



**Sadhubella Education Society's
Minority Institute)
J. Watumull Sadhubella Girls College
(Near Government Dispensary, Ulhasnagar-421001, Dist: Thane**

Date: - 16/04/2020.

Minutes of the Departmental Meeting Held on 15/04/2020

The meeting of Commerce Department was held on 15th April 2020 at 11.00am through Zoom App. The following members were present: -

- Dr. Vasant. P. Mali – Principal
- Ms. Neetu. C. Purswani - HOD
- Mr. Rajesh Kumar Singh
- Ms. Supriya Salvee
- Ms. Sharmila Karve
- Mr. Sanjay Suryavanshi



HOD – Ms. Neetu Purswani welcomed all the staff members. After lock down this was the first online staff meeting arranged looking to the urgency of the administrative work. She also requested all the members to take precautionary measures for COVID-19.

The meeting started as per the agenda. Staff members seek the permission for Organising quiz / webinar related to health fitness and stress management for the students and the staff members. After discussion, it was finalized to conduct quiz and seminar/ webinar for students and staff. Staff members were also directed to attain online seminar / webinar /workshops organized by other colleges, to enable them to get acquainted with online teaching techniques as well as update their knowledge.

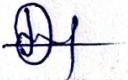
Principal inquired about the progress of the work allotted for the preparation of AQAR for the year 2018-19. All members informed the Principal that due to unavoidable circumstances of Covid-19, the process of finalization of AQAR was hampered.

Looking to the unpredictable situations all members requested Principal to arrange online Departmental meetings along with IQAC committee and restart the process of finalization of AQAR for the year 2018-19.

The request was granted by the Principal. Accordingly, consent was obtained from IQAC Coordinator and it was decided to finalize the process by having meetings through Zoom App at an earliest.

Since, there was no other matter, the meeting ended with vote of thanks by Mr. Rajesh Kumar Singh.

Minutes signed by



Ms. Neetu Purswani
(HOD)



Dr. Vasant Mali
(Principal)





**Sadhubella Education Society's
Minority Institute)
J. Watumull Sadhubella Girls College**
(Near Government Dispensary, Ulhasnagar-421001, Dist: Thane)

Date: - 13/12/19.

Minutes of the Departmental Meeting Held on 12/12/2019

The meeting of Commerce Department was held on 14th October 2019 at 11.00am in the principal chamber. The following members were present: -

- Dr. Vasant. P. Mali – Principal
- Ms. Neetu. C. Purswani - HOD
- Mr. Rajesh Kumar Singh
- Ms. Supriya Salvee
- Ms. Sharmila Karve
- Mr. Sanjay Suryavanshi
- Ms. Lund Anita



HOD – Ms. Neetu Purswani welcomed all the staff members. She read the minutes of last meeting and the same were confirmed. The meeting started as per items listed in the agenda: -

Principal inquired about the progress of the work allotted for the preparation of AQAR for the year 2018-19. It was brought to his kind notice that quantitative data is at the verge of completion along with supporting documents. By this month end all the quantitative templates will be ready.

Then we all members will put our best efforts along with IQAC team for the completion of qualitative data required for the AQAR. Principal directed all staff members for the completion of the same at an earliest to avoid further complications from government

authorities. Since there was no other matter, the meeting ended vote of thanks to all members by Mr. Sanjay Suryavanshi.

Minutes signed by



Ms. Neetu Purswani
(HOD)



Dr. Vasant Mali
(Principal)





**Sadhubella Education Society's
(Minority Institute)
J. Watumull Sadhubella Girls College
(Near Government Dispensary, Ulhasnagar-421001, Dist: Thane)**

Date: - 15/10/19.

Minutes of the Departmental Meeting Held on 14/10/2019

The meeting of Commerce Department was held on 14th October 2019 at 11.00am in the Principal chamber. The following members were present: -

- Dr. Vasant. P. Mali – Principal
- Ms. Neetu. C. Purswani - HOD
- Mr. Rajesh Kumar Singh
- Ms. Supriya Salvee
- Ms. Sharmila Karve
- Ms. Lund Anita



HOD – Ms. Neetu Purswani welcomed all the staff members. She read the minutes of last meeting and the same were confirmed. The meeting started as per the agenda: -

Principal inquired about the progress of the work allotted for the preparation of AQAR for the year 2018-19. It was brought to his kind notice that all staff members are putting their best efforts. But, due to new format it is little difficult to complete the same at an earliest. Staff members also contacted neighboring colleges for the guidance.

After discussion, it was unanimously decided by all the staff members that due to Diwali festival we will take vacation up to 31st October. From 1st November we all staff members will come to college to expedite the work related to AQAR.

As there was no other matter the meeting ended with best wishes for Diwali Vacation to all staff members by the chair.

