. Media coverage should be given for important events.
- l) The syllabus Monitoring Register and Daily diary should be completed timely and submitted to the Principal on Every Monday. The faculties are required to read University news and journals regularly in the library.
- m) Placement cell should be made functioning. Proper record keeping to be done for any invitation to the company for recruitment, guidance lecture, etc.
- n) Alumni association to be registered. The Librarian was given the responsibility of organizing inter-collegiate sports event.
- o) The discipline among students should be maintained. The strict action should be taken against any indisciplinary behaviour of the students. The Students have to be failed in internal exams if they remain absent during class test.
- p) Ms. Komal was given responsibility of maintaining infrastructure and sports equipment properly.
- q) Teacher asked why salary is not getting on time we are facing some problems due to delay in receiving the salary because of having loan and other expenditure. Principal said she has discussed with Mr. Deepak Shah he said till March due to financial crunch they are facing this issue and salary will be granted on 22-23 in these months.
- r) Teacher asked when interview is going to be scheduled as committed during appointment it will be conducted within in one month and approval will be forward to university. Principal said letter to VC nominee forwarded waiting for panel.

The meeting was ended at 3.30 pm with refreshments.

  
Mr. Yogesh Pawar  
Staff Council

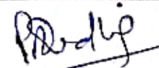
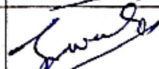
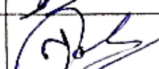
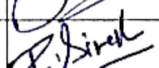
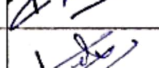



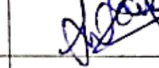
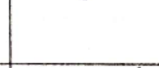


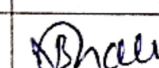
  
Dr. (Smt.) Snehal S. Donde  
**DR. (MRS.) SNEHAL S. DONDE**  
PRINCIPAL  
Shree Halari Visa Oswal College  
Of Commerce, Bhiwandi.


**Minutes of the Meeting**

30/01/2018

A Staff meeting is convened by the Principal on 30<sup>th</sup> Jan, 2018 at 2:00 pm in the principal office.

Following members are required to attend the meeting:

Sr. No	Name	Designation	Signature
1	Mrs.PoojaDodhia	Asst. Professor	
2	Mr. Shaikh Aswad	Asst. Professor	
3	Mr.YogeshPawar	Asst. Professor	
4	Mrs.Ranjeeta Singh	Lecturer	
5	Mr.AkshayPatil	Lecturer	
6	Miss. AimanPerzade	Lecturer	
7	Mr. Sanjay Salwe	Librarian	
8	Mr. Surendra Warik	Head Clerk	
9	Mr. Suresh Kushwaha	Accountant	
10	Mr. Santosh Kamble	Jr. Clerk	
11	Miss. Komal Shah	Library Attendant	
12	Mr. Vijay Chavan		
13	Mr. Pratap		
14	Mrs. Vaishali Salunke		
15	Mrs. Kamal Suryavanshi		

  
Dr.(Smt.) Snehal Subhash Donde  
**DR. (MRS.) SNEHAL S. DONDE**  
Principal  
**PRINCIPAL**

Shree Halari Visa Oswal College  
Of Commerce, Bhiwandi.



Minutes of the Meeting


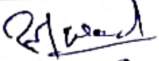
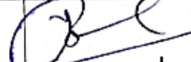
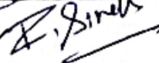



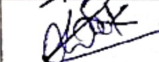
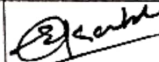
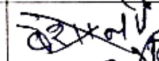
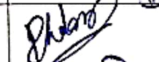
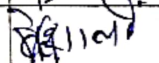
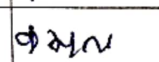
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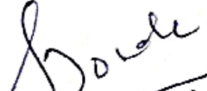
A Special staff meeting is convened by the Principal on 30<sup>th</sup> Jan, 2018 at 2:00 pm in the principal office.

Agenda for the meeting are:

- 1) Confirming the minutes of previous meeting held on 22<sup>nd</sup> Dec, 2017.
- 2) Discussion on salary issue.
- 3) Post NAAC overview.
- 4) To discuss about various upcoming activities i.e. Intercollegiate, Annual Sport, National Conference and Annual Day.
- 4) Any other matter with permission of chair.

Following members are attended the meeting:

Sr. No	Name	Designation	Signature
1	Mrs.PoojaDodhia	Asst. Professor	
2	Mr. Shaikh Aswad	Asst. Professor	
3	Mr. Yogesh Pawar	Asst. Professor	
4	Mrs. Ranjeeta Singh	Lecturer	
5	Mr. Akshay Patil	Lecturer	
6	Miss. Aiman Perzade	Lecturer	
7	Mr. Sanjay Salwe	Librarian	
8	Mr. Surendra Warik	Head Clerk	
9	Mr. Suresh Kushwaha	Accountant	
10	Mr. Santosh Kamble	Jr. Clerk	
11	Miss. Komal Shah	Library Attendant	
12	Mr. Vijay Chavan		
13	Mr. Pratap		
14	Mrs. Vaishali Salunke		
15	Mrs. Kamal Suryavanshi		

  
Dr.(Smt.) Snehal Subhash Donde  
**DR. (MRS.) SNEHAL S. DONDE**  
PRINCIPAL



## Minutes of the meeting

Teaching Staff Meeting with the Principal was arranged in Principal's office on Tuesday, 30<sup>th</sup> Jan. 2018 at 2.00 pm.

