



**SADHUBELLA EDUCATION SOCIETY'S**  
**(Minority Institute)**  
**J. WATUMULL SADHUBELLA GIRLS COLLEGE,**  
**Near Government Dispensary, Ulhasnagar-421001**

**Date – 03/02/2020**

**MINUTES OF THE MEETING**

Meeting of BMS-BBI Department was conducted on 3<sup>rd</sup> February, 2020 at 11:00 am at Room No. 02

The following were the members present in the meeting: -

- Dr. Vasant. P. Mali – Principal
- Mrs. Smita D. Chawak – Co-Ordinator
- Mrs. Pranjal Karkhanis
- Ms. Sophy Mathew
- Ms. Anagha Kotekar
- Ms. Deepa Makhija
- Ms. Bhagyashree Lad
- Mrs. Siya Hassija

Following were the proceedings of the meeting: -

1. As per the first agenda

To discuss the point of last meeting (15/11/19)

As per the last meeting conducted during start of next semester, every work allotted was cross checked by Co-Ordinator, Mrs. Smita D. Chawak. And also individual work allotted was asked to be completed within stipulated time period. Reviews were also taken on the ICT methods adopted, and how well it facilitated the teaching – learning methods.



## **2. As per the second agenda**

**To know the status of Project Work.**

During the meeting every teachers were asked about the status of the black book of those students allotted under their guidance. 15<sup>th</sup> March, 2020 was the final date decided for the submission of Project Work.

## **3. As per the third agenda**

**Review and evaluation of Students feedback of every Teacher.**

Feedback was collected from every students for every particular subject teacher, and feedbacks were then reviewed and measures were taken to improve the teaching skills of every teachers.

## **4. As per the fourth agenda**

**To check the documentation of every programs conducted for quality enhancement.**


During the meeting all the documents were crossed checked as per the work allotted to particular teachers. Work that was left incomplete was asked to be completed within a week from the date of the meeting.

## **5. As per the fourth agenda**


**To take students feedback on design and implementation of syllabus.**

Every teacher was asked to get the feedback on design and implementation of syllabus be completed from the students through google survey form.

Since there were no other matters, the meeting was concluded by Vote of Thanks by Ms. Anagha Kotekar

  
Mrs. Smita D. Chawak  
(BMS-BBI Co-Ordinator)



  
Dr. Vasant P. Mali  
(Principal)

PRINCIPAL  
J. Watumull Sadhubella Girls College -  
Ulhaasnagar-421 001



**SADHUBELLA EDUCATION SOCIETY'S**  
**(Minority Institute)**  
**J. WATUMULL SADHUBELLA GIRLS COLLEGE,**  
**Near Government Dispensary, Ulhasnagar-421001**

**MINUTES OF THE MEETING**

Meeting of BMS-BBI Department was conducted on 15<sup>th</sup> November, 2019 at 11:00 am at BMS-BBI Co-Ordinator's room.

Following were the members present in the meeting –

- Dr. Vasant. P. Mali – Principal
- Mrs. Smita D. Chawak – Co-Ordinator
- Mrs. Pranjal Karkhanis
- Ms. Sophy Mathew
- Ms. Anagha Kotekar
- Ms. Deepa Makhija
- Ms. Bhagyashree Lad

Following were the proceedings of the meeting: -

**1. As per the first agenda**

**To read and confirm minutes of last meeting**

The minutes of last meeting which was conducted on 9<sup>th</sup> October, 2019 were read and confirmed by all the staff members.

**2. As per the second agenda**

**Decide the departmental activities for current semester.**

Different departmental activities were discussed to which it was concluded that activities related to student's personality, knowledge and skill development has to be conducted





### **3. As per the third agenda**

#### **Measures to be taken for slow learners on the basis of last academic year results.**

On the basis of last academic performance of students in exams, certain measures were decided to be taken for improved of such student's learning capabilities by taking remedial lectures and by providing them extra guidance and support throughout the learning process.

### **4. As per the fourth agenda**

#### **Discussion of conducting parents' teachers meeting.**

It was discussed that parents' teachers meeting would be conducted on 18<sup>th</sup> January, 2020. It was decided to conduct this meeting to inform the parents about the college, different departments, curriculum, activities, student's performance and their attendance throughout the academic year.

### **5. As per the fifth agenda**

#### **Subject allocation to respective teachers.**


All the teachers were allotted with 5 subjects as per their specialization and also described the number of total lectures allotted for every subject. Teachers were asked to complete their portion minimum 2 weeks prior to their exam.

### **6. As per the sixth agenda**


#### **To discuss on different ICT Methods to be adopted.**

New teaching learning methods was being planned to be implemented for making the topics simplified and for their easy understanding. It was discussed to teach students through PPT presentations, games, videos, audios etc.

Since there were no other matters, the meeting was concluded by Vote of Thanks by Ms. Deepa Makhija

  
Mrs. Smita D. Chawak  
(BMS-BBI Co-Ordinator)



  
Dr. Vasant P. Mali  
(Principal)

**PRINCIPAL**  
J. Watumull Sadhubella Girls College  
Ulhaasnagar-421 001



**SADHUBELLA EDUCATION SOCIETY'S**  
**(Minority Institute)**  
**J. WATUMULL SADHUBELLA GIRLS COLLEGE,**  
**Near Government Dispensary, Ulhasnagar-421001**

Date – 09/10/2019

**MINUTES OF THE MEETING**

Meeting of BMS-BBI Department was conducted on 9<sup>th</sup> October, 2019 at 11:00 am at Room No. 01.

Following were the members present in the Meeting:-

- Dr. Vasant. P. Mali – Principal
- Mrs. Smita D. Chawak – Co-Ordinator
- Mrs. Pranjal Karkhanis
- Ms. Sophy Mathew
- Mrs. Hitika Makhijani
- Ms. Anagha Kotekar
- Ms. Deepa Makhija
- Ms. Bhagyashree Lad

Co-Ordinator Mrs. Smita Chawak welcomed all the staff members following to which the meeting was initiated.

**1. As per the first agenda**

**To read and confirm minutes of last meeting (15/6/19)**

As per the last meeting conducted during start of semester, every work allotted was cross checked by Co-Ordinator, Mrs. Smita D. Chawak. And also individual work allotted was asked to be completed within stipulated time period.



## **2. As per the second agenda**

### **Review of the activities conducted during the semester.**

It was discussed to conduct personality, knowledge and skill based programs during the last meeting, of which we could successfully conducted seminar on insurance, Pidilite, Tech Mahindra and also ITAA.

## **3. As per the third agenda**

### **Review and evaluation of Students feedback of every Teacher.**


Feedback was collected from every student for every particular subject teacher, and feedbacks were then reviewed and evaluative measures were taken to improve the teaching skills of every teachers.

## **4. As per the fourth agenda**

### **Review the attendance of students and take necessary action.**

Class teachers of a particular class was asked to check the attendance of every students as 75% of attendance is compulsory. Students with below 75% attendance were given strict warning of deducting their internal marks if they do not attend lectures on regular basis.