Minutes signed by

**Ms. Neetu Purswani
(HOD)**



**Dr. Vasant Mali
(Principal)**



**Sadhubella Education Society's
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J. Watumull Sadhubella Girls College**
(Near Government Dispensary, Ulhasnagar-421001, Dist: Thane)

Date :- 18/06/2019

Minutes of the Departmental Meeting Held on 17/06/2019

The meeting of Commerce Department was held on 17/06/19 at 11.00am in the Principal Chamber. The following members were present: -

- Dr. Vasant. P. Mali – Principal
- Ms. Neetu. C. Purswani - HOD
- Mr. Rajesh Kumar Singh
- Ms. Supriya Salvee
- Ms. Sharmila Karve
- Ms. Lund Anita



HOD – Ms. Neetu Purswani welcomed all the staff members. She read the minutes of last meeting and the same were confirmed. The meeting started as per items listed on the agenda: -

- It was brought to his kind notice of the Principal by the HOD that two staff members are yet to be appointed in place of Ms. Kanchan Wadhwa and Mr. Raghunath Suryarao.
- Total workload along with the allotment, amongst the existing staff members was presented in the meeting. Principal informed that Ms. Lund Anita was appointed in place of Ms. Kanchan Wadhwa. He directed HOD for the allotment of workload accordingly. He further informed that faculty in place of Mr. Raghunath Suryarao will be appointed at an earliest.
- Principal directed Time Table Committee to prepare and finalize the departmental time table by allotting the workload as discussed in the meeting.
- All staff members were directed to prepare the list of activities planned by commerce department for the academic year 2019-20 and submit the same to Academic calendar committee.

- Academic Calendar Committee was asked to prepare Academic Calendar by incorporating all the curricular and co-curricular activities.
- Principal directed Ms. Supriya Salvee to appoint newly recruited staff as mentor and provide the list of mentees allotted to them.
- Principal further directed HOD to organize orientation programme for all the first-year students to provide information for the activities organized, seminar/workshops etc conducted in the college. He further directed staff members to discuss the code of conduct during the programme to enable the students to know the college rules and regulations.
- All the staff members are further directed to prepare the teaching plan of their respective subject allotted.
- The code of conduct was discussed in the meeting and all members were expected to follow the same.

Since there was no other matter, the meeting ended with vote of thanks by Mr. Rajesh Kumar Singh.

Minutes signed by



Ms. Neetu Purswani
(HOD)



Dr. Vasant Mali
(Principal)





Sadhubella Education Society's

(Minority Institute)

J. Watumull Sadhubella Girls College

(Near Government Dispensary, Ulhasnagar-421001, Dist: Thane)

Date: -28/04/2019.

Minutes of the Departmental Meeting Held on 26/04/2019

The meeting of Commerce Department was held on 26th April 2019 at 12.00amin the Principal chamber. Following members were present: -

- Dr. Vasant. P. Mali – Principal
- Ms. Neetu Purswani
- Mr. Raghunath Surayarao
- Mr. Rajesh Kumar Singh
- Ms. Supriya Salvee
- Ms. Sharmila Karve



All the members were welcomed by Ms. Neetu Purswani. The minutes of the last meeting were read and confirmed. Principal asked for the review of the activities organized in the second half of 2018-19. Ms. Supriya Salvee narrated the details of the activities conducted one by one as follows; -

- 1) Seminar on Income Tax Awareness was organized on 01/01/2019.
- 2) Workshop on “Be a smart investor” by consumer guidance cell was organized on 28/01/2019.
- 3) Symposium on Intellectual Property Rights, Plagiarism, International Business, Mutual fund and Green HRM was organized on 11/04/2019.
- 4) She further informed that Guest lecture on Application of Macro Economics in Busines is scheduled on 13/05/2019.
- 5) International Conference in collaboration with International Cultural Social Forum is scheduled on 17/05/2019.

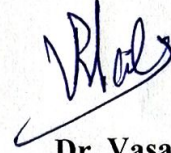
Principal requested all the members to chalk out the plan for the SSR. Accordingly, it was decided by all the members and IQAC Co-Ordinator to allot the work criteria wise and collect the necessary documents to expedite the matter.

As, there was no other matter, the meeting ended with vote of thanks to all staff members by Mr. Rajesh Kumar Singh.

Minutes signed by



Ms. Neetu Purswani
(HOD)



Dr. Vasant Mali
(Principal)





**Sadhubella Education Society's
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(Near Government Dispensary, Ulhasnagar-421001, Dist: Thane)

Date: -08/01/2019.

