



SADHUBELLA EDUCATION SOCIETY'S
(Minority Institute)
J. WATUMULL SADHUBELLA GIRLS COLLEGE,
Near Government Dispensary, Ulhasnagar-421001, Dist. Thane
NAAC Re-accredited B+

NOTICE

Date: 26/08/2022

This is to inform all the teaching staff members of BMS-BBI Department that there would be a DEPARTMENTAL MEETING on 28th August, 2022 at Room No. 1 at 11:00 am.

AGENDA OF THE MEETING

1. Decide the departmental activities for the upcoming semester.
2. Measures to be taken for slow learners on the basis of last academic year results.
3. Discussion of conducting parent's teacher meeting.
4. Subject allocation to respective teachers.
5. To discuss on different seminars and webinars to be conducted to increase the knowledge of the students.

It is the request to all the teaching staff of BMS - BBI Department to be present at the meeting without fail.

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

Dr. Vasant P. Mali
(Principal)



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



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MINUTES OF MEETING

Date: 28/08/2022

Meeting of BMS – BBI Department was conducted on 28th August, 2022 at 11:00 am at Room No 1.

The following members were present in the meeting:

- Dr. Vasant P. Mali – Principal
- Mrs.Smita D Chawak – Co-ordinator
- Mrs.Siya Hassija
- Ms.KarunaUdhani
- Ms.Grisha Dulani
- Ms.Komal Panjwani
- Mr.Pushpak Deshpande

Following were the proceedings of the meeting:-

Agenda No :-1 Decide the departmental activities for the upcoming semester:

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

Agenda No :-2 Measures to be taken for slow learners on the basis of last academic year results:

On the basis of last academic performance of student's 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 leaning process.

Agenda No :-3 Discussion of conducting parent's teacher meeting:

It was discussed that the parents teachers meeting would be conducted. 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.

Agenda No :-4 Subject allocation to respective teachers:



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

Agenda No :-5 To discuss on different seminars and webinars to be conducted to increase the knowledge of the students:

In meeting teachers discussed regarding various seminars and webinars for the upcoming semester to impart the necessary knowledge to the students. Various seminars are added for the current semester.

Since there were no other matters to be discussed, the meeting was concluded by Vote of Thanks by Ms. Karuna Udhani.



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



Dr. Vasant P. Mali
p (Principal)



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Members present in the meeting 28th August, 2022 were:

- Dr. Vasant P. Mali – Principal
- Mrs. Smita D Chawak – Co-ordinator
- Mrs. Siya Hassija
- Ms. Karuna Udhani
- Ms. Grisha Dulani
- Ms. Komal Panjwani
- Mr. Pushpak Deshpande





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NOTICE

Date: 17/10/2022

This is to inform all the teaching staff members of BMS-BBI Department that there would be a DEPARTMENTAL MEETING on 18th October, 2022 at Room No. 1 at 11:00 am.

AGENDA OF THE MEETING

1. To discuss and confirm the minutes of the last meeting.
2. To discuss about the exams and the syllabus completion for this semester
3. To provide students with the necessary details and the paper pattern of the exams
4. To discuss about the difficulties faced by the students during the academics
5. To discuss about the non-academic activities to be planned for the students

It is the request to all the teaching staff of BMS - BBI Department to be present at the meeting without fail.

Mrs. Smita D. Chawak
(BMS – BBI Co-ordinator)

Dr. Vasant P. Mali
(Principal)



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MINUTES OF MEETING

Date: 18/10/2022

Meeting of BMS – BBI Department was conducted on 18th October, 2022 at 11:00 am at Room No 1.

The following members were present in the meeting:

- Dr. Vasant P. Mali – Principal
- Mrs. Smita D Chawak – Co-ordinator
- Mrs. Siya Hassija
- Ms. Karuna Udhani
- Ms. Grisha Dulani
- Ms. Komal Panjwani
- Mr. Pushpak Deshpande

Following were the proceedings of the meeting:-

Agenda No. 1 - To discuss and confirm the minutes of the last meeting.