Since there were no other matters, the meeting was concluded by Vote of Thanks by Mrs. Pranjal Karkhanis.

  
Mrs. Smita D. Chawak  
(BMS-BBI Co-Ordinator)



  
Dr. Vasant P. Mali  
(Principal)  
**PRINCIPAL**  
J. Watumull Sakhubela Girls College  
Ulhaasnagar-421 001





**SADHUBELLA EDUCATION SOCIETY'S**  
(Minority Institute)  
**J. WATUMULL SADHUBELLA GIRLS COLLEGE,**  
Near Government Dispensary, Ulhasnagar-421001

**Date – 15/06/2019**

**MINUTES OF THE MEETING**

Meeting of BMS-BBI Department was conducted on 15<sup>th</sup> June, 2019 at 11:00 am in Principal Chamber. The following members were present in the meeting:-

- Dr. Vasant. P. Mali – Principal
- Mrs. Smita D. Chawak – Co-Ordinator
- Mrs. Pranjal Karkhanis
- Ms. Sophy Mathew
- Ms. Anagha Kotekar
- Ms. Deepa Makhija
- Mrs. Naira Bhatia



Co-Ordinator Mrs. Smita Chawak welcomed all the staff members for the meeting.

Following are the points discussed in the meeting as per the agenda given:-

**1. As per the first agenda**

**Read and confirm the minutes of last meeting.**

Ms. Smita Chawak read the meetings of last meeting held on 2<sup>nd</sup> March, 2019 and the same were confirmed.

**2. As per the second agenda**

**Decide the departmental activities for the current semester**

Different departmental activities were discussed to which it was concluded that activities related to student's personality, knowledge and skill development has to be conducted.

### **3. As per the third agenda**

#### **Plan strategies for admission of F.Y students**

During the admission of First Year students, it was decided that an Orientation Program would be conducted for Junior College students of our College and also pamphlets would be prepared to distribute in 12<sup>th</sup> std classes and we would be approaching different nearby Junior Colleges explaining them the courses conducted in our college, activities, campus placements, one day visits etc.

We also decided to approach 12<sup>th</sup> std students mainly during their marksheet distribution day to personally interact with them to explain them about our courses which they could opt for F.Y.

### **4. As per the fourth agenda**

#### **Work allocation to respective teachers.**

Every teacher of the Department was allotted with different departmental work in respect to the work completion, documentation and also updation of work.

All teachers were responsible for completing Floor Register which includes the lecture contents and attendance signature. Teachers were asked to prepare teaching plan and updation of all the work done on daily basis in Teacher's Diary.

#### **Following work were allotted for documentation of every departmental work**

1. Ms. Sophy Mathew – Photography of every program
2. Ms. Anagha Kotekar – Attendance
3. Ms. Deepa Makhija – Feedback
4. Mrs. Pranjal Kharkanis – Event Report
5. Ms. Hitika Makhijani – Letters of resource person
6. Mrs. Naira Bhatia – Discipline





## **5. As per the fifth agenda**

### **Subject allocation to respective teachers.**


All the teachers were allotted with 5 subjects as per their specialization and also described the number of total lectures allotted for every subject. Teachers were asked to complete their portion minimum 2 weeks prior to their exam.

## **6. As per the sixth agenda**


### **Discussion on One Day Visits.**

As per the curriculum it is necessary to conduct One-Day Visit for students of BMS-BBI. So it was decided to take the students to SEBI during August-September as per the date allotted by the Company. All the staff members were willing to take students to one more organization along with SEBI which was to be decided.

Since there were no other matters, the meeting was concluded by Vote of Thanks by Mrs. Pranjal Karkhanis.

  
Mrs. Smita D. Chawak  
(BMS-BBI Co-Ordinator)



  
Dr. Vasant P. Mali  
(Principal)

**PRINCIPAL**  
J. Wadimull Sadhubella C  
Ulhasnagar-421 001



SADHUBELLA EDUCATION SOCIETY'S  
(Minority Institute)  
J. WATUMULL SADHUBELLA GIRLS COLLEGE,  
Near Government Dispensary, Ulhasnagar-421001

Date:- 4/03/2019.

### **Minutes of the Notice**

Departmental meeting was held on 2<sup>nd</sup> March, 2019, in Principal Chamber, at 11:00 am.

Following were the members present in the meeting -

- Dr. Vasant P. Mali - Principal
- Mrs. Smita D. Chawak – Co-Ordinator
- Ms. Sophy Mathew
- Ms. Suman Kukreja
- Ms. Anagha Kotekar
- Ms. Deepa Makhija
- Ms. Pranjal Karkhanis



#### **➤ Agenda of the meeting was as follows:**

##### **1. To read and confirm the minutes of Last meeting.**

As per the First Agenda, the points which is discussed in the last departmental meeting, in meeting we discussed it again so if any new activity or implementation is there or any pending work is there we can complete it.

##### **2. Review of activities conducted within the semester.**

As per the second Agenda, the activities which is conducted under the departmental work Mrs. Smita D. Chawak took the review to it and list out the work which was pending work which is allotted to the concerned teachers, she also took the review of documentation and reports.

**3. To review the attendance of students for the semester and to decide related action.**

As per Third Agenda, it is also review that how many students attended the lectures in the Second Half in the academic year and those who are not attended the lectures, we called their parents and asked the concerned problem, also took we decided to give the warnings to the students that to attend the lecture.

**4. To take review of syllabus completion from the concerned subject teacher.**

As per Fourth Agenda, it was decided that to take the review of syllabus, Mrs. Smita Chawak took the review from students related to syllabus from each and every class of BMS and BBI, and she told the concerned subject teacher too complete it on time.

**5. To discuss about students feedback.**

As per Fifth Agenda, the students feedback form was collected from the students by each and every class teacher of BMS and BBI. The feedback forms were checked by BMS and BBI Coordinator Mrs. Smita D. Chawak . Mrs. Smita Chawak checked the reviews and suggestion of the students of each and every teacher of BMS and BBI and guided them accordingly. Students feedback back analysis work was allotted by Mrs. Smita D. Chawak to the staff members.

**6. Measures to be taken for slow learners, according to result declared in last academic year.**

As per Sixth Agenda, in the meeting it was also decided that for slow learner student measures to be taken like; to take extra lectures in which they are weak, to take test, to give extra attention during lectures and to keep asking them questions and to solve the doubts.





**7. To take student feedback on design and Implementation of the syllabus.**

As per Seventh Agenda, it was also decided that to take the online feedback from students, which is only related to teachers and syllabus and also we asked suggestions from students as well; that what more need to implement during taking lectures.

The meeting was concluded by Vote of Thanks by Ms. Anagha Kotekar as there were no other matters to be discussed.