Minutes of the Departmental Meeting Held on 07/01/2019

The meeting of Commerce Department was held on 07th January 2019, at 11.00am in the Principal chamber. Following members were present: -

- Dr. Vasant. P. Mali – Principal
- Ms. Neetu Purswani
- Mr. Raghunath Surayarao
- Mr. Rajesh Kumar Singh
- Ms. SupriyaSalvee



All the members were welcomed by Ms. Neetu Purswani. Principal appreciated the efforts initiated by all the staff members for finalizing the AQAR from 2013-14 to 2017-18 and for attending college even during the vacation for the completion of the task assigned. Minutes of the last meeting were read by HOD and the same were confirmed by all the members. The meeting proceeded as per the agenda: -

- The seminar / workshops / conferences planned at the start of academic year were not executed due to AQAR pending work. It was decided that the same will be executed in the remaining half of the academic year. After discussion the tentative dates were finalized.

Principal further informed that the dates for International Conference is finalized on 17/05/19 in collaboration with International Cultural and Social Forum, Paris.

- It was brought to the notice of all members that due to personal problems of Ms. Kanchan Wadhwa is unable to continue in the second term. Therefore, the request was made to recruit the staff member in her place.

As, there was no other matter, the meeting ended with vote of thanks to all staff members by Mr. Rajesh Kumar Singh.

Minutes signed by



Ms. Neetu Purswani
(HOD)



Dr. Vasant Mali
(Principal)





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J. Watumull Sadhubella Girls College
(Near Government Dispensary, Ulhasnagar-421001, Dist: Thane**

Date: - 01/11/2018.

Minutes of the Departmental Meeting Held on 31/10/2018

The meeting of Commerce Department was held on 31st October 2018 at 11.00am in the Principal chamber. Following members were present: -

- Dr. Vasant. P. Mali – Principal
- Ms. Neetu Purswani
- Mr. Raghunath Suryarao
- Mr. Rajesh Kumar Singh
- Ms. Supriya Salvee
- Ms. Sharmila Karve
- Ms. Kanchan Wadhwa
- Ms. Deshmukh Vrushali



HOD Ms. Neetu Purswani welcomed all staff members and she read the minutes of last meeting and the same was confirmed by all the members. Principal inquired for the review of the programme chalked out in the beginning of the year. Accordingly, the review was submitted by her noted as below: -

- The directions issued by the Principal related to curricular aspects were implemented.
- Guest lecture on the following topics were arranged for the students: -

Strategic Management

Cost and Management Accounting

Economic to Business decision

Strategic Management

Cost and Management Accounting

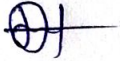
Economic to Business decision

It was further brought to the kind notice that due to unavoidable circumstances; department is unable to organize seminar / workshops / conferences. The same will be organized in the second term.

- AQAR for the five years is on the verge of completion with supporting documents to be uploaded. All members assured that it will be completed as early as possible. They further informed that during Diwali vacation all the members will attend the college to expedite the matter at an earliest.

The meeting ended with vote of thanks, by Ms. Supriya Salvee.

Minutes signed by



Ms. Neetu Purswani
(HOD)



Dr. Vasant Mali
(Principal)



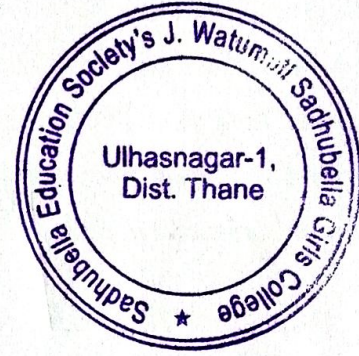
**Sadhubella Education Society's
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(Near Government Dispensary, Ulhasnagar-421001, Dist: Thane)**

Date: -27/06/2018.

Minutes of the Departmental Meeting Held on 25/06/2018

The meeting of Commerce Department was held on 25th June 2018 at 11.00 am in the Principal chamber. The following members were present: -

- Dr. Vasant. P. Mali – Principal
- Mr. Raghunath Suryarao
- Mr. Rajesh Kumar Singh
- Ms. Supriya Salvee
- Ms. Sharmila Karve
- Ms. Deshmukh Vrushali



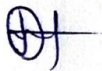
Mr. Raghunath Suryarao welcomed all the teaching staff members. The minutes of the last meeting were read by him and same were confirmed. The meeting proceeded as per the agenda:

- Principal informed all members that as decided by the authorities, Ms. Kanchan Wadhwa will be continued for the academic year 2018-19 in Commerce Department.
- The total allotment of available work load was presented to the Principal in the meeting. After discussion necessary changes were made and the same was finalized.
- Principal directed Time table committee to prepare the time table as per the workload allotted and the same be forwarded to staff members and the students.
- All staff members were asked to prepare the list of activities to be conducted during this academic year.
- Principal further directed to staff members to submit the list of activities to the Academic Calendar Committee and finalize the Academic Calendar.

