

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)

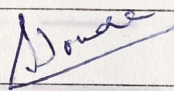
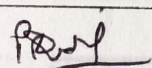
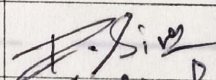
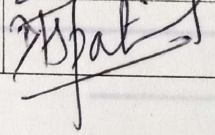
**Notice**

Date: 24<sup>th</sup> June, 2019

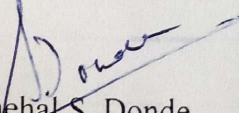
All the teaching staffs are hereby informed that the academic year end staff meeting is scheduled on 24<sup>th</sup> June, 2019 at 12:30 p.m. in Principal's office.

Agenda for the meeting are:

- 1) Confirming the minutes of previous meeting held on 4<sup>th</sup> April, 2019
- 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 Chheda	Member of Governing Council	
3	Mrs. Pooja Dodhia	Asst. Professor	
4	Mrs. Ranjeeta Singh	Asst. Professor	
5	Mrs. Deepali Patil	Asst. Professor	



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



Oswal Shikshan & Rahat Sangh Sanchalit  
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### Minutes of the meeting

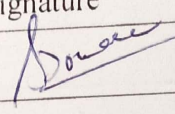
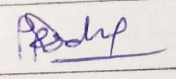
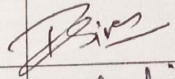
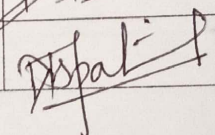
Date: 24<sup>th</sup> June, 2019

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

Following points were resolved:

- 1) Confirming the minutes of previous meeting held on 4<sup>th</sup> April, 2019
- 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.

Following members were present for the meeting:

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

Teaching Staff Meeting with the Principal was arranged in Principal's office on Monday, 24<sup>th</sup> June, 2019 at 12:30 pm.

Following points were discussed and approved:

- a) As per the instructions of 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 2. Export marketing	1. B.C. 2. Commerce - I
Mrs. Deepali Patil	1. B. Eco. 2. EVS	1. Intro. to Management A/c 2. B. Law	1. DIT 2. B.Eco.	1. Financial A/c 2. Cost A/c

It was concluded that 2 full time faculties and 2 part time faculties are required for the subjects unallocated. The requirement is as follows

1 part time faculty for Economics, 1 part time faculty for Mathematics and Statistics and 2 full time faculties for the subjects of Export Marketing and Foundation Course.

b) Allocation of Committee Work:

The following committee was allocated to the faculties:

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





2009  
P. K. Wandi  
Commerce

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. The concern faculties as given under will be presenting at the time of orientation:

- Mrs. Pooja Dodhia – Placement Cell
- Mrs. Ranjeeta Singh – Industrial Visits, Student Council, Alumni, Examination, PMKVY, MSSDS
- Mrs. Deepali Patil – N.S.S.

She also notified that the presentation should be of 7 minutes.

d) Principal instructed 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.

e) Principal conveyed to Mr. Amit Cheda to inform the members of management about the collection of amount for uniform and Industrial Visits. She further said that vendors will be directly collecting the uniform and Industrial Visits amount. College will not take the responsibility of collecting the uniform and Industrial Visits amount as there are limited staffs. As well as it causes a lot of hassle and delay. This decision is taken due to past experience.

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

Certificate course in Tally- Mrs. Deepali Patil

Entrepreneur skills – Mrs. Ranjeeta Singh

Forensic Accounting – External Expertise from

g) 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

h) Principal asked Mrs. Pooja Dodhia to do the follow-up with corporation for our MoU



of Kamvari cleaning, Shelter Home, Health & Education and Meeting arrangement  
The meeting ended at 02:15 p.m. with the instruction to the teaching staff to carry out all the  
work timely.

Mrs. Pooja Dodhia  
Staff Council



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



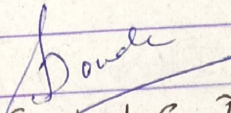
## NOTICE

7/7/2019

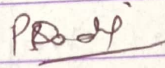
All the teaching staff are hereby informed that staff meeting is convened by the Principal on 8<sup>th</sup> July, 2019 at 3.00 pm in Principal's office.