**Mrs. Smita Dilip Chawak**  
**BMS and BBI Coordinator**



**Dr. Vasant Pandit Mali**  
**Principal**

**Principal**  
**J. W. Mumukshu Sadhubella Girls College**  
**Ulhasnagar - 421 001**



SADHUBELLA EDUCATION SOCIETY'S  
(Minority Institute)  
J. WATUMULL SADHUBELLA GIRLS COLLEGE,  
Near Government Dispensary, Ulhasnagar-421001

**Date – 1/10/2018**

**Minutes of the Notice**

Departmental meeting was held on 1<sup>st</sup> October, 2018, in BMS and BBI Coordinator Room, at 11:00 am.

Following were the members present in the meeting -

- Dr. Vasant P. Mali - Principal
- Mrs. Smita D. Chawak – Co-Ordinator
- Ms. Sophy Mathew
- Ms. Suman Kukreja
- Ms. Anagha Kotekar
- Ms. Deepa Makhija
- Ms. Pranjal Karkhanis



**Agenda of the meeting was as follows:**

**1. To read and confirm the minutes of last meeting**

Ms. Anagha Kotekar read the minutes of last meeting and the same was confirmed by the staff members.

**2. To decide the agenda on subjects distribution of semester II, IV and VI.**

As per the First Agenda, the new subjects of the semester II, IV and VI were allotted in the staff members by the coordinator Mrs. Smita Chawak, coordinator allotted the subjects as per the specialization of teachers. Each and every teacher were allotted Five subjects and teaching plan was taken from all the teachers, coordinator also gave instruction on syllabus completion.

**3. To plan departmental activities for the academic year 2018-2019.**

As per the Second Agenda, the Departmental activities of BMS and BBI of academic year 2018-2019 which can be conducted in second half of academic year. Every teacher contributed in the idea of possible activities. It was decided to conduct activities which will give student practical exposure of market, so it was decided to have correspondence with some of organizations as per the reference from different teachers. Activities like Pidilite, Industrial Visit for students to RBI and APMC Market and Parents Teachers Meeting were planned in the meeting.

**4. To do discussion on activities of Aspiring Minds.**

As per the Fourth Agenda, it was decided that to conduct the activities in Aspiring Mind, the activities which is new and from which students can learn so many different things and from which students can also enhance their knowledge. Student were divided into four group and winning group was rewarded.

**5. To do allotment of Departmental Work.**

Ms. Sophy Mathew – Even Report of Event Book.

Ms. Suman Kukreja – Attendance and Feedback.

Ms. Pranjal Karkhanis – Departmental activities Letters.

Ms. Anagha A. Kotekar – Photography and to print photos in caption.

Ms. Deepa Makhija – Board Decoration.

Ms. Himanshi Bhambhani – Chairs, Tables and Discipline and Supervision.


**6. To decide to inform students to pay pending fees.**

As per Fifth Agenda, the Coordinator Mrs. Smita D. Chawak instructed to all class teachers of BMS and BBI to inform students about the pending fees. After that respected Class teacher informed their students to pay fees on time, before the ending of the academic year.

The meeting was concluded by Vote of Thanks by Ms. Deepa Makhija as there were no other matter to be discussed.

  
Mrs. Smita Dilip Chawak  
BMS and BBI Coordinator



  
Dr. Vasant Pandit Mali  
Principal

**Principal**  
J. Watumull Sadhubella Girls College  
Ulhasnagar - 421 001





**SADHUBELLA EDUCATION SOCIETY'S**  
**(Minority Institute)**  
**J. WATUMULL SADHUBELLA GIRLS COLLEGE,**  
**Near Government Dispensary, Ulhasnagar-421001**

**Date: 05/09/2018**

**Minutes of the Meeting**

Departmental meeting was held on 4<sup>th</sup> September, 2018, at Principal Chamber, at 11:00 am.

Following were the members present in the meeting:-

- Dr. Vasant P. Mali - Principal
- Mrs. Smita D. Chawak – Co-Ordinator
- Ms. Sophy Mathew
- Ms. Suman Kukreja
- Ms. Anagha Kotekar
- Ms. Deepa Makhijani
- Ms. Pranjal Karkhanis
- Ms. Himanshi Bhambhani

**Agenda of the meeting was as follows:**

**1. To Read and Confirm the minutes of staff meeting.**

Ms. Sophy Mathew read the minutes of last meeting held on 22<sup>nd</sup> June, 2018, which was confirmed by all staff members.

**2. To discuss points of Last meeting.**

As per the First Agenda, BMS and BBI Departmental meeting which held on 22<sup>nd</sup> June, 2018, the coordinator Mrs. Smita D. Chawak took the review from all the teachers of the last meeting so if any new activity or implementation is there or any pending work is there we can complete it.



### **3. Review of activities conducted within the semester.**

As per the second agenda the activities which is conducted under the department Mrs. Smita Chawak the coordinator of BMS and BBI Department took the review of it and list out the work which was pending which is allotted to the staff members and also took the review of documentation and reports of the activities.

### **4. To review the attendance of students for the semester and to decide related action.**

As per Third Agenda, it is also review that how many students attended the lectures in the Second Half in the academic year and those who are not attended the lectures, we called their parents and asked the concerned problem, also took we decided to give the warnings to the students that to attend the lecture.

### **5. To take review of syllabus completion from the concerned subject teacher.**

As per Fourth Agenda, it was decided that to take the review of syllabus, Mrs. Smita D. Chawak took the review from students related to syllabus from each and every class of BMS and BBI, and she told the concerned subject teacher too complete it on time.

### **6. To discuss about students feedback.**

As per Fifth Agenda, the students feedback form was collected from the students by each and every class teacher of BMS and BBI. The feedback forms were checked by BMS and BBI Coordinator Mrs. Smita D. Chawak . Mrs. Smita Chawak checked the reviews and suggestion of the students of each and every teacher of BMS and BBI and guided them accordingly. Students feedback back analysis work was allotted by Mrs. Smita D. Chawak to the staff members.

The meeting was concluded by Vote of Thanks by Ms. Suman Kukreja as there were no other matter to be discussed.



Mrs. Smita Dilip Chawak  
BMS and BBI Coordinator



Dr. Vasant Pandit Mali  
Principal

**Principal**  
J. Watumull Sadhubella Girls College  
Ulhasnagar - 421 001





SADHUBELLA EDUCATION SOCIETY'S  
(Minority Institute)  
J. WATUMULL SADHUBELLA GIRLS COLLEGE,  
Near Government Dispensary, Ulhasnagar-421001

Date – 15/06/2018

### **Minutes of the Notice**

Departmental meeting was held on 22<sup>nd</sup> June, 2018, in BMS and BBI Coordinator Room, at 11:00 am.

The following members were present in the meeting:-

- Mrs. Smita D. Chawak – Co-Ordinator
- Ms. Sophy Mathew
- Ms. Suman Kukreja
- Ms. Anagha Kotekar
- Ms. Deepa Makhijani

Co-Ordinator Mrs. Smita Chawak welcomed all the staff members for the meeting.