- As per the guidelines from the NAAC, Principal directed staff members to introduce the system of mentor-mentee for all the courses. He further, directed to allot the total student's strength amongst the total full time teaching staff available.
- It was decided to organize the orientation programme for the first-year students to provide the gist of the various activities / seminars / workshops related to soft and hard skill / personality development courses etc. along with the code of conduct expected to be followed by them in the college campus.
- All the members were directed to submit the teaching plan to their respective HOD.
- Principal directed to all staff members to follow the code of conduct to avoid unwarranted action to be initiated against them.
- Principal inquired about the progress of the work related to AQAR for the five year from 2013-14 to 2017-18. Mr. Rajesh kumar Singh informed that all members are putting their best efforts, but yet same are not completed in all respects. On behalf of all members, he assured that the same will be completed before December, since new format has been introduced by NAAC after December 2018. All staff members further informed the principal that during Diwali vacation we will come to college for finalizing the pending work related to AQAR and the same will uploaded before December.

The meeting ended with a vote of thanks by Ms. Sharmila Karve.

Minutes signed by



Ms. Neetu Purswani
(HOD)



Dr. Vasant Mali
(Principal)





**Sadhubella Education Society's
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J. Watumull Sadhubella Girls College
(Near Government Dispensary, Ulhasnagar-421001, Dist: Thane)**

Date 25/04/2018

Minutes of the Departmental Meeting Held on 24/04/2018

The meeting of Commerce Department was held on 24th April, 2018 at 12.00pm in the principal chamber. The following members were present: -

- Dr. Vasant. P. Mali – Principal
- Ms. Neetu. C. Purswani – HOD
- Mr. Raghunath Suryarao
- Mr. Rajesh Kumar Singh
- Ms. Supriya Salvee
- Ms. Sharmila Karve



All the members of the staff were welcomed by Ms. Neetu Purswani. Minutes of the last meeting were read by her and the same were confirmed. Principal asked for the report of activities organized in the second semester. Mr. Raghunath Suryarao submitted the report of activities conducted: -

1. Workshop on Solid Waste Management by Padmashree Dr. Sharad Kale was organized on 22/02/18.
2. One day State Level Workshop for students was organized on Research Methods, Human Resource, GST, and Digital Banking on 02/04/18.
3. Seminar on Awareness of banking was organized by inviting the representatives of Union Bank of India Ulhasnagar -1 on 12/04/18.
4. Guest lecture will be organized on Macro Economics Application by inviting Dr. Vilas Gaikar from CHM college on 07/05/18.
5. Seminar will be organized on E-commerce was organized on 11/05/18 by inviting Dr. Kajal Bhojwani from CHM college.

6. One-week International Conference will be organized from 19th to 24th May 2018 on the topic "Innovative ideas in the fields of Science and management" Bali.

Principal inquired from IQAC coordinator about the status of AQAR. He informed that almost four years AQAR is completed along with documentation. He further assured that all staff members will try to complete the pending data of one year at an earliest, to enable the college to upload the same before the end of the academic year.

Since there was no other matter the meeting ended with a vote of thanks by Ms. Sharmila Karve.

Minutes signed by



Ms. Neetu Purswani
(HOD)



Dr. Vasant Mali
(Principal)





**Sadhubella Education Society's
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J. Watumull Sadhubella Girls College
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Date 16/11/2017

Minutes of the Departmental Meeting Held on 15/11/2017.

The meeting of Commerce Department was held 15th November, 2017 at 1:00pm in the Principal chamber. The following members were present: -

- Dr. Vasant. P. Mali – Principal
- Ms. Neetu Purswani
- Mr. Raghunath Suryarao
- Mr. Rajesh Kumar Singh
- Ms. Supriya Salvee
- Ms. Sharmila Karve
- Ms. Kotwani Sonam
- Ms. Deshmukh Vrushali



Ms. Neetu Purswani started the meeting by welcoming all the staff members. She submitted the review as per the items in the agenda: -

- She stated that one workshop in association with NSDC and Art of living was organized for the personality development of the students.
- Workshops/ seminars/ Guest lecture are yet to be organized. After discussion the tentative dates for conducting the same were finalized.
- It was further brought to the kind notice of the principal that one faculty be recruited in place of Ms. Meghani Kiran.

- IQAC coordinator informed that descriptive part of AQAR for more than two years is on the verge of completion. After finalizing the same we all members will collect the supporting documents for uploading of the same. Afterwards we all will try to complete the remaining as early as possible.

As there was no other matter, the meeting ended with vote of thanks by Mr. Raghunath Suryarao.

Minutes signed by.