Agenda for the meeting are:

1. To know the pmkk enrolment progress
2. To discuss vacancies & faculties recruitment
3. To discuss future upcoming events
4. Any other matter

  
Dr. Mrs. Saehal S. Dande  
Principal

1. Pooja P. Dodhia



2.

3.



## MINUTES OF THE MEETING

The meeting of Teaching staff with the Principal was held on 8<sup>th</sup> July, 2019 at 3.30 pm in Principal office.

Following Points were discussed & resolved:

Item No. 1 PMKK Enrolment Progress:

Principal explained the importance of time and emphasized on working with multi-task. She took follow up from Mrs. Ranjeeta for Faculties training & current students enrolment status. Mrs. Ranjeeta informed that she is taking follow ups from Mr. Jity for fixing the date for faculties training. For students Enrolment status, she explained the experience of peons visiting the nearby places and getting



Contact details of interested candidates. She also added that regularly calls are made to confirm their enrolment and completing other documentation formalities.

Principal said that there will be grand inauguration of this skill centre on 15th July 2019. The batches will start from 15th July, 2019.

## 2. Item No. 2 Faculty Recruitment.

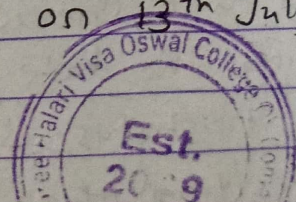
Principal instructed Mrs. Pooja to advertise vacant post in various whats app group and invite resume via e-mail. She also informed that Walk in Interviews will be conducted to fill the post of Commerce & Economics. Mrs. Pooja assured to do the needful.

## Item No. 3 Upcoming Events

Principal instructed Mrs. Pooja to take follow up ~~for~~ with Mr. Ashok Rankhamb, additional Commissioner, BNCMC about Teachers Training Programme for school Teachers. She also said that it will be a part of MoU signed with BNCMC.

Principal & also said that College is conducting National Conference with Thakur College, Kandivali on River Management in August 3<sup>rd</sup> week. She also added that she is a member of ~~curriculum~~ Curriculum Development Committee of Mumbai University which is designing exclusive course on water management.

Principal instructed Mrs. Pooja to keep College Development Committee Meeting on 13th July, 2019.

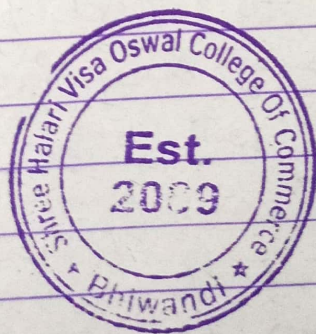


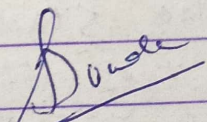


Item No. 4 Any other matter.

1. As F.Y. B-Com (A & F) is starting from 15<sup>th</sup> July, 2019 Principal instructed Mrs. Pooja to keep ready a new classroom which will be converted from existing staff room.
2. Principal instructed Mr. Sanjay to take follow up for Tree Plantation with Garden Dept of BNMC.
3. Mrs. Pooja asked for the fixing up date for the Induction Programme of First Year Students. Principal said that Induction programme will be conducted on 15<sup>th</sup> July, 2019 that is first day of their lectures. Principal also said to organize Freshers Party on 20<sup>th</sup> July, 2019.
4. Principal emphasized on sending bulk messages to Gram Sarpanch and Gram Sevaks for creating awareness among them and propagate skill development course on Logistics.
5. She also strictly instructed all faculties to maintain Daily Diary to record their work done on timely basis.

The Meeting ended at 5:00 pm with the instructions to follow the above instructions.



  
Dr. Mrs. Snehal S. Donde  
Principal



10/7/19

## NOTICE

All the teaching staff are hereby informed that Staff meeting with Principal ~~is~~ will be conducted on 12<sup>th</sup> July, 2019.

All the faculties are required to attend the same

Or. Snehal ~~S. Dande~~  
Principal

1. Pooja P. Dodhia Dodhia
- 2.
- 3.



## MINUTES OF THE MEETING

The meeting of teaching staff with the Principal was held on 12<sup>th</sup> July, 2019 at 3.00 pm in Principal's office.