Following are the points discussed in the meeting as per the agenda given:-

**1. To confirm the minutes of last meeting.**

Ms. Deepa Makhija read the minutes of last meeting held on 2<sup>nd</sup> March, 2019 and the same were confirmed.

**2. To decide the agenda on subjects distribution of semester I, III and V.**

As per the First Agenda, the subjects were discuss among the teachers distribution of the subjects was done as per the specialization of the teachers, semester wise per teacher five subjects where allotted to each staff members.





**3. To do planning of academic year 2018-2019 activities.**

As per the Second Agenda, possible activities which can be conducted in second half of academic year 2018-2019 was discussed. Every teacher contributed in the idea of possible activities. It was decided to conduct activities which will give student practical exposure of market, so it was decided to have correspondence with some of organizations as per the reference from different teachers. Activities like Pidilite, Industrial Visit for students to RBI and APMC Market and Parents Teachers Meeting were planned in the meeting.

**4. To decide the admission strategy for FY BMS and FY BBI Students.**

As per the third Agenda, at the starting of the academic year in June/July month, the admission strategies were planned to do maximum admissions of students in first year class [ In FY BMS and FY BBI] so can college will get a good number of strength of students in first year class. Strategies discussed as Personal Counseling, To make Pamphlets and to conduct PPT session on the day marksheet distribution of 12<sup>th</sup> Standard.

**5. To do discussion on activities of Aspiring Minds.**

As per the Fourth Agenda, it was decided that to conduct the activities in Aspiring Mind Cell, Coordinator Mrs. Smita D. Chawak asked every teacher to search motivational videos which can be shown to the students. Also asked to develop word memory and word building games which was decided as one of activities.

**6. To do allotment of Departmental Work in the academic year.**

Ms. Sophy Mathew – Even Report of Event Book.

Ms. Suman Kukreja – Attendance and Feedback.

Ms. Pranjal Karkhanis – Departmental activities Letters.

Ms. Anagha A. Kotekar – Photography and to print photos in caption.

Ms. Deepa Makhija – Saraswati Vandana and Board.



Mrs. Smita Dilip Chawak  
BMS and BBI Coordinator



Dr. Vasant Pandit Mali

Principal

**Principal**

**J. Watumull Sedhubella Girls College**  
**Ulhasnagar - 421 001**





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

Date – 09/03/2018

**MINUTES OF THE MEETING**

Meeting of BMS-BBI Department was conducted 9<sup>th</sup> March, 2018 at BMS-BBI Room No. 02 at 11.00 am.

Following members were present in the meeting –

- Dr. Vasant P. Mali - Principal
- Mrs. Smita D. Chawak – Co-Ordinator
- Mrs. Jyoti Lulla
- Mrs. Pranjal Karkhanis
- Ms. Sophy Mathew
- Ms. Suman Kukreja
- Ms. Anagha Kotekar
- Ms. Deepa Makhija



The below points were discussed in the meeting as per the scheduled Agenda given with the Notice.

**AS PER THE FIRST AGENDA:**

**To read and confirm the minutes of last meeting.**

Minutes of the last meeting were read by Ms. Sophy Mathew and the same was confirmed by all the staff members of BMS-BBI Department.



### AS PER THE SECOND AGENDA:

#### To decide the students feedback evaluation:

The students feedback evaluation was checked by BMS-BBI Co Ordinator Mrs Smita Chawak. She reviewed each and every feedback from students regarding the concerned teacher. One on One meeting was conducted by Mrs Smita Chawak with all the teachers of BMS-BBI department and the students with issues expressed in their feedback form.

### AS PER THE THIRD AGENDA:

#### To check the updation of Departmental File:

The Departmental file of BMS-BBI academic year 2017-18 were checked by BMS-BBI Co Ordinator Mrs Smita Chawak. All the staff members were reviewed regarding completion of the each and every session activity like Notice, Photos, Feedback, Attendance, Event Report and Detailed Report. The final changes and modifications were done by Mrs Smita Chawak.

### AS PER THE FOURTH AGENDA:

#### Discuss the slow learner's strategy adopted by each teacher:

BMS-BBI Co Ordinator Mrs Smita Chawak checked with all the subject teachers of BMS-BBI regarding the students who are slow learners. The list was submitted by the subject teachers to Mrs Smita Chawak. The strategy adopted by the class teachers to improve the students' performance like extra lectures or using itc methods specially for slow learners was informed to Mrs Smita Chawak.

### AS PER THE FIFTH AGENDA

#### To discuss the ITC Methods adopted by all subject teachers:

BMS-BBI Co Ordinator Mrs Smita Chawak checked all the subjects allotted to the respective teachers. Each and every teacher were asked regarding the teaching methods adopted. The





innovative approaches to teaching (ITC) were discussed in the meeting. Everyone was asked to mail the ICT techniques used.

Since there were no other matters, the meeting was concluded by Vote of Thanks by Mrs. Suman Kukreja.



Mrs. Smita D. Chawak  
(BMS-BBI Co-Ordinator)



Dr. Vasant P. Mali

(Principal)

**PRINCIPAL**  
J. Watumull Sadhubella Girls College  
Ulhaasnagar-421 001



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

**J. Watumull Sadhubella Girls College**

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

**Date:- 9/01/2018**

**MINUTES OF THE MEETING**

Meeting of BMS-BBI Department was conducted 9<sup>th</sup> January, 2018 in Principal Chamber at 11.00 am.

Following members were present in the meeting –

- Dr. Vasant P. Mali - Principal
- Mrs. Smita D. Chawak – Co-Ordinator
- Mrs. Jyoti Lulla
- Mrs. Pranjal Karkhanis
- Ms. Sophy Mathew
- Ms. Suman Kukreja
- Ms. Anagha Kotekar
- Ms. Deepa Makhija

The below points were discussed in the meeting as per the scheduled Agenda given with the Notice.

**AS PER THE FIRST AGENDA:**

**To discuss the subject distribution of the current semester:**

The subjects of the current semester were discussed by BMS-BBI Co Ordinator Mrs SmitaChawak and the subjects were allotted to the respective teachers. Each and every



teacher were allotted five subjects and the teaching plan was taken from all the teachers. The instructions about the portion completion was also given.

**AS PER THE SECOND AGENDA:**

**Finalizing dates on Pidilite session:**

As per the Collaboration signed Pidilite will conduct 6 sessions in each academic year. The dates were discussed semester wise. The dates were jotted down by the team members. The sessions dates and the activities and its budget was finalised. The dates were finalized by Mrs SmitaChawak after discussion with Principal Dr VasantPandit Mali and conveyed it to Ms DhanashreeKarkhanis (Pidilite Teacher).

**AS PER THE THIRD AGENDA:**

**To check the updation of Departmental File:**

The Departmental file of BMS-BBI academic year 2017-18 were checked by BMS-BBI Co Ordinator Mrs SmitaChawak. All the staff members were reviewed regarding completion of the each and every session activity like Notice, Feedback, Attendance, Event Report and Detailed Report.