Ms. Neetu Purswani
(HOD)



Dr. Vasant Mali
(Principal)



**Sadhubella Education Society's
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(Near Government Dispensary, Ulhasnagar-421001, Dist: Thane)**

Date: - 13/10/2017

Minutes of the Departmental Meeting Held on 12/10/2017

The meeting of Commerce Department was held on 12th October 2017 at 11.00am in the staff common room. Following members were present: -

- Dr. Vasant. P. Mali – Principal
- Ms. Neetu Purswani
- Mr. Raghunath Suryarao
- Mr. Rajesh Kumar Singh
- Ms. Supriya Salvee
- Ms. Sharmila Karve
- Ms. Meghani Kiran
- Ms. Kotwani Sonam
- Ms. Deshmukh Vrushali



HOD Ms. Neetu Purswani welcomed all staff members and she read the minutes of last meeting and the same was confirmed by all the members. Principal inquired for the review of the programme chalked out in the beginning of the year. Accordingly, the review was submitted by her noted as below: -

- It was reported by Ms. Neetu Purswani that all the instructions issued in connection to academic activities, are carried out in true respect.
- Different activities were planned at the start of the academic year but due to the process of finalization of pending work of AQAR for five years, few activities were not executed.

- Workshop in association with NSDC and Art of living for the overall development of students was organized for the personality development of students.
- Principal inquired about the status of the work for AQAR. It was reported by IQAC coordinator that all staff members are trying their level best to complete the same at the earliest. But since it is related to last five years, we are facing the difficulties in getting information and documents, due to recruitment of visiting faculty. It was brought further to his kind notice that he contacted personally but in vain. The faculty members are neither providing information nor they are submitting the related documents for the record. Principal directed all the members whatever information is available proceed with the same and finish the pending work at an earliest. He took the consent of all staff members to work during the Diwali vacation to expedite the matter at an earliest.

The meeting ended with vote of thanks, by Ms. Supriya Salvee.

Minutes signed by



Ms. Neetu Purswani
(HOD)



Dr. Vasant Mali
(Principal)



**Sadhubella Education Society's
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Date: -21/06/2017

Minutes of the Departmental Meeting Held on 20/06/2017

The meeting of Commerce Department was held on 20th June, 2017 at 11.00am in the staff room. The following members were present: -

- Dr. Vasant. P. Mali – Principal
- Ms. Neetu. C. Purswani - HOD
- Mr. Rajesh Kumar Singh
- Mr. Raghunath Suryarao
- Ms. Supriya Salvee
- Ms. Meghani Kiran
- Ms. Kotwani Sonam
- Ms. Deshmukh Vrushali



All staff members were welcomed by HOD Ms. Neetu Purswani. The minutes of the last meeting were read by Raghunath Suryarao and the same were confirmed by all members. The meeting begins as per the subject matter in the agenda: -

- The total allotment of available work load was presented before the Principal in the meeting. The same was confirmed by all staff members after the discussion.
- Principal directed HOD to prepare the time table as per the workload allotted and the same be forwarded to staff members and the students.
- All staff members were asked to prepare the list of activities to be conducted during the academic year.

- Principal further directed HOD to submit the list of activities to the Academic Calendar Committee and finalize the Academic Calendar.
- It was decided to organize the orientation programme for the first-year students to enable them to get the idea of the various activities / seminars / workshops related to soft and hard skill / personality development courses etc. conducted by the college. To create an orderly atmosphere for the student to function in a democratic, discipline, vigilant and in an effective manner, the code of conduct to be followed by them was to be discussed during the programme.
- All the members were directed to submit the teaching plan to their respective HOD.
- Principal directed to all staff members to follow the code of conduct as it will enhance and deepen the confidence and trust that society places in teacher.
- Principal inquired about the progress of the work related to AQAR for the five year from 2013-14 to 2017-18. IQAC coordinator Mr. Rajesh Kumar Singh informed that the process has already been started. On behalf of all staff members, he assured that we will try our level best to complete the same at an earliest to avoid technical difficulties from the government agencies.

As there was no other matter, the meeting ended with vote of thanks to all members by Ms. Vrushali Deshmukh.

Minutes signed by



Ms. Neetu Purswani
(HOD)




Dr. Vasant Mali
(Principal)



**Sadhubella Education Society's
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J. Watumull Sadhubella Girls College
(Near Government Dispensary, Ulhasnagar-421001, Dist: Thane**

Date 19/04/2017

Minutes of the Departmental Meeting Held on 18/04/2017


The meeting of Commerce Department was held on 18th April, 2017 at 12.00pm in the principal chamber. The following members were present: -

- Dr. Vasant. P. Mali – Principal
- Ms. Neetu. C. Purswani – HOD
- Mr. Raghunath Suryarao
- Mr. Rajesh Kumar Singh
- Ms. Supriya Salvee
- Ms. Sharmila Karve
- Ms. Meghani Kiran
- Ms. Vrushali Deshmukh




1. All the members of the staff were welcomed by Ms. Neetu Purswani. The minutes of the last meeting were read by Ms. Neetu Purswani and same were confirmed by all the members.
2. Meeting started as per the list of items mentioned in the agenda and the report was submitted to the Principal by Mr. Suryarao for the events organized in the second semester.
3. IQAC coordinator Mr. Rajesh Singh informed Principal that all members have decided to work on AQAR one by one to avoid the complications due to backlog. He further, informed that all staff members have planned to work during the vacations to expedite the work as early as possible.
4. Since there was no other matter the meeting ended with vote of thanks by Ms. Supriya Salvee.