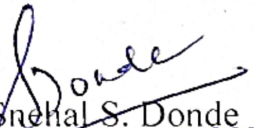
Following points were discussed:

- a) The Principal said she has found impact of delay in remuneration is on work and many things not happening properly. Principal has given assurance salary will be paid upto 5<sup>th</sup> of each month.
- b) Principal said message regarding delay in remuneration is conveyed to the management and they said it will be upto the month of march only and principal had meeting with management on same day by evening so she will communicate regarding the same.
- c) Principal asked is it okay if staff will get half months salary. All teachers said how they will manage their expenses in half salary as many of them already taken loan and they have to pay the same and it is almost two months over so ultimately half salary is equal to one month's salary.
- d) Principal given short briefing about NAAC report and guided how the strategies to frame while performing on any activities.
- e) Principal appreciated the work done during all college activities and sponsorship collected during the event. She said maximum college activities are conducted on the basis of sponsorship only.
- f) Principal motivated staff by appreciating their effort during NAAC as well as other college activities and showing them their career in college.
- g) Principal said It is the responsibility of every teachers to promote about new courses in their respective area.
- h) Principal said do not believe on unnecessary forces which she has found after NAAC visit regarding grade and other.
- i) Principal Appreciated effort made by Mr. Aswad for enrolling banking students.
- j) Principal instructed non-teaching staff to clean college premises every day and maintain hygiene otherwise strict action will be taken as many students complaint classroom and benches are not clean.
- k) Principal instructed Komal will call carpenter to setup 5 computer in IQAC cell.
- l) Principal explain the meaning of Non-instructional day as there is some confusion happen during DLLE programme where many students were absent by assuming it as a holiday.

- m) Principal instructed teachers while selecting students in activities like NSS, DLLE select properly and assure that all the students are participating in activities.
- n) The date of Annual sports were finalised i.e. on 15<sup>th</sup> and 16<sup>th</sup> Feb,2018.
- o) National conference is scheduled on 3<sup>rd</sup> March and Annual Day will be on 5<sup>th</sup> March, 2018.
- p) Principal asked Mr. Aswad and Mrs. Pooja take updates about Minor Research Submitted to university of Mumbai from APD section.
- q) Principal said every teacher should participate and present paper in various conferences and upgrade their status.

The meeting was ended at 3.30 pm with refreshments.

  
Mr. Yogesh Pawar  
Staff Council

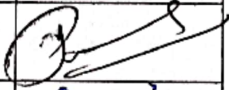
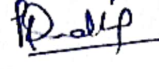
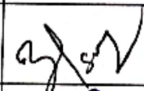
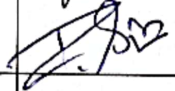

  
Dr.(Smt.) Snehal S. Donde  
**DR. (MRS.) SNEHAL S. DONDE**  
**PRINCIPAL**  
Shree Halari Visa Oswal College  
Of Commerce, Bhiwandi.


Oswal Shikshan and Rahat Sangh Sanchalit  
Shree Halari Visa Oswal College of Commerce  
(Affiliated to University of Mumbai & NAAC Accredited with 'B' Grade)

Notice of the Meeting

11/04/2018

A Special staff meeting is convened by the Principal on 11<sup>th</sup> April, 2018 at 2:30 pm in the principal office.

Sr. No	Name	Designation	Signature
1	Dr.(Smt.) Snehal S. Donde	Principal	
2	Mr.Yogesh Pawar	Asst. Professor	
3	Mrs.Pooja Dodhia	Asst. Professor	
4	Mr. Shaikh Aswad	Asst. Professor	
5	Mrs.Ranjeeta Singh	Lecturer	
6	Miss. Aiman Perzade	Lecturer	
7	Mr. Sanjay Salwe	Librarian	

  
Dr.(Smt.) Snehal S. Donde  
**DR. (MRS) SNEHAL S. DONDE**  
**PRINCIPAL**  
Shree Halari Visa Oswal College  
Of Commerce, Bhiwandi.



### Minutes of the Meeting

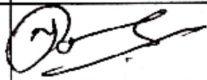
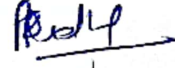
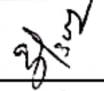
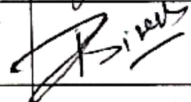

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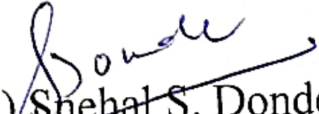
A Special staff meeting is convened by the Principal on 11<sup>th</sup> April, 2018 at 2:30 pm in the principal office.