**AS PER THE FOURTH AGENDA:**

**Discussion on Long Industrial Visit:**

BMS-BBI Co Ordinator Mrs SmitaChawak checked WITH Ms Baghdadi from Bon Voyage Tours and Travels about the options of Long Industrial Visit. The destinations and companies within our budget were jotted down by Mrs SmitaChawak and the views of the team were taken on the said destinations. Finalization of date and Venue of Industrial Visit was done

Since there were no other matters, the meeting was concluded by Vote of Thanks by Mrs. Jyoti Lulla.



Mrs. Smita D. Chawak

(BMS-BBI Co-Ordinator)



Dr. Vasant P. Mali

(Principal)

**PRINCIPAL**

J. Watumull Sadhubella Girls College  
Ulhasnagar-421 001





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

**Date – 9/10/2017**

**MINUTES OF THE MEETING**

Meeting of BMS-BBI Department was conducted 7th October, 2017 at Room No. 01 at 11.00 am.

Following members were present in the meeting –

- Mrs. Smita D. Chawak – Co-Ordinator
- Mrs. Jyoti Lula
- Ms. Hema Chetwani
- Mrs. Pranjal Karkhanis
- Ms. Sophy Mathew
- Ms. Suman Kukreja
- Ms. Mamta Tilokani

Principal Dr. Vasant P. Mali was absent for the meeting as he was on Duty Leave.

The following points were discussed in the meeting as per the Agenda

**AS PER THE FIRST AGENDA:**

**To discuss the work status of the previous meeting dated 13th July,2017:**

BMS-BBI Co Ordinator Mrs SmitaChawak checked the status of the work assigned in the previous meeting dated 13th July,2017 to each and every staff member. All the activities assigned and the work status was checked and the feedback was given accordingly.

**AS PER THE SECOND AGENDA:**

**Finalizing dates on Pidilite session:**

As per the Collaboration signed Pidilite will conduct 6 workshops in each academic year. The dates were discussed semester wise. The dates were jotted down by the team members. The



sessions dates and the activities and its budget was finalised. The dates were finalized by Mrs SmitaChawak after discussion with Principal Dr VasantPandit Mali and conveyed it to Ms DhanashreeKarkhanis (Pidilite Trainer).

AS PER THE THIRD AGENDA:

To discuss the student's feedback:

The student feedback form was collected from the students by each and every class teacher of BMS-BBI. The feedback forms were checked by BMS-BBI Co Ordinator Mrs SmitaChawak. Mrs SmitaChawak checked the reviews and conveyed it to every respective teacher of BMS-BBI and guided them accordingly. Students Feedback Analysis work was allotted by Mrs Smita d Chawak to the staff members.

AS PER THE FOURTH AGENDA:

To discuss the syllabus completion of the subject teachers:

BMS-BBI Co Ordinator Mrs SmitaChawak checked the status of the portion completion of each and every teacher. The challenges faced by each and every teacher for syllabus completion was also discussed. The solution to the respective teacher regarding her syllabus completion was also provided.

Since there were no other matters, the meeting was concluded by Vote of Thanks by Mrs. Hema Chetwani.

  
Mrs. Smita D. Chawak  
(BMS-BBI Co-Ordinator)



  
Dr. Vasant P. Mali  
(Principal)  
**PRINCIPAL**  
J. Watumull Sadhubella Girls College -  
Ulhasnagar-421 001



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

Date – 14/07/2017

**MINUTES OF THE MEETING**

Meeting of BMS-BBI Department was conducted 13th July, 2017 at Room No. 02 at 11.00 am.

Following members were present in the meeting –

- Dr. Vasant P. Mali - Principal
- Mrs. Smita D. Chawak – Co-Ordinator
- Mrs. Jyoti Lula
- Ms. Hema Chetwani
- Mrs. Pranjal Karkhanis
- Ms. Sophy Mathew
- Ms. Suman Kukreja
- Ms. Mamta Tilokani



The below points were discussed in the meeting as per the scheduled Agenda given with the Notice.

**AS PER THE FIRST AGENDA:**

**To discuss the departmental activities of the current semester:**

The departmental activities of the current semester were discussed in the departmental meeting dated 13<sup>th</sup> July, 2017. Each and every teacher of the department expressed her views about the activities that can be conducted in the academic year 2017-18. The departmental activities were listed date wise and the work allocation was done by BMS-BBI Co Ordinator Mrs Smita Chawak.



**AS PER THE SECOND AGENDA:**

**Subject allocation to respective teachers:**


The subjects of the current semester were discussed by BMS-BBI Co Ordinator Mrs Smita Chawak and the subjects were allotted to the respective teachers. Each and every teacher were allotted five subjects and the teaching plan was taken from all the teachers. The instructions about the portion completion was also given.

**AS PER THE THIRD AGENDA:**

**Discussion on One Day Visit:**

One day visit was planned in the BMS- BBI Departmental meeting by Co-Ordinator Mrs Smita D Chawak all the teachers poured in their views about the places that can be visited. Formal Co Ordination and mailing was done By Mrs Smita D Chawak. Reserve Bank of India (Monetary Museum) and Bombay Stock Exchange was finalised. It was decided to divide the students in two parts and two dates were finalized.

Since there were no other matters, the meeting was concluded by Vote of Thanks by Ms. Jyoti Lula.

  
Mrs. Smita D. Chawak  
(BMS-BBI Co-Ordinator)



  
Dr. Vasant P. Mali  
(Principal)  
**PRINCIPAL**  
J. Watumull Sadhubella Girls College  
Ulhasnagar-421 001



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

Date: 17/03/017

**MINUTES OF THE MEETING**

Meeting of BMS & BBI Department was conducted on Friday, 17<sup>th</sup> March, 2017 at 11:00 a.m. in Room No. 01.

Following members were present for the meeting:

1. Dr. Vasant P. Mali- Principal
2. Mrs. Smita D. Chawak- Co-ordinator
3. Ms. Teena Kachhela
4. Ms. Hema Chetwani
5. Ms. Jyoti Lulla
6. Ms. Sonam Pinjani
7. Ms. Heena Aswani



**Agenda 1: To Read and Confirm the minutes of last meeting.**

As per the last meeting conducted on 18<sup>th</sup> November, 2016 under Co-ordinator Mrs. SmitaChawak in BMS & BBI Co-ordinator room, each departmental work was crossed check which was allotted to the teachers.

**Agenda 2: To take review of syllabus of completion from the subject teacher.**

As per discussions in the last meeting, teachers were asked to complete their syllabus 2 weeks prior the commencement of exams. While taking review in this meeting, those teachers who had not completed their syllabus are asked to take extra lectures to complete syllabus as soon as possible.