Following points were discussed:

### Item No. 1 : Forensic Accounting Course

Principal instructed Mrs. Boja to ensure that all the students of T.Y.B. Com are paying Certificate Course fees. She also said to collect the fees from Anchan Twinkle, Chaudhary Anup, Panera Rahul by 13<sup>th</sup> July, 2019. The Course will begin from last week of July, 2019.

### Item No. 2 : About Induction programme & other celebrations.

Principal asked for the preparation of Slides of College activities for Induction Programme. Mrs. Pooja said that- it will be completed on 13<sup>th</sup> July, 2019.



The Induction programme is scheduled on 15<sup>th</sup> July, 2019. The Freshers Party date was proposed by Mrs. Ranjeeta for 20<sup>th</sup> July, 2019, was approved by Principal. The Gan Purnima Celebration will be held on 16<sup>th</sup> July, 2019, as per the Indian Calender. Mrs. Ranjeeta approved the programme for the same from Principal.

Mrs. Ranjeeta also proposed the examination dates for II<sup>nd</sup> half 2019.

9<sup>th</sup> Sept to 20 Sept : Preliminary Examination of  
SYBCom & TYBCom.

1<sup>st</sup> to 11<sup>th</sup> Oct, 2019 : Sem V Examination & Sem  
II ATKT Examination

12<sup>th</sup> to 21<sup>st</sup> Oct. 2019 : Sem III regular examination

15<sup>th</sup> Nov. to 23<sup>rd</sup> Nov : Sem I (FYBCom & FYBAF)  
Regular examination & Sem IV  
ATKT Examination.

12<sup>th</sup> Oct to 21<sup>st</sup> Oct. 2019 : Sem I Preliminary Examination

The above dates were approved by the Principal.

Item No. 3 : class Teachership & Committee Work allocation.

As the Two new faculties Namely Mr. Jiten & Mr. Abhishek are joining from July 15, the class teachership was allocated by Principal as follows:

FYBCom : Mr. Abhishek	FYBAF : Mrs. Ranjeeta
SYBCom : Mr. Jiten	TYBCom : Mrs. Pooja

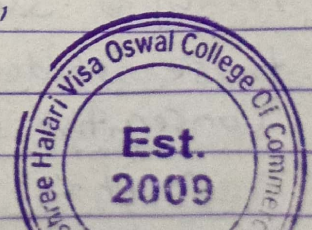
Committee Allocation to newly appointed faculties was:

N.S.S. - Mr. Abhishek Mishra

D.L.L.E - Mrs. Pooja & Mr. Jiten.

Attendance : Mr. Jiten Fatehchandani

Election officer: Mr. Jiten





## Item No. 4: PMKK Progress

Principal asked for admission status of PMKK-EICF Course for skill development. Mrs. Ranjeeta replied that calls are being made by all the faculties for enrolments. Peons are daily visiting places as per list provided by BNCMC for searching the eligible candidates. Principal instructed her to include Mr. Jiten & Mr. Abhishek in this process & conduct their training for the same as trainees. The dates for training must be confirmed from Mr. Jitu of EICF.

## Item No. 5: Any Other matter:

1. Principal instructed all the faculties to compulsorily take follow up of the Research work allotted to students for Rain Water Harvesting System in vicinity.
2. Principal instructed Mr. Salve to take follow up from Uni. Sports Director & Principal of Physical Education College for filling vacancy of sports teacher. She provided contact details to Mr. Salve for the same.
3. There should be students participation in University Research Convention: Arishkar. The workshop for the same will be held on 18<sup>th</sup> July, 2019 in G.M. Momin College, Bhiwandi. Principal instructed Mrs. Pooja to attend the same with four students.
4. ~~And~~ the Report of Tripura Conference should be completed by Mrs. Pooja.
5. Minor Research Project proposal should be submitted by all the faculties by the end of July, 2019.
6. Principal said that Penalty should be kept for those students who remain absent for three consecutive Saturdays.

Meeting ended with the instruction to complete the task assigned.