Agenda for the meeting are:

- 1) Confirming the minutes of previous meeting held on 30<sup>th</sup> Jan, 2018.
- 2) To Discuss the measures for Promotion of new courses.
- 3) Planning for next academic year.
- 4) Any other matter with permission of chair.

Following members are attended the meeting:

Sr. No	Name	Designation	Signature
1	Dr.(Smt.) Snehal S. Donde	Principal	
2	Mr.Yogesh Pawar	Asst. Professor	
3	Mrs.Pooja Dodhia	Asst. Professor	
4	Mr. Shaikh Aswad	Asst. Professor	
5	Mrs.Ranjeeta Singh	Lecturer	
6	Miss. Aiman Perzade	Lecturer	
7	Mr. Sanjay Salwe	Librarian	

  
Dr.(Smt.) Snehal S. Donde  
**DR. (MRS.) SNEHAL S. DONDE**  
**PRINCIPAL**

Shree Halari Visa Oswal College  
Of Commerce, Bhiwandi.

### Minutes of the meeting

Teaching Staff Meeting with the Principal was arranged in Principal's office on Wednesday, 11<sup>th</sup> April, 2018 at 2.30 pm.

Following points were discussed:

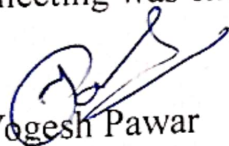
- a) Reviewing the previous year's work and learning from our experiences, principal instructed faculties need to be incorporate innovative practices while planning activities for next academic year in respective committees and strictly follow the norms of discipline and inform students to follow attendance norms.
- b) Principal instructed to submit academic planner before 25<sup>th</sup> April, 2018 and lesson plan before 10<sup>th</sup> May, 2018.
- c) Principal asked Mrs.Pooja to get magazine done within two weeks from the conclusion of meeting and Miss. Aiman to prepare prospectus till 1<sup>st</sup> week of May.
- d) Allocation of Committee Work:

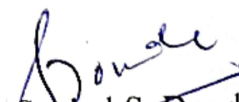
Sr. No.	Name Of Committee	Faculty (Convener)
1	NSS Unit	Yogesh Pawar
2	DLLE Programme	Pooja Dodhia
3	Admission Unit	Pooja Dodhia
4	Examination	Ranjeeta Singh
5	Discipline	Aiman Peerzade
6	Nature Club	Aiman Peerzade
7	NAAC Unit	Yogesh Pawar
8	WDC	Ranjeeta Singh
9	Grievances & redressal cell/Ragging Cell	Aiman Peerzade
10	Magazine & Website Development	Pooja Dodhia
11	Attendance Unit	Yogesh Pawar
12	Library Unit	Sanjay Salwe
13	Student council & Alumni Association	Aswad Shaikh
14	Student Welfare	Ranjeeta Singh
15	Cultural	Ranjeeta Singh
16	Sports	Aswad Shaikh
17	Course Marketing & Promotion	Aswad Shaikh
18	Placement Cell	Aiman Peerzade



- e) Principal inform that university granted permission for our two new streams i.e. B.Sc & B.A. So accordingly we have to focus on aggressive promotion and get maximum enrolment for that Mr. Aswad and Mrs. Pooja will take initiative including other faculties and everyone should put equal effort for the same.
- f) Principal instructed to Mr. Yogesh prepare time table for next academic year which should be based on 1<sup>st</sup> terms time table prepared during academic year 2017-18.
- g) Principal said Admission process will be handling by Mrs. Pooja Dohia & Ranjeeta Singh and instructed while enrolling new admission two sets of documents should be collect from students who want to enrol for course and try to make possible that every student should get scholarship as well enrol for dual degree course.
- h) Principal said while collecting admission fees ensure that fees for uniform, certificate course and Rs.1000 for IV should get collected so at least one day study visit can be schedule during the year.
- i) Principal said to faculties that their participation in various conferences and seminars are not up to the mark so they have to participate at-least in two conferences and two seminars or workshop during the one academic year which will help them to increase their knowledge in research area.
- j) Principal instructed Mr. Aswad to get register for Alumni association.
- k) Principal said faculties should focus on time management in which they have spend at least two hrs for research work and two hrs for paper assessment regularly.
- l) Principal Also instructed Mrs Pooja for try to get minority status for college and also for ISO certification. She said for ISO certification Ranjeeta and Yogesh from teaching and Warik from non-teaching will go for internal auditors training during the month of May-2018.

The meeting was ended at 4.30 pm with refreshments.

  
Mr. Yogesh Pawar  
Staff Council

  
Dr. (Smt.) Snehal S. Donde  
**DR. (MRS.) SNEHAL S. DONDE**  
Principal  
**PRINCIPAL**  
Shree Halari Visa Oswal College  
Of Commerce, Bhiwandi.