### **Agenda 3: Review of activities conducted within the semester.**

As per the reviews Guest lecture was organised on 8<sup>th</sup> November, 2016 on the topic "Derivatives" by Dr. Anju Dusseja – Asst. Professor in Baba Saheb Gawde Institute of Management Studies, Mumbai Central. A Seminar on "Mutual Funds" was organised by Mr. Inderkumar Lulla – Senior Relationship Manager, working with UTI Mutual Funds. Inter-collegiate Elocution Competition was organised on 22<sup>nd</sup> February, 2017 on the topic – "Demonetization". Campus Recruitment Drive was conducted by ICICI on 27<sup>th</sup> January, 2017 & 31<sup>st</sup> January, 2017. Industrial Visit was organised to Jaipur, the Pink city of India from 4<sup>th</sup> March, 2017 to 7<sup>th</sup> March, 2017.

### **Agenda 4: To take review of attendance of students for the semester.**

All the teachers were asked to check attendance of all students. Those students were not attending regular lectures were given strict warning for the same.

### **Agenda 5: To take students feedback on design and implementation of syllabus.**

All the class teachers were asked to take students feedback for each subject for the semester end. For this purpose class teachers are supposed to distribute feedback forms to the students for each subject.

Since there were no other matters, the meeting was concluded by Vote of Thanks by Ms. Sonam Pinjani.

Mrs. Smita Dilip Chawak  
(BMS & BBI Co-ordinator)



Dr. Vasant Pandit Mali  
(Principal)

**PRINCIPAL**  
J. Watumull Sadhubella Girls College  
Ulhasnagar-421 001





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

Date: 26/11/2016

**MINUTES OF THE MEETING**

Meeting of BMS & BBI Department was conducted on Friday, 26<sup>th</sup> November, 2016 at 11:00 a.m. in Room no. 01.

The following staff members were present in the meeting:

1. Mrs. Smita D. Chawak- Co-ordinator
2. Ms. Teena Kachhela
3. Ms. Hema Chetwani
4. Ms. Riddhi Ramchandani
5. Ms. Jyoti Lulla
6. Ms. Sonam Pinjani
7. Ms. Heena Aswani

Co-ordinator Mrs. Smita D. Chawak headed the meeting as Principal Dr. Vasant.P.Mali was Absent for the day.

➤ Following points were discussed in the meeting as per Agenda:

**Agenda 1: To Read and confirm the minutes of the last meeting.**

Ms. Heena Aswani read the minutes of last meeting held on 4/10/2016, and the same were confirmed.

**Agenda 2: To do allotment of departmental work.**

All the teachers were allotted different departmental work and also they were asked to take activities to enhance students personality, competencies and skills for their career development. Teachers were asked to arrange seminars and Guest lectures for the same.



**Agenda 3: Effective curriculum planning and measures for proper implementation.**

All the teachers were asked to make Teaching Plan for the current Semester & to complete their syllabus before 2 weeks prior to the exams. Teachers were also asked to take revision lectures & doubts solving sessions for the students before commencement of the exams.

**Agenda 4: To do discussion about Industrial Visit.**

Discussions were carried on for the Industrial Visit for the current year. The place for Industrial Visit was decided to Jaipur, the Pink city of India. The dates were tentatively decided in the first week of the March for the visit.

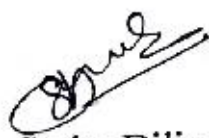
**Agenda 5: To decide to take students feedback for the last Semester.**

All the class teachers were asked to take students feedback for each subject for the last semester. For this purpose class teachers are supposed to distribute feedback forms to the students for each subject.

**Agenda 6: To decide subject distribution of semester II, IV and VI.**

Each teacher was allotted with 5 subjects with minimum 4 lectures for each subject in a week. Teachers were asked to take lectures through group discussions, role play and through PPT for effective learning of the students.

Since there were no other matters, the meeting was concluded by Vote of Thanks by Ms. Riddhi Ramchandani.



Mrs. Smita Dilip Chawak  
(BMS & BBI Co-ordinator)



Dr. Vasant Pandit Mali  
(Principal)

**PRINCIPAL**

J. Watumull Sadhubella Girls College  
Ulhasnagar-421 001



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

Date: 5/10/2016

**MINUTES OF THE MEETING**

Meeting of BMS&BBI Department was conducted on Tuesday, 4<sup>th</sup> October, 2016 at 11:00 a.m. in Room No. 01.

Following members were present for the meeting:

1. Dr. Vasant P. Mali- Principal
2. Mrs. Smita D. Chawak- Co-ordinator
3. Ms. Teena Kachhela
4. Ms. Hema Chetwani
5. Ms. Riddhi Ramchandani
6. Ms. Jyoti Lulla
7. Ms. Sonam Pinjani
8. Ms. Heena Aswani

➤ Following points were discussed in the meeting as per Agenda:

**Agenda 1: To discuss about last meeting decided agenda.**

As per the last meeting conducted on 16<sup>th</sup> July, 2016 in room.02 ,each departmental work was crossed checked which was allotted to the teachers.

**Agenda 2: To take review of syllabus completion from the subject teacher.**

As per discussions in the last meeting, teachers were asked to complete their syllabus 2 weeks prior the commencement of exams. While taking review in this meeting, those teachers who had not completed their syllabus are asked to take extra lectures to complete syllabus as soon as possible.






**Agenda 3: To take review of activities conducted within the semester.**

As per the reviews One day Educational visit was organised to NSDL (National Securities Depository Limited) on 26<sup>th</sup> August, 2016 for the students as decided in the last meeting. Session on Soft Skills Development was also conducted on 18<sup>th</sup> September, 2016 by Mr. Vijay Menda to provide knowledge on soft skills development along with the degree.


**Agenda 4: To take review of attendance of students for the semester.**

All the teachers were asked to check attendance of all students. Those students were not attending regular lectures were given strict warning for the same.

Since there were no other matters, the meeting was concluded by Vote of Thanks by Ms. Sonam Pinjani.

  
Mrs. Smita D. Chawak  
(BMS-BBI Co-Ordinator)



  
Dr. Vasant P. Mali  
(Principal)

**PRINCIPAL**  
J. Watumull Sadhubella Girls College  
Ulhasnagar-421 001

## MINUTES OF THE MEETING

BMS & BBI Departmental Meeting was conducted on Saturday, 16<sup>th</sup> July, 2016 at 11:00 a.m. in BMS & BBI Co-ordinator's room.

### **Agenda for the meeting:**

1. To plan activities for the academic year 2016-2017.
2. To decide subject allotment for the Semester I, III & V.
3. Effective curriculum planning and measures for proper implementation.
4. To distribute Departmental Work.
5. To decide about Skill Development Programmes.
6. To do discussion on One day visit.

➤ Following points were discussed in the meeting as per Agenda:

### **Agenda 1: To plan activities for the academic year 2016-2017.**

Various activities, Educational and Industrial visits, workshops & seminars were planned. Guest lectures and Campus recruitment drives for the students were also planned.