*Donde*

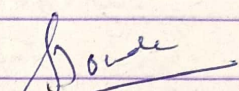


## NOTICE

22/07/2019

All the teaching staff members are hereby informed that the staff meeting ~~is~~ will be conducted by Principal on 23<sup>rd</sup> July 2019 at 1.00 pm in Principal's office to discuss the report writing format.

All the faculties are required to attend the same.

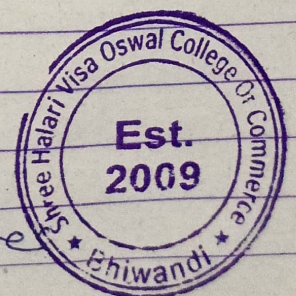
  
Dr. (Mrs.) Snehet S. Dande  
Principal

## MINUTES OF THE MEETING

A special Meeting was conducted by Principal for explaining the format of report writing to the staff on 23<sup>rd</sup> July 2019 at 1.15 pm.

The following points were shared by her to improve the report writing.

1. First, she insisted all the faculties to read the University News regularly, as it will help us to understand the format and sentence formation with key words.
2. She also explained the importance of doing research whether with Primary sources or secondary sources. As research will help to get better ideas and analyse the situation with 360° angle. This will help us to come up with better and improved sentence formation and selection of precise words.
3. For standard Report format, following points must be included, she said
  1. Date & Time
  2. Venue
  3. Title to Report
  4. Introduction with Aim & objective



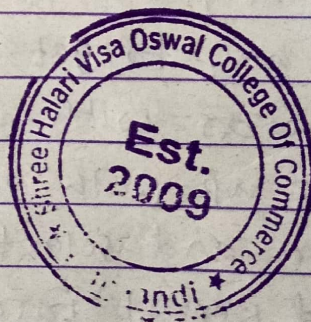


5. Detailed list of chief Guest, Resource Persons & other dignitaries.
6. Point wise explanation of event conducted from Inauguration to valedictory session with photographs and their Caption.
7. Feedback of Participants
8. Conclusion / Summary of event with number of beneficiary & benefit driven from event.

4. She instructed all the faculties to follow standard format for every event / programme. As documentation is necessary for every activity, she informed all to keep reports and photograph for future reference & preparation of Annual Report, Magazine, etc...

5. The reports must be finalized with the Principal. Then it must be uploaded on website and report document should be filed in respective event files.

6. At the end of Meeting, Principal concluded that it is the need of time to have proper documentation of work done, so, proper format should be applied to mention all the facts and figures of event / programme / activity conducted.



*Donde*

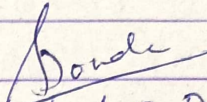


## NOTICE

05/08/2019

All the faculties are hereby informed that staff meetings will be held on 6<sup>th</sup> August, 2019 at 3.00 pm in Principal's office.


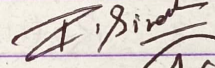

All the faculties are required to attend the same compulsorily.

  
Dr. Mrs. Shehal S. Dande  
Principal

The Following agenda will be discussed:

1. To read the previous meeting minutes.
2. To discuss the preparation of Independence Day.
3. To discuss about Retract club formation
4. To get take follow up of pending work
5. Any Other Matter

1. Mrs. Pooja P. Dudhia
2. Mrs. Ranjeeta Singh
3. Mr. Jiten S. Fatehchandani
- 4.
- 5.



## MINUTES OF THE MEETING

The regular Teaching staff meeting was Conducted by Principal on 6<sup>th</sup> August, 2019 at 3.00 pm.

The following Points were discussed:

Item No: 1 ~~To~~ Reading the previous meeting minutes.

Mrs. Pooja read the minutes of previous meeting held on 12<sup>th</sup> July, 2019. Principal noted the important points and work allotted to faculties.





### Item No. 2 Preparation for Independence Day

Principal announced for celebration of 73<sup>rd</sup> Independence Day on 15<sup>th</sup> August, 2019. She allotted this work to the N.S.S. Programme Officer Ms. Bhavna. She also said as Ms. Bhavna is recently appointed, she will be assisted by Mrs. Pooja and Mrs. Ranjeeta. Principal further added that anchoring will be done by Mrs. Pooja and students performance will be looked after by Mrs. Ranjeeta & Ms. Bhavna jointly. For the Flag wrapping she gave responsibility to Mr. Sanjay Salve.