Minutes signed by


**Ms. Neetu Purswani
(HOD)**




**Dr. Vasant Mali
(Principal)**



**Sadhubella Education Society's
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(Near Government Dispensary, Ulhasnagar-421001, Dist: Thane**

Date: -24/11/2016

Minutes of the Departmental Meeting Held on 23/11/2016

The meeting of Commerce Department was held on 23rd November, 2016 at 11.00am in the staff common room. Following members were present: -

- Dr. Vasant. P. Mali – Principal
- Ms. Neetu Purswani
- Mr. Raghunath Suryarao
- Mr. Rajesh Kumar Singh
- Ms. Supriya Salvee
- Ms. Sharmila Karve
- Ms. Meghani Kiran
- Ms. Kotwani Sonam
- Ms. Deshmukh Vrushali



HOD Ms. Neetu Purswani welcomed all staff members. The minutes of last meeting were read by her and the same were confirmed by all the members. Discussion started as per the items listed in the agenda. After discussion all the points, it was resolved that: -

- Visiting staff be asked by the respective HOD to conduct the various co-curricular activities and the permanent staff members were asked to work on pending reports of AQAR for the consequent five years along with the reaccreditation process.
- College will organize programmers in association with Art of living for maintaining physical, mental and emotional well-being.
- Being girl's college, workshop be conducted relating to Fashion and Beauty to enable the students to get the entrepreneurship skills and get the ideas as to how to make career in the same.

- Principal directed IQAC coordinator along with other staff members to concentrate on the preparation and finalization of AQAR before starting the reaccreditation process as early as possible.

Since there, was no matter, the meeting ended with vote of thanks by Mr. Raghunath Suryarao.

Minutes signed by



Ms. Neetu Purswani
(HOD)



Dr. Vasant Mali
(Principal)



**Sadhubella Education Society's
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Date: 06/10/2017

Minutes of the Departmental Meeting Held on 04/10/2017

The meeting of Commerce Department was held on 4th October 2016 at 11.00am in the staff common room. Following members were present: -

- Dr. Vasant. P. Mali – Principal
- Ms. Neetu Purswani
- Mr. Raghunath Suryarao
- Mr. Rajesh Kumar Singh
- Ms. Sharmila Karve
- Ms. Meghani Kiran
- Ms. Kotwani Sonam
- Ms. Deshmukh Vrushali



HOD Ms. Neetu Purswani welcomed all staff members. The minutes of last meeting were read and the same were confirmed by all the members. Principal inquired for the review of the programme chalked out in the beginning of the year. Accordingly, the review was submitted by her: -


- All academic activities were carried out as planned by inculcating the changes required in the work load, after joining of Dr. Vasant. P. Mali as Principal of the college.
- The list of activities planned and conducted were presented in the meeting was as follows: -
 - i) Workshop was organized on 28/06/16 for all the students highlighting the Careers in the Govt. Jobs.
 - ii) Seminar was organized on 25/07/16 on GDPI by TIMES.
 - iii) Visit of final year students was arranged to BARCLAYS financial services on 29/06/16 and 13/07/16 for the various personality development sessions.

- iv) Subject tour was arranged to khandala for the students opting Travel and Tourism subject at second year BCOM level.
- v) Series of guest lecture was organized from 21st to 30th October for post graduate students by inviting Prof. Vilas Gaikar, Prof. Nikita Srivastav, and Prof. Anand Badiyani from CHM college.
- vi) Seminar on GST for undergraduate students was held on 13/08/16 by inviting Prof. Bhavna Bhimbhani.
- vii) For coping with stress during the examination, workshop was arranged on 11/08/16 by inviting NGO MANNASPARSH.
- viii) For coping with the fear of subject Mathematics and to learn the short cuts, a seminar was arranged on Vedic Maths on 27/07/16.
- ix) Being girl's college, seminar was organized on 18/09/16 for providing soft skill development training to students.

Principal appreciated the efforts taken by department. He inquired about the status of reaccreditation process. IQAC coordinator Mr. Rajesh Singh informed that before starting the reaccreditation process, we have to first upload the AQAR for the last five preceding years. All staff members were directed by the Principal to start working on AQAR for the last five years to avoid the complications from the government agencies.

Since, there was no other matter, the meeting ended with vote of thanks to chair by Prof. Kotwani Sonam.

