

### Minutes of the Meeting

Date: 29<sup>th</sup> July, 2020

Time: 1.30 pm

Place: Google Meet

The meeting was convened by Principal on 29<sup>th</sup> July, 2020 at 1.30 pm on Google meet app.

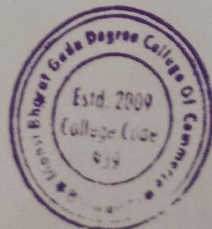
1. To conduct demo lecture session of faculties
2. Any other matter with permission of chair

Following faculties attended the meeting:

| Sr. No. | Name of Faculty    | Designation        |
|---------|--------------------|--------------------|
| 1.      | Dr. Snehal Donde   | Principal          |
| 2.      | Mrs. Pooja Dodhia  | Asst. Professor    |
| 3.      | Mrs. Fauzia Ansari | Asst. Professor    |
| 4.      | Mrs. Swati Sakpal  | Lecturer           |
| 5.      | Mr Sanjay Salwe.   | Lecturer           |
| 6.      | Mr. Surendra Warik | Non Teaching Staff |
| 7.      | Mr. Shital Talati  | Lecturer           |
| 8.      | Mr. Vinit Pareek   | Lecturer           |
| 9.      | Ms. Purvi Dodhia   | Lecturer           |

Following points were discussed:

1. The meeting started with the discussion by Principal regarding faculty requirement for accounts subjects. She asked Mr. Vinit & Mr. Shital to search for faculties and sent resume by email.
2. Online demo lecture started with the lecture of Mr. Vinit. He used google doc for explaining the concept of B. Law. At the end of lecture, Principal suggested that he should combination of Hindi & English. Use of some pictures based on the topics also suggested.
3. Ms. Purvi explained the concept of banking orally. She didn't use any other mode of teaching. She said that she was not been informed about online lecture demo. Principal suggested that lecture should not be in pure Hindi, it must be in combination.
4. Mrs. Fauzia couldn't take demo lecture, as she said she was not prepared for demo. Principal reprimanded her for showing such irregularity. Principal asked her to take any previous year's subject. She tried to explain the concept of financial management orally. Principal said that one more session will be conducted on another day for demo lecture.

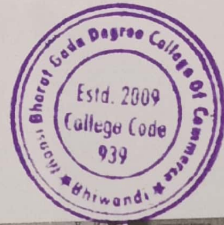


5. Mr. Shital talati explained the concept of Partnership final accounts on white board at his home and setting camera on stand. Principal appreciated the technique of teaching practical subject with this method. Also she asked him to find online white board availability.

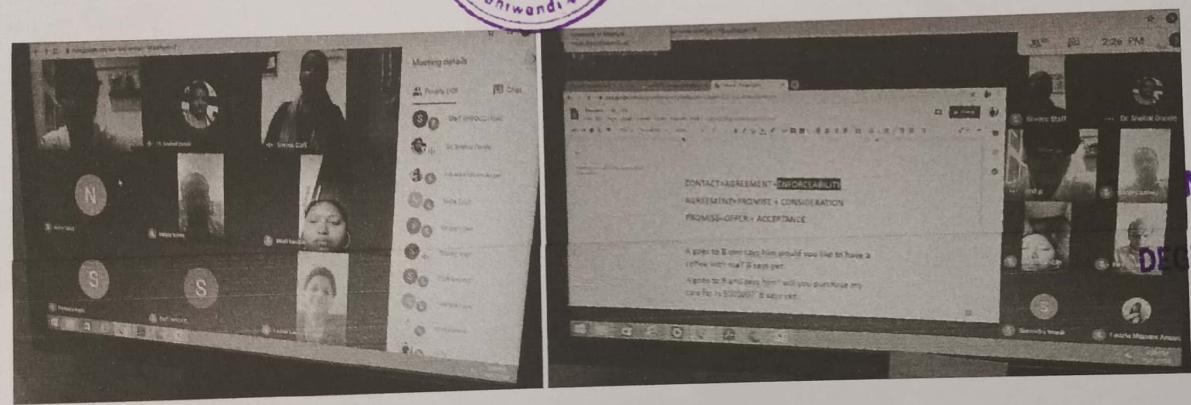
6. Mrs. Swati explained the concept of Advertizing orally. Principal suggested that while teaching, camera must be set in front of face and it should not be shacked. More options of online interactive mode must be explored by her.