Principal suggested in case of rain, Auditorium can be used for performing further programmes. Mrs. Pooja confirmed for the same and assured ~~It~~ Principal for completion of all work and preparation of Independence day celebration.

### Item No. 3 Rotarct Club Formation.

Principal shared her experience of getting membership of Rotary club, Bhiwandi and her felicitation with memento for her outstanding contribution in Kamwari River rejuvenation work and contribution in uplifting the standards of higher education. She informed that Rotary club members visited the college ~~and~~ on 22<sup>nd</sup> July, 2019 and meeting was conducted to discuss the registration of college Rotarct club and further activities to be organized jointly.

Principal instructed Mrs. Ranjeeta to get regular follow up of registration process and payment of fees as it was assured by Rotary club to be paid by them. Principal also informed Mrs. Ranjeeta to form the group of students preferably from S.Y.B.Com who can act as body of Rotarct club. Mrs. Ranjeeta assured to do the



needful.



Item No. 4 Follow up of Pending work.

- a. As Attendance record for June & July was not displayed on notice Board, Principal instructed Mr. Jiten & Mrs. Pooja to get the work done as soon as possible and display all records by 7<sup>th</sup> August, 2019. It should be also circulated among students for their signature.
- b. Principal instructed Mrs. Pooja to complete the report of Taipura Conference, Special lecture at Tilak Mandir and Rotary club felicitation ceremony, as it is held up for so long time.
- c. As Annual Academic Calenders of all committed are not prepared, Principal instructed all faculties to adhere the timeline strictly to complete the given tasks. Principal announced that all the Calenders must be submitted by respective faculties on or before 7<sup>th</sup> August, 2019.
- d. The magazine for the year 2018-19 was held up by Mrs. Pooja, so, she was instructed to complete and give for printing as early as possible.
- e. Principal shared her experience of facing obstacles in additional seats application due to less number of paper assessment by Faculties as per OSM in April-May 2019. She instructed Mrs. Ranjeeta to take necessary precautions to prevent this mishappenings which may lead to holding up necessary University enrolment & Affiliation process. Mrs. Ranjeeta assured to ~~write~~ ~~for~~ necessary step to ensure timely completion of Online Paper Assessment by faculties.
- f. Principal instructed Mr. Jiten to submit the report of 'Session on cyber crime' and Ms. Bhavna to submit the report of 'Thalassemia awareness' as early as possible.



Item No. 5 : Any Other Matter:

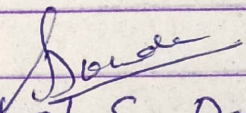
- a. Principal instructed Mr. Jiten to check University website regularly and update <sup>with</sup> the circulars ~~in~~ and share to related faculties -
- b. Mr. Jiten ~~also~~ ~~at~~ was also assigned to look after college website update. Principal informed ~~the~~ as the Mr. Raj (website vendor) is not responding to any calls, she had instructed Mr. Nikhil (Vendor for Computer Maintenance) to crack the website and take full control of it. Mr. Jiten was instructed to get follow up with Mr. Nikhil and take training for uploading information of College website.
- c. On Independence day, Tree Plantation activity will be carried out in college premises by the NSS students and Guests who attended Independence day ceremony. Principal instructed ~~Mr.~~ Mr. Sanjay & Mr. Bhavna to arrange for saplings, axes, ~~showing~~ <sup>covering net</sup> ~~pot~~ showering pot, etc.. Pits should be dug out ~~at~~ outside the college gate by ~~the~~ NSS students. Ms. Bhavna ensured to get the work done from students.
- d. Principal distributed class Teachership as ~~per~~ below :
- FYBAF : Ms. Bhavna  
FYBCom : Mrs. Ranjeeta  
SYBCom : Mr. Jiten  
TYBCom : Mrs. Pooja.
- e. Principal instructed Mrs. Pooja to check admission file of FY & TY students and put signature on every form after checking all required documents. The scholarship of students must be taken ~~to~~ care. The Principal instructed all class teachers to get all the necessary document from students required for scholarship process.



g. Principal also announced that 5000 tree plantation will be the next target for college. As she had meeting with Deputy Conservator of Forest (DCF), who ensured to provide ~~at~~ ~~to~~ plot of land where tree plantation drive can be conducted. This ~~d~~ will be done in association with Rotary club and Garden Dept, BNCMC on 16<sup>th</sup> August, 2019. All the necessary follow up will be taken by Mr. Sanjay Salve for the same.