### **Agenda 2: To decide subject allotment for the Semester I, III & V.**

Each teacher was allotted with 5 subjects with minimum 4 lectures for each subject in a week. Teachers were asked to take lectures through group discussions, role play and through PPT for effective learning of the students.

### **Agenda 3: Effective curriculum planning and measures for proper implementation.**

All the teachers were asked to make Teaching Plan for the current Semester & to complete their syllabus before 2 weeks prior to the exams. Teachers were also asked to take revision lectures & doubts solving sessions for the students before commencement of the exams.

### **Agenda 4: To distribute Departmental Work.**

Every teacher of the Department was allotted with different departmental work in respect to the work completion, documentation and also updation of work. All teachers were responsible for completing Floor Book which includes the lecture contents and attendance signature. Teachers were asked to prepare teaching plan and updation of all the work done on daily basis in Teacher's Diary.

### **Agenda 5: To decide about Skill Development Programmes.**

Skill Development Programmes were planned to enhance soft skills of our students for the purpose of gaining in depth knowledge of the subject and increase the confidence level among the students. As it is important to possess soft skills along with the degree.



### **Agenda 6: To do discussion on One day visit.**


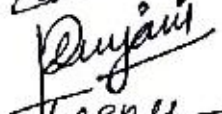
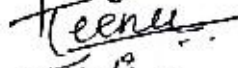
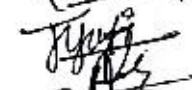


Dates for One day visit were tentatively decided for the second week of August. It was decided to organise One day visit to NSDL (National Securities Depository Limited) for the students. As this will provide students a practical insight for the working of NSDL and its role and importance in securities market.

### **Allotment of work to the following members for each departmental activity:**

1. Ms. Sonam Pinjani – Photography of every program
2. Ms. Teena Kachhela – Report
3. Ms. Jyoti Lulla – Attendance & Feedback
4. Ms. HeenaAswani – Letters of Resource person
5. Ms. Hema Chetwani – Discipline

Members present in the meeting were: -

1. Mrs. Smita D. Chawak (Co-Ordinator)
2. Ms. Sonam Pinjani
3. Ms. Teena Kachhela
4. Ms. Jyoti Lulla
5. Ms. HeenaAswani
6. Ms. Hema Chetwani

-   
-   
-   
-   
-   
- 





**PRINCIPAL**

J. Watumull Sadhubella Girls College  
Ulhasnagar-421 001



# MINUTES OF THE MEETING

Meeting of BMS-BBI Department was conducted on 3<sup>rd</sup> March 2016 at 12.00 pm in BMS & BBI Coordinator room.

The Following points were discussed in the meeting as per agenda: -

1. To take a review of about last meeting Agenda.
2. To take a review and evaluation of student's feedback of every teacher.
3. To take a review of programs are conducted within the semester.
4. To take a review of Attendance of the Students from Respected Class Teachers.
5. To take a review of project and Viva from BBI Department.

➤ **As per AGENDA 1:-**

**To take a review of about last meeting Agenda.**

The department of BMS and BBI coordinator Mrs. Smita D. Chawak discussed review about the last meeting which was conducted on 30<sup>th</sup> Nov 2015.

➤ **As per AGENDA 2:-**

**To take a review and evaluation of student's feedback of every teacher.**

The BMS and BBI coordinator Mrs. Smita D. Chawak took a review and evaluation of the all the teachers from students and asked any problems related to the concern teachers.

➤ **As per AGENDA 3:-**

**To take a review of programs are conducted within the semester.**

The Department of BMS and BBI coordinator Mrs. Smita D. Chawak took a review of program conducted within the semester, whether the programs file should be maintained properly in which the attendance sheet, feedback form, Report of the program and notices are properly maintained by the all teaching staff.



➤ **As per AGENDA 4:-**

**To take a review of Attendance of the Students from Respected Class Teachers.**


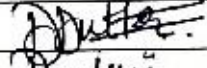

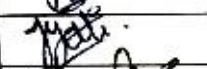



The Department of BMS and BBI Coordinator Mrs. Smita Chawak took a review of attendance of the students from respective class teacher and it is compulsory that at least 75 % of attendances should be mandatory

➤ **As per AGENDA 5:-**

**To take a review of project and Viva from BBI Department.**

The BMS & BBI department Coordinator Mrs. Smita D. Chawak provided Guidelines for preparation of project work based on Research Methodology to the all teaching staff. Every teacher was to appointed as a guide to the concern group of students.

❖ **Members were present in the meeting were: -**

SR. NO.	NAME OF THE STAFF MEMBER AND COORDINATOR	DEPARTMENT OF BMS & BBI	SIGNATURE
1.	Mrs. Smita D. Chawak	Coordinator of BMS & BBI	
2.	Mrs. Devanjali Dutta	BBI Department	
3.	Ms. Sonam Pinjani	BMS Department	
4.	Ms. Heena Chetwani	BBI Department	
5.	Mrs. Jyoti Lulla	BMS Department	
6.	Ms. Teena Kachhela	BBI Department	
7.	Ms. Jinal Paryani	BMS Department	



  
**PRINCIPAL**  
J. Watumull Sadhubella Girls College  
Ulhasnagar-421 001



# **MINUTES OF THE MEETING**

Meeting of BMS-BBI Department was conducted on 3<sup>rd</sup> November 2015 at 12.00 pm in BMS & BBI Coordinator room.

The Following points were discussed in the meeting as per agenda: -

1. To decide subject distribution of semester II, IV and VI.
2. To do discussion about industrial visit.
3. Decide about to take some Skill Development Program.
4. Allotment of Departmental Work.
5. To provide guidelines for Project and Viva from BMS and BBI department.
6. Discussion of conducting parents' teachers meeting.

➤ **As per AGENDA 1: -**

**To decide subject distribution of semester II, IV and VI.**

The Department of BMS and BBI coordinator Mrs. Smita Chawak Distributed all the subjects of semester II, IV and VI to the concern teachers of BMS and BBI department as per their specialization.

➤ **AGENDA 2: -**

**To do discussion about industrial visit.**

The department of BMS and BBI Coordinator Mrs. Smita Chawak Discussed with all the teaching staff about to view for Industrial visit, at the end we were decide to go for Silvasa in that we finalized to go to the parle industry, Alok Industry and Goel Industry.

➤ **AGENDA 3: -**

**Decide about to take some Skill Development Program.**

Different departmental activities were discussed to take a different program which is beneficial to our students and to take some personality development program for increasing the knowledge and which helps to grooming the personality of our students. We gives the instruction to all teaching staff to motivate students for participation in skill development programs.





➤ **AGENDA 4: -**

**Allotment of Departmental Work.**

Mrs. Smita Chawak instructed all the teaching staff to make teaching plan for their allotted subjects, also instructed teachers to fill teacher's diary daily basis. All the teachers were allotted different work. Each teacher was responsible for completing Floor Register which includes the lecture contents and attendance signature.