The meeting started with the confirmation of the last meeting. It was also checked if the stated agenda is fulfilled.

Agenda No. 2 - To discuss about the exams and the syllabus completion for this semester.

Professors also discuss about the time table of the semester and the syllabus of the semester. Coordinator Mrs smita Chawak also discussed about the status of the question paper sets submitted by the teachers for there respective subject.

Agenda No. 3 - To provide students with details and the paper pattern of the exams.

Teachers discussed about the channel and the pattern for the exam. And also teachers were informed to complete the portion accordingly.

Agenda No. 4 - To discuss about the difficulties faced by the students during academics.

As this year has shifted to take the offline lectures, students are facing various difficulties in attending the lectures. Teachers discussed various complaints and problems that students have shared with them and tried to solve the problems with suitable solutions.



Agenda No. 5 - To discuss about the non-academic activities to be planned for the students.

Various non academic activities were planned and discussed by the teachers for the current semester. It was asked to inform the students that attending and taking active part in the non academic activity is compulsory for students.

Since there were no other matters to be discussed, the meeting was concluded by Vote of Thanks by Ms. Siya Hassija.



Mrs. Smita D. Chawak
(BMS – BBI Co-ordinator)



Dr. Vasant P. Mali
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Members present in the meeting 18th October , 2022 were:

- Dr. Vasant P. Mali – Principal
- Mrs. Smita D Chawak – Co-ordinator
- Mrs. Siya Hassija
- Ms. Karuna Udhani
- Ms. Grisha Dulani
- Ms. Komal Panjwani
- Mr. Pushpak Deshpande





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NOTICE

Date: 15/02/2023

This is to inform all the teaching staff members of BMS-BBI Department that there would be a DEPARTMENTAL MEETING on 17th February, 2023 at Room No. 1 at 11:00 am.

AGENDA OF THE MEETING

1. To discuss and confirm the minutes of the last meeting.
2. To know the status of Project Work.
3. To give the training to the professors about the guiding rules about the black book project and Viva.
4. Review and evaluate student's feedback on every Teacher
5. To check the documentation of every programs conducted for quality enhancement.

It is the request to all the teaching staff of BMS - BBI Department to be present at the meeting without fail.

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

Dr. Vasant P. Mali
(Principal)



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MINUTES OF MEETING

Date: 17/02/2023

Meeting of BMS – BBI Department was conducted on 17th February, 2023 at 11:00 am at Room No 1.

The following members were present in the meeting:

- Dr. Vasant P. Mali – Principal
- Mrs. Smita D Chawak – Co-ordinator
- Mrs. Siya Hassija
- Ms. Karuna Udhani
- Ms. Grisha Dulani
- Ms. Komal Panjwani
- Mr. Pushpak Deshpande
- Mrs. Radhika Bamankar

Following were the proceedings of the meeting:-

Agenda No. 1 - To discuss and confirm the minutes of the last meeting.

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 offline methods adopted, and how well it facilitated the teaching – learning methods.

Agenda No. 2 - To know the status of Project Work.

During the meeting every teacher were asked about the status of the black book of those student's allotted under their guidance.

Agenda No. 3 - To give the training to the professors about the guiding rules about the black book project and Viva.

As this year everything turned into the offline, all the teachers were given the training about the offline guiding rules and regulations for the black book. Teachers were also informed about the rules of Mumbai university for the black book.

Agenda No. 4 - Review and evaluate student's feedback on every Teacher



To check about the status of the feedback of the every teacher and the style of teaching. Professors were also informed about how to make the offline sessions more fun and interactive for the students.

Agenda No. 5 - To check the documentation of every programs conducted for quality enhancement.

To check whether the documents for the previous semester are complete and properly filed by the staff. Also to guide the students about the online platform for the submitting the assignments and projects in the Google classroom.

Since there were no other matters to be discussed, the meeting was concluded by Vote of Thanks by Ms. Grisha Dulani.



Mrs. Smita D. Chawak
(BMS – BBI Co-ordinator)



Dr. Vasant P. Mali
(Principal)



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