Meeting ended with the instruction to complete the work on timely basis.



  
Dr. Mrs. Snehal S. Donde  
Principal





## NOTICE

16/08/2019

All the teaching faculties are hereby informed that regular follow up meeting with Principal on 19<sup>th</sup> August, 2019 at 2.00 pm in Principal's office.

All the faculties are required attend the same.

Dr. Mrs. Snehal S. Donde  
Principal

Sr. No.	Name of Faculty	Designation	Signature
1.	Pooja P. Dodhia	Asst. Prof.	
2.	Mrs. Ranjeeta Singh	Lecturer	
3.	Jiten S. Fatehchandani	Lecturer	
4.	Koli Bhavna N	Asst. Prof.	

## Minutes of the Meeting

The regular follow up meeting was conducted with Principal on 19<sup>th</sup> august, 2019 at 2.00 pm in Principal's Office.

Following members attended the meeting:

Sr. No.	Name of Faculty	Designation	Signature
1.			
2.	Pooja P. Dodhia	Asst. Prof.	
3.	Mrs. Ranjeeta Singh	Lecturer	
4.	Jiten S. Fatehchandani	Lecturer	
5.	Koli Bhavna N	Asst. Prof.	

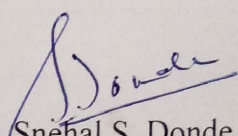
In this meeting Principal took the follow up of the task assigned faculty wise. Following points were discussed and noted for pending work completion:



1. Principal took the follow up for the pending work of Mrs. Pooja. Her pending work is listed below:
  - a. Minor Research Proposal to be submitted to University (Checking MU website for circular update for last date)
  - b. Magazine printing and designing ( to be completed by 21/08/2019)
  - c. Academic Calendar (DLLE, IQAC)
  - d. Ensuring students participation in various inter collegiate activities
  - e. DLLE Students registration and conduct of First term training (by the end of this week)
  - f. Tripura Conference report and updating Rotary Club report and TilakMandir report
  - g. Students participation in Research convention- Avishkar
2. Principal took the follow up from Mrs. Ranjeeta. Her pending work is listed below:
  - a. Preparation of regular lecture timetable
  - b. Drafting and display of Examination time table for preliminary and Semester end examinations
  - c. Circulating Question paper drafting notice
  - d. Circulating notice for taking nomination for students council election
  - e. Academic calendars (WDC, Examination, Student Council)
  - f. Checking MU website for cultural programs and ensuring students participation
  - g. Initiating process of students council election and forming of Student council body, meeting to be conducted n 20th august, 2019)
  - h. Arrangement of YCMOU Lectures
  - i. Drafting proposal for conducting activities under WDC
3. Principal took the follow up from Mr.Jiten. His work is listed below:
  - a. College website updation and follow up with Mr. Nikhil for taking control over website
  - b. Preparation of list of students stating their choice of sports for training
  - c. Checking MU website for sports updates and informing students for the same
  - d. Academic Calendar (Attendance Committee)
  - e. Gymnasium use by him and students under his supervision
  - f. Report on cyber crime
4. Principal took the follow up from Ms. Bhavna. Her pending work is listed below:
  - a. Thalassemia Report, Nagpur report, Independence day report, tree plantation report

At the end of the meeting Principal instructed to complete the given work as per timeline given. For not completing the work, Leave With-out Pay will be applied day wise.



Dr. Mrs.  Snehal S. Donde  
Principal



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: 4<sup>th</sup> Nov. 2019

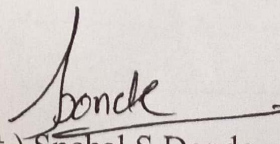
All the teaching staffs are hereby inform that the academic year end staff meeting is scheduled on 6<sup>th</sup> Nov.2019 at 12:30 p.m. in Principal's office.

