



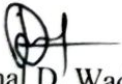
SADHUBELLA EDUCATION SOCIETY'S
(Minority Institute)
J. WATUMULL SADHUBELLA GIRLS COLLEGE,
Near Government Dispensary, Ulhasnagar-421001
NAAC Accredited B+ ISO 9001:2015 Certified

Date: - 6th June, 2022.


Notice

The meeting of Commerce Department is scheduled on 15th June, 2022 at 12.00pm in Room No -1. The agenda for the meeting is: -

- Allotment of workload amongst the faculty members.
- Recruitment of faculty, if any.
- Submission of teaching plan.
- Activities to be organized during the first half of academic year 2021-22.
- Preparation and finalization of Time Table.
- Appointment of mentors for all classes.
- Parents Teachers Meetings.
- Orientation programme for first year students.
- Any other matter with the permission of the chair.


Ms. Heenal D. Wadhwa
(HOD)




Dr. Vasant P. Mali
(Principal)








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Attendance Sheet

For the Departmental Meeting on 15/06/2022

Sr.No	Name of the Staff	Signature
1	Dr. Vasant. P. Mali - Principal	
2	Ms. Heenal D. Wadhwa - HOD	
3	Dr. Dattatray Kalbande - IQAC Coordinator	
4	Mr. Rajesh Kumar Singh	
5	Ms. Supriya Salvee	
6	Ms. Sharmila Karve	
7	Mr. Sanjay Suryawanshi	





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Date: - 16th June 2022.

Minutes of the Departmental Meeting held on 15/06/22.

The meeting of Commerce Department was held on 15th June 2022 at 12.00pm in the room no.1. The following members were present: -

- Dr. Vasant. P. Mali – Principal
- Ms. Heenal D. Wadhwa – HOD
- Dr. Dattatray Kalbande – IQAC Co-Ordinator
- Mr. Rajesh Kumar Singh
- Ms. Supriya Salvee
- Ms. Sharmila Karve
- Mr. Sanjay Surywanshi

HOD Ms. Neetu Purswani welcomed all the staff members. The meeting proceeded as per the items listed on the agenda: -

- Total work load of the department and the allocation of the same amongst the existing staff members was presented by HOD in the meeting. After discussion the same was finalized unanimously.
- Visiting faculty required for the department was discussed with the principal. He informed that procedure for recruitment was started by the college office as discussed in the staff meeting.
- Principal Dr. Vasant P. Mali asked all staff members to prepare the teaching plan of their respective subjects and submit the same on or before 30th June 2022 to HOD.
- With regard to conduct of departmental activities it was decided that every staff member will organize two programs during the first half to the academic year and submit the hard and scanned copy of the same with all relevant documents to HOD and IQAC Coordinator.
- Principal Dr. Vasant P. Mali asked HOD to prepare the time table of all the classes and submit the copy of the same to the college office for record.



Contd/-

- Discussion took place with respect to appointment of mentors for all the classes. After, discussion following staff members were appointed as mentors: -

FYBCOM: - Mr. Rajesh Kumar Singh

SYBCOM: - Ms. Supriya Salvee

TYBCOM: - Ms. Neetu C. Purswani.


All the mentors were asked to conduct open meeting of parents every month for intimating the progress their ward.

- It was decided after the finalization of admission procedure orientation programme will be organized for the first-year students for providing the information related to rules, regulations, policies and the various curricular and co-curricular activities organized by the college.
- As there was no other matter, meeting ended with vote of thanks by Mr. Rajesh Kumar Singh.

Minutes signed by



Ms. Heenal D. Wadhwa
HOD



Dr. Vasant P. Mali
Principal



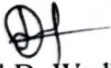
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Date: - 23rd August, 2022.


Notice



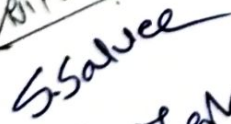

The meeting of Commerce Department is scheduled on 30th August, 2022 at 12.00pm in Room No -1. The agenda for the meeting is: -

- Confirmation of minutes of last meeting.
- Setting of question paper for Internal Class Test.
- Guidance to students for ATKIT examination.
- Submission of syllabus completion report.
- Submission of reports of activities conducted.
- Any other matter with the permission of the chair.


Ms. Heenal D. Wadhwa
(HOD)




Dr. Vasant P. Mali
(Principal)



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Attendance Sheet

For the Departmental Meeting on 30/08/2022.

Sr.No	Name of the Staff	Signature
1	Dr. Vasant. P. Mali - Principal	
2	Ms. Heenal D. Wadhwa - HOD	
3	Dr. Dattatray Kalbande – IQAC Coordinator	
4	Mr. Rajesh Kumar Singh	
5	Ms. Supriya Salvee	
6	Ms. Sneha Lulla	
7	Mr. Nikam Sangharaj	





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Date: - 30th August, 2022.

Minutes of the Departmental Meeting held on 30/08/22.

The meeting of Commerce Department was held on 30th August, 2022 at 12.00pm in the room no.1. The following members were present: -

- Dr. Vasant. P. Mali – Principal
- Ms. Heenal D. Wadhwa – HOD
- Dr. Dattatray Kalbande – IQAC Co-Ordinator
- Mr. Rajesh Kumar Singh - Member
- Ms. Supriya Salvee
- Ms. Sneha Lulla
- Mr. Nikam Sangharaj


HOD Ms. Neetu Purswani welcomed all the staff members. The meeting proceeded as per the items listed on the agenda: -

- Minutes of the last departmental meeting were read and confirmed by all staff members.
- The scheduled of Regular and ATKT examination along with Internal Class Test as decided by examination committee was brought to the notice of all members. After discussion staff members were asked to set the question papers for their respective subjects and submit the same in time to the examination committee.
- All the staff members were asked by the Principal Dr. Vasant P. Mali to collect the list of students appearing for ATKT examination from the college office and provide the guidance to the students by conducting remedial lectures required, if any.