7. Mrs. Pooja showed interactive PPT which was converted into video for Financial Accounting. Principal asked her to share this with other faculties. Principal suggested that this video can be used in the absence of any faculty where students can learn by their pace by watching video.

At the end of meeting, Principal asked all faculties to attend students' orientation meeting on 4<sup>th</sup> August, 2020 at 11.00 am. Thereafter class wise lectures to be conducted by faculties. Meeting ended at 3.40 pm.



Dr. Snehal S. Donde  
Principal



**ATTESTED**  
*M. Gosrani*  
I/C PRINCIPAL  
**MR. MITESH M. GOSRANI**  
**MANSI BHARAT GADA**  
**DEGREE COLLEGE OF COMMERCE**

**Minutes of the Meeting**

Date: 14<sup>th</sup> Aug. 2020

Time: 1.00 pm

Place: Google Meet

The meeting was convened by Principal on 14<sup>th</sup> Aug. 2020 at 1.00 pm on Google meet app.

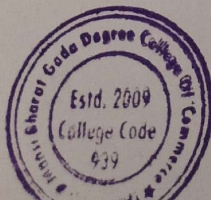
1. To discuss the feedback of online teaching
2. To share guidelines for conducting online Lectures
2. Any other matter with permission of chair

Following faculties attended the meeting:

| Sr. No. | Name of Faculty    | Designation     |
|---------|--------------------|-----------------|
| 1.      | Dr. Snehal Dondre  | Principal       |
| 2.      | Mrs. Pooja Dodhia  | Asst. Professor |
| 3.      | Mrs. Swati Sakpal  | Lecturer        |
| 4.      | Mr. Shital Talati  | Lecturer        |
| 5.      | Mr. Vinit Pareek   | Lecturer        |
| 6.      | Mr. Anil Kesarwani | Lecturer        |

Following points were discussed:

1. The meeting started with the discussion by Principal regarding demo lecture conducted by Mr. Anil Kesarwani in TYBCom Class for direct Tax subject. She said that she has also observed other lectures and analyzed that faculties are using hindi language while teaching. She said that Teaching in Hindi language is not allowed. Faculties are required to conduct lecture in English and all communication must be done in English language only. If required, few sentences can be repeated in Hindi.
2. Principal also asked about the way of attendance of students is marked for each lecture. Mrs. Pooja replied that Purvi madam and Swati madam are not able to take attendance on Canvas App. Mr. Vinit also said that he is taking attendance on paper as canvas app is inconvenient and time consuming. Principal instructed all to adopt uniformity in taking attendance. Photo of list of students can be captures and preserved as reference.
3. Principal also suggested that faculties must try to connect students with practical environment by discussing any news paper clipping, videos etc as New Education Policy is also based on



Application based learning. Teachers must be embraced with the practical knowledge and share with students time to time.

4. Principal suggested keeping in mind below mentioned guidelines during online lectures;

a. Teaching Learning Activities must be conducted in English language only. If necessary, few sentences can be repeated in hindi.

b. Faculties must insist students to communicate orally rather than merely writing responses in chat box.

c. Faculties must ensure that students' videos are on during lecture.

d. No student will be allowed to enter in lecture after 9.00 am.

e. Faculties are required to keep their camera/webcam at stable place so as to be visible for students properly and avoid any disruption in background.

f. Teaching must be supported with the relevant video/quiz/ news paper clippings/ debate and other interactive mode to engage students and make lecture interesting.

g. Students attendance must be marked properly and uniform pattern of attendance to be followed by all faculties.

h. Before starting lecture, revision of previous lecture to be taken by faculties.

i. Lecture record must be kept by faculties; it should be posted in group and updated regularly in google doc format shared by email.

j. Teachers must take care that discipline is maintained in lectures. Students must behave in formal way and formal/respectful language should be used. No emoticon to be used by students.