Agenda for the meeting are:

- 1) Regarding college closure timing
- 2) Road repair work
- 3) Discussion on teaching pedagogy
- 4) Subject allocation
- 5) Discussion on 2<sup>nd</sup> term duration and examination:
- 6) Discussion on PMKK training sessions
- 7) Any other matter

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	Mr Sanjay Salwe	Asst. Professor	
6	Mr. Surendra Warik	Head Clerk	



  
Dr.(Smt.) Snehal S.Donde  
Principal



Teaching Staff Meeting with the Principal was arranged on Monday, 6<sup>th</sup> Nov. 2019 at 12:30 p.m. in Principal office.

Following points were discussed:

Agenda for the meeting are:

- 1) Regarding college closure timing
- 2) Road repair work
- 3) Discussion on teaching pedagogy
- 4) Subject allocation
- 5) Discussion on 2<sup>nd</sup> term duration and examination:
- 6) Discussion on PMKK training sessions
- 7) Any other matter

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	Mr. Sanjay Salwe	Asst. Professor	
6	Mr. Surendra Warik	Head Clerk	

Item No. 1 : Regarding college closure timing

The Principal shared the letter received from the management regarding college closure time to be 5.30 pm. Principal said that if college progression is needed then work should not be bound by time, the work may extend beyond time also. The Management has to understand the growth prospects of the college and the devotion and dedication on the part of the Principal and staff to achieve the same. Hence, sometimes as per the demand of the situation the time may extend beyond 5.30 pm.

All possible care will be taken to adhere the college time. The College time for the staff will be,

Teaching Faculty: 6.50 am to 1.30 pm

8.00 am to 2.30 pm

Non Teaching faculty: 6.50 am to 5.30 pm





Item no. 2: Road repair work

The Principal also shared the copy of RTI filed for the poor road conditions of road near college premises, in response the BNCCMC commissioner has confirmed the starting of road construction work within 3 days of receipt of letter. Principal said the work done with the determination is always fruitful.

Item No. 3 Discussion on teaching pedagogy

The Principal shared the elements of New Education policy which includes providing value added services to the students. Today's education is not limited to Lectures and paper assessment only. It has extended its scope to practical exposure, case study method, audio video methods, etc. The principal urged all faculties to introduce innovative teaching learning methods to make subject more interesting and knowledgeable.

Item No. 4: Subject allocation:

As Ms. Bhavna Koli has put resignation letter, the Principal said that her resignation is accepted and her subject load will be given to Mrs. Fauzia Merchant who has newly joined college from Nov. 2019. The FYBCom & SYBCom Economics subject is given to Mrs. Varshita Y. and TYBCom Economics subject is allotted to Mr. Jignesh Gada (Visiting Faculty). The Harish Myana (M.Sc. In Mathematics) is appointed as visiting faculty for teaching Mathematics subjects to FYBCom & FYBAF.

Item No. 5: Discussion on 2<sup>nd</sup> term duration and examination:

The Principal said the second term is from 4<sup>th</sup> Nov. 2019 and the lectures are started. The syllabus of all the subjects must be completed in the last week of Feb. 2020. All the Examination will begin from first week of March, 2020. The faculties are required to prepare lesson plan accordingly.

Item No. 6: Discussion on PMKK training sessions

The Principal said that as PMKK training sessions are started, all the faculties are required to take training sessions of first batch which consists of candidates for warehouse packer job role. The training schedule will be prepared by Mr. Sanjay Salwe. Principal also said that she has instructed PMKK trainees to get other ten candidates in order to increase the awareness and spread the benefits by sharing their experience to others. Principal instructed all the faculties do follow up for the same and convince candidates to bring more number of further enrolments.

Item No. 7 Any other matter:

- a. The TYBCom Forensic Accounting students are to be given topic on live case study as assignments and depending upon their performance their certificates will be issued. FYBAF students will be issued introductory certificates as their course will be completed in 2 parts in FYBAF & SYBAF.
- b. The discipline committee must check students' uniforms regularly. Any student found not following uniform norms can be panelized. The Principal instructed Mrs. Ranjeeta to involve Mr. Sanjay Salwe and Mrs. Varshita in discipline related work.