- All the staff members were requested to submit the syllabus completion report to the HOD to enable the examination committee to decide the schedule for first- and second-year classes.
- All the staff members were further requested to prepare and submit the reports of the activities conducted.
- As there was no other matter, meeting ended with vote of thanks by Ms. Supriya Salvee.

Minutes signed by


Ms. Heenal D. Wadhwa
HOD




Dr. Vasant P. Mali
Principal




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Date: - 21st November, 2022.


Notice

The meeting of Commerce Department is scheduled on 28th November, 2022 at 12.00pm in Room No -1. The agenda for the meeting is: -

- Confirmation of minutes of last meeting.
- Schedule for Co- curricular activities.
- Schedule for sports activities.
- Schedule of curricular activities.
- Any other matter with the permission of the chair.


Ms. Heenal D. Wadhwa
(HOD)




Dr. Vasant P. Mali
(Principal)








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Attendance Sheet

For the Departmental Meeting on 28/11/22.

Sr.No	Name of the Staff	Signature
1	Dr. Vasant. P. Mali - Principal	V. Mali
2	Ms. Heenal D. Wadhwa - HOD	H. D. Wadhwa
3	Dr. Dattatray Kalbande - IQAC Coordinator	D. Kalbande
4	Mr. Rajesh Kumar Singh	R. K. Singh
5	Ms. Supriya Salvee	S. Salvee
6	Ms. Sharmila Karve	S. D. Karve
7	Mr. Nikam Sangharaj	N. Sangharaj
8	Ms. Sneha Lulla	S. Lulla





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Date: - 29th November, 2022.

Minutes of the Departmental Meeting held on 28/11/22.


The meeting of Commerce Department was held on 30th August, 2022 at 12.00pm in the room no.1. The following members were present: -

- Dr. Vasant. P. Mali – Principal
- Ms. Heenal D. Wadhwa – HOD
- Dr. Dattatray Kalbande – IQAC Co-Ordinator
- Mr. Rajesh Kumar Singh - Member
- Ms. Supriya Salvee
- Ms. Sneha Lulla
- Mr. Nikam Sangharaj
- Ms. Sharmila Karve


HOD Ms. Neetu Purswani welcomed all the staff members. The meeting proceeded as per the items listed on the agenda: -

- Minutes of the last departmental meeting were read and confirmed by all staff members.
- Cultural Committee Chairperson Ms. Supriya Salvee was asked by the Principal Dr Vasant P. Mali for the preparation of the schedule of cultural events to be held along with the dates for annual social gathering for making the necessary arrangements.
- Sports Committee Chairperson Ms. Sharmila Karve was also asked by the Principal for the preparation of schedule of sports activities to be organised in consultation with Physical Director and make the necessary arrangements.
- All the staff members were asked to plan the curricular activities for their subjects by organizing guest lectures/ education tour etc. and submit the report.
- As there was no other matter, meeting ended with vote of thanks by Ms. Supriya Salvee.

Minutes signed by


Ms. Heenal D. Wadhwa
HOD




Dr. Vasant P. Mali
Principal




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Date: - 6th February, 2023.

Notice

The meeting of Commerce Department is scheduled on 14th February, 2023 at 12.00pm in Room No -1. The agenda for the meeting is: -

- Confirmation of minutes of last meeting.
- Remedial lectures for ATKT students.
- Submission of syllabus completion report.
- Submission of reports of the programme conducted.
- Any other matter with the permission of the chair.



Ms. Heenal D. Wadhwa
(HOD)










Dr. Vasant P. Mali
(Principal)





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Attendance Sheet
For the Departmental Meeting on 14/02/2023.

Sr.No	Name of the Staff	Signature
1	Dr. Vasant. P. Mali - Principal	
2	Ms. Heenal D. Wadhwa - HOD	
3	Dr. Dattatray Kalbande – IQAC Coordinator	
4	Mr. Rajesh Kumar Singh	
5	Ms. Supriya Salvee	
7	Mr. Nikam Sangharaj	
8	Ms. Sneha Lulla	





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Date: - 15/02/23.

Minutes of the Departmental Meeting held on 14/02/23.

The meeting of Commerce Department was held on 14th February 2023 at 12.00pm in the room no.1. The following members were present: -

- Dr. Vasant. P. Mali – Principal
- Ms. Heenal D. Wadhwa – HOD
- Dr. Damatray Kalbande – IQAC Co-Ordinator
- Mr. Rajesh Kumar Singh - Member
- Ms. Supriya Salvee
- Ms. Sneha Lulla
- Mr. Nikam Sangharaj

HOD Ms. Neenu Purswani welcomed all the staff members. The meeting proceeded as per the items listed on the agenda: -

- The examination schedule decided by the examination committee was brought to the notice of all staff members. Principal Dr. Vasant P. Mali asked all staff members to conduct remedial lectures and provide the necessary guidance to all students to enable them to clear their backlog of their subjects.
- All the members were further directed to submit syllabus completion report to head of department to enable them to plan examination schedule.
- All the staff members were asked to submit the reports of the activities conducted by them on or before the last working day of the academic year.
- As there was no other matter, meeting ended with vote of thanks by Ms. Sneha Lulla.

Minutes signed by

Ms. Heenal D. Wadhwa
HOD



Dr. Vasant P. Mali
Principal