Meeting ended with the instruction to faculties to follow above guidelines.



Dr. Snehal S. Donde  
Principal

**ATTESTED**  
*Mitesh M. Gosrani*  
I/C PRINCIPAL  
**MR. MITESH M. GOSRANI**  
**MANSI BHARAT GADA**  
**DEGREE COLLEGE OF COMMERCE**

Oswal Shikshan & Rahat Sangh Sanchalit  
**MANSI BHARAT GADA DEGREE COLLEGE OF COMMERCE**  
(Affiliated to University of Mumbai)  
(NAAC Accredited B Grade & ISO 9001:2015 Certified)

**Minutes of the Meeting**

Date: 3<sup>rd</sup> Sept. 2020

Time: 1.30 pm

Place: Google Meet

The meeting was convened by Principal on 3rd Sept. 2020 at 1.30 pm on Google meet app.

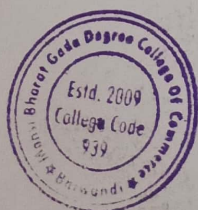
1. To discuss the review/feedback of online teaching,
2. To discuss project based learning concept,
3. Any other matter with permission of chair,

Following faculties attended the meeting:

| Sr. No. | Name of Faculty    | Designation     |
|---------|--------------------|-----------------|
| 1.      | Dr. Snehal Donde   | Principal       |
| 2.      | Mrs. Pooja Dodhia  | Asst. Professor |
| 3.      | Mrs. Swati Sakpal  | Lecturer        |
| 4.      | Mr. Shital Talati  | Lecturer        |
| 5.      | Mr. Anil Kesarwani | Lecturer        |
| 6.      | Mrs. Swati Singh   | Lecturer        |
| 7.      | Mrs. Komal Gosrani | Lecturer        |

Following points were discussed:

1. The meeting started with the discussion by Principal regarding demo lecture conducted by Mr. Anil Kesarwani in TYBCom Class for direct Tax subject. She said that she has also observed other lectures and analyzed that faculties are using hindi language while teaching. She said that Teaching in Hindi language is not allowed. Faculties are required to conduct lecture in English and all communication must be done in English language only. If required, few sentences can be repeated in Hindi.
2. Principal also asked about the way of attendance of students is marked for each lecture. Mrs. Pooja replied that Purvi madam and Swati madam are not able to take attendance on Canvas App. Mr. Vinit also said that he is taking attendance on paper as canvas app is inconvenient and time consuming. Principal instructed all to adopt uniformity in taking attendance. Photo of list of students can be captured and preserved as reference.
3. Principal also suggested that faculties must try to connect students with practical environment by discussing any news paper clipping, videos etc as New Education Policy is also based on



Application based learning. Teachers must be embraced with the practical knowledge and share with students time to time.

4. Principal suggested keeping in mind below mentioned guidelines during online lectures;

- a. Teaching Learning Activities must be conducted in English language only. If necessary, few sentences can be repeated in hindi.
- b. Faculties must insist students to communicate orally rather than merely writing responses in chat box.
- c. Faculties must ensure that students' videos are on during lecture.
- d. No student will be allowed to enter in lecture after 9.00 am.
- e. Faculties are required to keep their camera/webcam at stable place so as to be visible for students properly and avoid any disruption in background.
- f. Teaching must be supported with the relevant video/quiz/ news paper clippings/ debate and other interactive mode to engage students and make lecture interesting.
- g. Students attendance must be marked properly and uniform pattern of attendance to be followed by all faculties.
- h. Before starting lecture, revision of previous lecture to be taken by faculties.
- i. Lecture record must be kept by faculties; it should be posted in group and updated regularly in google doc format shared by email.
- j. Teachers must take care that discipline is maintained in lectures. Students must behave in formal way and formal/respectful language should be used. No emoticon to be used by students.