Minutes signed by



Ms. Neetu Purswani
(HOD)



Dr. Vasant Mali
(Principal)



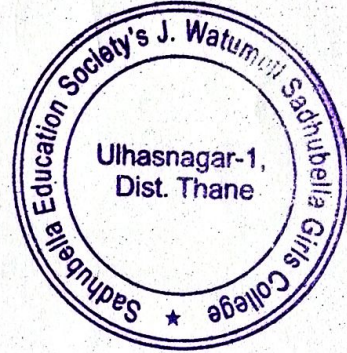
**Sadhubella Education Society's
(Minority Institute)
J. Watumull Sadhubella Girls College
(Near Government Dispensary, Ulhasnagar-421001, Dist: Thane)**

Date 12/06/2016

Minutes of the Departmental Meeting Held on 10/06/2016

The meeting of Commerce Department was held on 10th June, 2016 at 11.00 am in the staff room. The following members were present: -

- Mr. Raghunath Suryarao – I/C Principal
- Ms. Neetu. C. Purswani - HOD
- Mr. Rajesh Kumar Singh
- Ms. Supriya Salvee
- Ms. Sharmila Karve
- Ms. Kotwani Sonam
- Ms. Deshmukh Vrushali




All staff members were welcomed by HOD Ms. Neetu Purswani. The minutes of the last meeting were read by her and the same were confirmed by all members. The meeting begins as per the subject matter in the agenda: -

- The total allotment of available work load was presented before the Principal in the meeting. The same was confirmed by all staff members after the discussion.
- Principal directed HOD to prepare the time table as per the workload allotted and the same be forwarded to staff members and the students.
- Ms. Lalwani Bharti was recruited in place of Ms. Makhija Taruna.
- All staff members were asked to prepare the list of activities to be conducted during the academic year.


- Principal further directed HOD to submit the list of activities to the Academic Calendar Committee and finalize the Academic Calendar.
- It was decided to organize the orientation programme for the first-year students so that they can be enlighten with the various activities / seminars / workshops organized by the college and to discuss the code of conduct prepared by college as it contains the guidelines and rules to ensure proper order in the campus. The students are obligated to follow the procedures of the student's code of conduct. If any student fails to abide by the student's code of conduct, the college has a right to initiate action.
- All the members were directed to submit the teaching plan to their respective HOD.
- I/C Principal directed to all staff members to follow the code of conduct as it serves as a guiding compass as a teacher seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession.

As there was no other matter, the meeting ended with vote of thanks to all members by Ms.Supriya Salvee.

Minutes signed by


Ms. Neetu Purswani
(HOD)




Mr. Raghunath Suryarao
(I/C Principal)

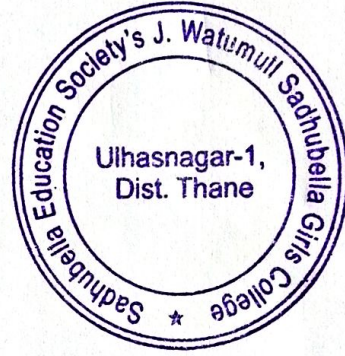


**Sadhubella Education Society's
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Date- 22/04/2016

Minutes of the Departmental Meeting Held on 20/04/2016

- The meeting of Commerce Department was held on 20th April, 2016 at 12.00pm in the principal chamber. The following members were present: -
- Mr. Raghunath Suryarao – I/C Principal
- Ms. Neetu. C. Purswani – HOD
- Mr. Rajesh Kumar Singh
- Ms. Supriya Salvee
- Ms. Sharmila Karve
- Ms. Kotwani Sonam
- Ms. Deshmukh Vrushali



All the members of the staff were welcomed by Ms. Neetu Purswani. The minutes of the last meeting were read by Ms. Neetu Purswani and same were confirmed by all the members. Meeting commenced as per the list of items mentioned in the agenda and the report was submitted to the I/C Principal as follows: -

Ms. Meghani Kiran presented the report of the activities organized in the second half of academic year. I/C Principal directed all the members to prepare the report and submit the same through HOD.

Since there was no other matter the meeting ended with vote of thanks by Ms. Supriya Salvee.

Minutes signed by

**Ms. Neetu Purswani
(HOD)**



**Mr. Raghunath Suryarao.
(I/C Principal)**



**Sadhubella Education Society's
(Minority Institute)**

J. Watumull Sadhubella Girls College

(Near Government Dispensary, Ulhasnagar-421001, Dist: Thane)

Date:- 28/11/2015

Minutes of the Departmental Meeting Held on 26 /11/2015

- The meeting of Commerce Department was held on 26/11/2015 at 1.00 pm in the staff common room. Following members were present: -
- Mr. Raghunath Suryarao – I/C Principal
- Ms. Neetu Purswani
- Mr. Rajesh Kumar Singh
- Ms. SupriyaSalvee
- Ms. Sharmila Karve
- Ms. Meghani Kiran
- Ms. Kotwani Sonam
- Ms. Deshmukh Vrushali



HOD Ms. Neetu Purswani welcomed all staff members. The minutes of last meeting were read by her and the same were confirmed by all the members.