➤ **As per AGENDA 5: -**

**To provide guideline for Project and Viva from BBI department.**


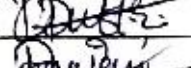
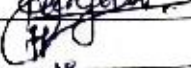
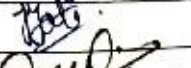


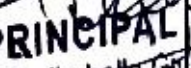
The BMS and BBI department coordinator Mrs. Smita Chawak provided guidelines for preparation of project based on research Methodology to the all teaching staff. Every teacher was to appointed as a guide to the concern group of students.

➤ **As per AGENDA 6: -**

**Discussion of conducting parents' teachers meeting.**

It was discussed that parent's teachers meeting would be conducted on 20<sup>th</sup> October 2015. It was decided to conduct this meeting to inform the parents about the college, different departments, curriculum, activities, student's performance and their attendance throughout the academic year.

❖ **Members were present in the meeting were: -**

SR. NO.	NAME OF THE STAFF MEMBER AND COORDINATOR	DEPARTMENT OF BMS & BBI	SIGNATURE
1.	Mrs. Smita D. Chawak	Coordinator of BMS & BBI	
2.	Mrs. Devanjali Dutta	BBI Department	
3.	Ms. Sonam Pinjani	BMS Department	
4.	Ms. Heena Chetwani	BBI Department	
5.	Mrs. Jyoti Lulla	BMS Department	
6.	Ms. Teena Kachhela	BBI Department	
7.	Ms. Jinal Paryani	BMS Department	



**PRINCIPAL**  
J. Watumull Sadhubella Girls College  
Ulhasnagar-421 001

# **MINUTES OF THE MEETING**

Meeting of BMS-BBI Department was conducted on 24<sup>th</sup> September 2015 at 12.00 pm in BMS & BBI Coordinator room.

The Following points were discussed in the meeting as per agenda: -

1. To discuss about last meeting decided Agenda.
2. To take a review of completion syllabus of a subject from concern teachers.
3. To take a review of Attendance of the Students from Respective Class Teachers.
4. To take a review of Programs conducted in the Semester.

➤ **As per AGENDA 1: -**

**To discuss about last meeting decided Agenda.**

The department of BMS and BBI coordinator Mrs. Smita Chawak discussed review about the last meeting which was conducted on 29<sup>th</sup> June 2015.

**As per AGENDA 2: -**

**To take a review of completion of syllabus of a subject from concern teachers.**

The BMS and BBI coordinator Mrs. Smita Chawak took a review of completion of syllabus of a subject from concern teachers and instructed that the portion should be completed 15 day before the examination.

➤ **As per AGENDA3: -**

**To take a review of Attendance of the Students from Respected Class Teachers.**

The Department of BMS and BBI Coordinator Mrs. Smita D. Chawak took a review of attendance of the students from respective class teacher





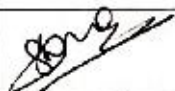
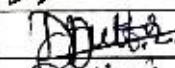
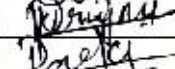
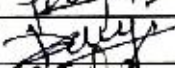
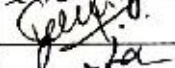
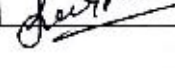

and it is compulsory that at least 75 % of attendances should be mandatory.

➤ **As per AGENDA 4: -**


**To take a review of Programs conducted within the Semester.**

The Department of BMS and BBI coordinator Mrs. Smita D. Chawak took a review of program conducted within the semester, whether the programsfile shouldbe maintained properly in which the attendance sheet, feedback form, Report of the program and notices are properly maintained by the all teaching staff.

❖ **Members were present in the meeting were:-**

SR. NO.	NAME OF THE STAFF MEMBER AND COORDINATOR	DEPARTMENT OF BMS & BBI	SIGNATURE
1.	Mrs. Smita D. Chawak	Coordinator of BMS & BBI	
2.	Mrs. Devanjali Dutta	BBI Department	
3.	Ms. Sonam Pinjani	BMS Department	
4.	MS. Pooja Parwani	BBI Department	
5.	Mrs. Dhanya Nair	BMS Department	
6.	Ms. Teena Kachhela	BBI Department	
7.	Ms. Sarita Kukreja	BMS Department	



  
**PRINCIPAL**  
J. Watomull Sadhubella Girls College  
Ulhasnagar-421 001



# **MINUTES OF THE MEETING**

Meeting of BMS-BBI Department was conducted on 29 June 2015 at 12.00 pm in BMS & BBI Coordinator room.

The Following points were discussed in the meeting as per agenda: -

1. To do planning of academic year 2015-16 activities.
2. To decide subject distribution of Semester I, III, V.
3. Allotment of Departmental Work.
4. Allotment of guidance related to Project Viva of BMS and BBI Department.

## **➤ Agenda 1:- Todo planning of academic year 2018-19 activities.**

As per, the agenda discussion held on activities to be conducted in academic year 2015-16 was declared to conduct some programs like seminar on communication and presentation skills, Human resource management, Seminar on CET (Entrance Test for MBA) for our students of the department which helps to develop the overall personality of the students.

## **➤ Agenda 2: - To decide subject distribution of Semester I, III, V.**

The Department of BMS and BBI coordinator Mrs. Smita Chawak Distributed all the subjects of semester I, III and V to the concern teachers of BMS and BBI department as per their specialization.

## **➤ Agenda 3: - Allotment of Departmental Work.**


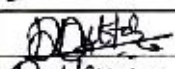
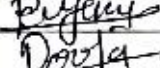
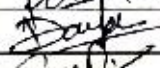
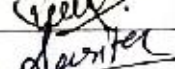

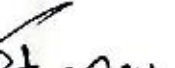
Mrs. Smita Chawak instructed all the teaching staff to make teaching plan for their allotted subjects, also instructed teachers to fill teacher's dairy daily basis. All the teachers were allotted different work. Each teacher was responsible for completing Floor Book which includes the lecture contents and attendance signature.



➤ **Agenda 4: - Allotment of guidance related to Project Viva of BMS and BBI Department.**

The BMS & BBI department Coordinator Mrs. Smita Chawak provided Guidelines for preparation of project work based on Research Methodology to the all teaching staff. Every teacher was allotted students for project guidance.

❖ **Members were present in the meeting were:-**

SR. NO.	NAME OF THE STAFF MEMBER AND COORDINATOR	DEPARTMENT OF BMS & BBI	SIGNATURE
1.	Mrs. Smita D. Chawak	Coordinator of BMS & BBI	
2.	Mrs. Devanjali Dutta	BBI Department	
3.	Ms. Sonam Pinjani	BMS Department	
4.	MS. Pooja Parwani	BBI Department	
5.	Mrs. Dhanya Nair	BMS Department	
6.	Ms. Teena Kachhela	BBI Department	
7.	Ms. Sarita Kukreja	BMS Department	



  
**PRINCIPAL**  
 J. Watumull Sadhubella Girls College  
 Ulhasnagar-421 001