Meeting ended with the instruction to faculties to follow above guidelines.



Dr. Snehal S. Donde  
Principal

**ATTESTED**  
*Manshi Bharat Gada*  
I/C PRINCIPAL  
MR. MITESH M. GOSRANI  
MANSI BHARAT GADA  
DEGREE COLLEGE OF COMMERCE



Oswal Shikshan & Rahat Sangh Sanchalit  
**MANSI BHARAT GADA DEGREE COLLEGE OF  
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Notice

10.5.2021

All the members are hereby informed that IQAC meeting is scheduled on 12.5.2021 at 1.00 pm on Google Meet.

The link will be shared on the day of meeting:

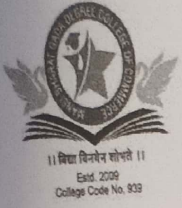
Following members are required to join the meeting:

|    |                       |
|----|-----------------------|
| 1  | Dr. Mrs. Snehal donde |
| 2  | Mrs. Pooja dodhia     |
| 3  | Mr. Shital Talati     |
| 4  | Mrs. Komal Gosrani    |
| 5  | Mrs. Swati Sakpal     |
| 6  | Mr. Surendra Warik    |
| 7  | Mr. Huzzaif Momin     |
| 8. | Mr. Anil Kesarwani    |
| 9. | Mr. Surendra Warik    |

Below mentioned agenda will be discussed:

1. Review of work done in the year 2020-2021
2. To take feedback from students and analysizing
3. To prepare and submit annual report
4. Any other matter with the permission of chair:





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**MANSI BHARAT GADA DEGREE COLLEGE OF  
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Minutes of the Meeting

12.5.2021

The meeting was conducted on Google meet on 12<sup>th</sup> May, 2021 at 1.00 pm .

Following members attended the meeting:

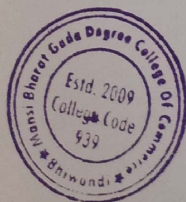
|    |                       |
|----|-----------------------|
| 1  | Dr. Mrs. Snehal donde |
| 2  | Mrs. Pooja dodhia     |
| 3  | Mr. Shital Talati     |
| 4  | Mrs. Komal Gosrani    |
| 5  | Mrs. Swati Sakpal     |
| 6  | Mr. Surendra Warik    |
| 7  | Mr. Huzzaif Momin     |
| 8. | Mr. Anil Kesarwani    |
| 9. | Mr. Surendra Warik    |

The Meeting was presided over by Principal and following agenda were discussed and resolved:

1. The principal took the review of the lectures conducted, research work done, participation in webinar/workshops, students attitude, etc during online meeting.

The Faculties shared their experience of online teaching, the issues faced and benefited thereof. The Principal said all faculties to submit their self appraisal report on mail by the end of month of May.

2. Mrs. Pooja said that it is necessary to take students feedback for teaching learning by Faculties, Administration, and library services. She added that simple





google form can be used for taking feedback and its analysis. Principal approved the same and directed her to prepare and circulate forms via whats app groups.

3. Principal directed Mrs. Pooja to prepare annual report as per prescribed format by allocating work to other faculties and submit .

4. a. Mrs. Pooja shared that results of online exam of SEM II & IV are ready for display. The principal approved the same and instructed to share in whats app group and email.

b. Mr. Shital Talati shared the Water Rejuvenation work under NSS unit is under process. The Principal suggested the way to get the work done from students with regard to survey and data collection.

c. Mr. Warik was given responsibility of updating the website.

The Meeting ended with the assurance by faculties to complete the allotted work on timely manner.



**ATTESTED**  
*M. Mitesh M. Gosrani*  
I/C PRINCIPAL  
**MR. MITESH M. GOSRANI**  
**MANSI BHARAT GADA**  
**DEGREE COLLEGE OF COMMERCE**