The list of activities to be conducted by the department along with cultural, sports, annual gathering and NSS camp etc. were discussed in the meeting. After, discussion tentative dates for all events were finalized.

The examination committee was further directed to finalize the tentative dates for examination and the same be communicated to staff and students. As, there was no further matter, the meeting ended with vote of thanks to all members by Mr. Rajesh Kumar Singh.

Minutes signed by.

**Ms. Neetu Purswani
(HOD)**



**Mr. Raghunath Suryarao
(I/C Principal)**



**Sadhubella Education Society's
(Minority Institute)
J. Watumull Sadhubella Girls College
(Near Government Dispensary, Ulhasnagar-421001, Dist: Thane)**

Date:-16/10/2015

Minutes of the Departmental Meeting Held on 15/10/2015

The meeting of Commerce Department was held on 15th October 2015 at 11.00am in the staff common room. Following members were present: -

- Mr. Raghunath Suryarao- I/C Principal
- Ms. Neetu Purswani
- Mr. Rajesh Kumar Singh
- Ms. Supriya Salvee
- Ms. Sharmila Karve
- Ms. Meghani Kiran
- Ms. Kotwani Sonam
- Ms. Deshmukh Vrushli




HOD Ms. Neetu Purswani welcomed all staff members. The minutes of last meeting were read and the same were confirmed by all the members. I/C Principal inquired for the review of the program chalked out in the beginning of the year.

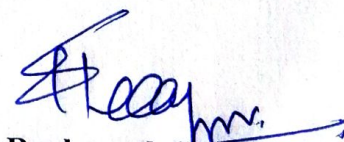
Ms. Neetu Purswani submitted that the directions issued with regard to curricular aspects were carried out in toto. She requested Ms. Meghani Kiran to submit the report for co-curricular aspect. Accordingly, she submitted the report of the activities conducted during the first term. She also informed that department has also tried to organize the national seminar in collaboration with University of Mumbai. But due to unavoidable reasons the same was not executed in the first term. Therefore, it is scheduled in the second term.

Since, there was no matter the meeting ended with vote of thanks by Ms. Supriya Salvee.

Minutes signed by


**Ms. Neetu Purswani
(HOD)**




**Mr. Raghunath Suryarao
(I/C Principal)**



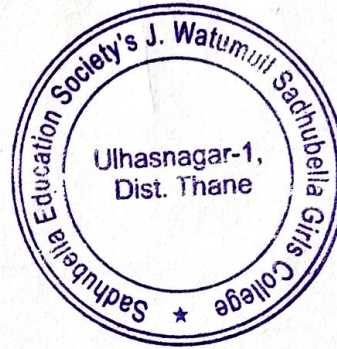
**Sadhubella Education Society's
Minority Institute)
J. Watumull Sadhubella Girls College
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Date 17/06/2015

Minutes of the Departmental Meeting Held on 15/06/2015

The meeting of Commerce Department was held on 15th June, 2015 at 11.00am in the staff room. The following members were present: -

- Mr. Raghunath Suryarao – I/C Principal
- Ms. Neetu. C. Purswani - HOD
- Mr. Rajesh Kumar Singh
- Ms. Supriya Salvee
- Ms. Sharmila Karve
- Ms. Vrushali Deshmukh



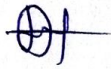
All staff members were welcomed by HOD Ms. Neetu Purswani. The minutes of the last meeting were read by her and the same were confirmed by all members. The meeting begins as per the agenda: -

- HOD requested I/C Principal to provide details of new faculty recruited to enable her to finalize the workload accordingly. On inquiry it was brought to the notice of all members that procedure has already been started. Office will provide the details as soon as the acceptance is received from the faculty to be recruited.
- I/C Principal informed all the members that Ms. Vrushali Deshmukh has been appointed as a Director of physical education as per the directions from the office of Joint Director.
- The total allotment of available work load was presented before the I/C Principal in the meeting. The same was confirmed by all staff members after the discussion.

- Directions were issued to the time table committee to prepare the time table as per the discussion and adjust the lectures amongst the existing staff till the new recruitment of new faculty.
- All staff members were asked to prepare the list of activities to be conducted during the academic year.
- Principal further directed HOD to submit the list of activities to the Academic Calendar Committee to enable them to finalize the academic calendar.
- All the members were directed to submit the teaching plan to their respective HOD.
- It was decided to organize the orientation programme for the first-year students to enable them to get acquainted with the colleges rules, regulations and policies along with the information of the various activities/seminar/workshops/soft and hard skill development programme organized by the college.

As there was no other matter, the meeting ended with vote of thanks to all members by Ms. Supriya Salvee.

Minutes signed by


Ms. Neetu Purswani
(HOD)




Mr. Raghunath Suryarao
(I/C Principal)