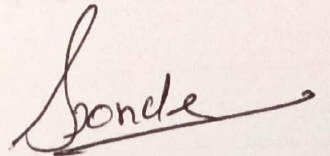


- c. The attendance committee has to strictly check the attendance of students and ensure the no student remain absent without prior application. The monthly defaulter list must be prepared and actions to be taken against defaulter students.
- d. As TYBCom class have only six subjects, and the total subject load is 26 lectures for six subjects it was decided to leave TYBCom students at 11.40 am for their study at home.
- e. The Certificate course of Tally and Entrepreneurship skill for FYBCom & SYBCom class respectively will be starting from 11<sup>th</sup> Nov. 2019 for which Ms. Purvi Dodhia and Mrs. Fauzia Merchant will take lectures.
- f. MSSDS first batch examination work to be handled by Mrs. Fauzia Ansari and she also has to resolve the spa management's exam issue.

The meeting ended with the instructions to complete the work assigned.

Mrs. Pooja Dodhia  
IQAC Co-ordinator



  
Dr.(Smt.) Snehal S. Donde  
Principal



OswalShikshan&Rahatsanghsanchalit  
MANSI BHARAT GADA DEGREE COLLEGE OF COMMERCE  
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Meeting No. 3

Name: Atmosphere building meeting

Date: 10/04/2020

Time: 10.00 am to 12.00 noon

Absent Members: Fauzia Ansari, SurendraWarik

Details: The meeting was conducted by Principal for all the staff for building atmosphere and confidence among the staff to work from home in COVID 19 pandemic situation and nation wide lockdown. The continuation in previous two online meetings conducted, this meeting intended to encourage faculties to explore internet for opportunities and creative idea generation. To engage and counsel students and faculties in this period, Principal conducted meeting and following points were discussed:

1. The weekly planner needs to be prepared for every class where one day one class with teaching learning activity and another class can be engaged with co curricular and extracurricular committee wise activities. Online class timing should be 10.00 am to 1.00 pm.
2. For preparing planner, faculties are required to jointly prepare and outline all the activities to be conducted during the week. The planner must be implemented from 13<sup>th</sup> April, 2020. The planner must be prepared and submitted to Principal on 11<sup>th</sup> April, 2020.
3. All staff members' presence is compulsory for online classroom teaching or any activity.
4. Before conducting any session with students, all the points to be discussed among the staff for finding strategic ways to engage students during session.
5. 60% students' attendance is compulsory for conducting any class/activity.
6. All the faculties are required to prepare the list of the work done and pending before attending meeting with Principal.
7. Faculties are required to conduct meeting among themselves in every alternate days between 4.00 pm to 5.00 pm
8. Fauzia Ansari will coordinate the arrangements for meeting with Principal which will be conducted in every 2 days.

Poojadodhia will coordinate for meeting with students and faculties.



JitenFatehchandani will coordinate the committee wise meeting.

9. Faculties are required to purchase laptop for keeping all the data and easy work execution.

10. JitenFatehchandani has to explore the CSR funds of corporates which can be utilized for industry academia linkages, Industrial visit and sponsorship of any activity. The details to be provided in one week period ending on 16<sup>th</sup> April, 2020.

11. Sanjay salve has to explore the free online course available for faculties including leadership trainings or professional –certificate courses in two days ending on 13<sup>th</sup> April, 2020. He also has to orient students to pursue related online courses.

12. SanketNakhva has to explore virtual Nature trail option available on internet and conduct nature trail as nature club activity in two days ending on 13<sup>th</sup> April, 2020

13. Swati Sakpal and Poojadodhia has to complete the magazine 2019-2020 work till 30<sup>th</sup> April, 2020 by ensuring that all the reports provided by the faculties as approved by the Principal. Website must be explored for standard report format.

14. The Performance appraisal form must be filled and submitted by all faculties till 12<sup>th</sup> April, 2020.

15. JitenFatehchandani has to explore 20 research paper related to his research topic and report till evening on 10<sup>th</sup> April, 2020. All the faculties are also required to explore related research papers.

Dr. Snehal S. Donde

Principal