

**Bunts Sangha's**  
**S M Shetty College of Science, Commerce and Management Studies**  
**B.Com Department**


Date: 14 July, 2018


NOTICE

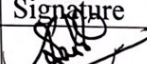
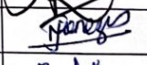
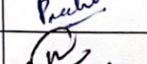
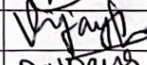
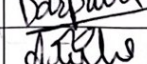
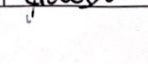

A departmental meeting will be held by Department of B Com on 16<sup>th</sup> July 2018. All the teachers of the department are requested to attend the same in conference room at 12 noon.

Agenda:

- 1) Revision of regular measures to be followed by class teachers
- 2) Special Instructions for improving result and attendance
- 3) Instructions regarding maintaining regular documentation and finalizing formats for the same
- 4) Instructions regarding measures to be followed for defaulters and improvement of placements.

  
Coordinator

  
Principal


Sr. No	Name	Class	Signature
1	Prof. Sandesha Shetty	Coordinator	
2	Prof. John Menezes	TYBCOM A	
3	Prof. Prachi Agarwal	TYBCOM B	
4	Prof. Pooja Pandey	SYBCOM A	
5	Prof. Vijay Vishwakarma	SYBCOM B	
6	Prof. Darpana Manjarekar	FYBCOM A	
7	Prof. Atisha Khinvasra	FYBCOM B	

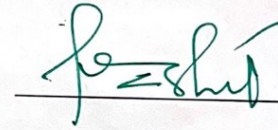
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S M Shetty College of Science, Commerce and Management Studies  
B.Com Department

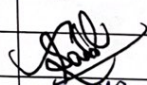
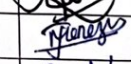
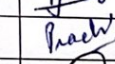
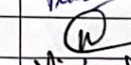
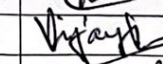
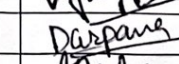

Minute of Meeting dated 16/07/2018

A departmental meeting was held by Department of B Com on 16<sup>th</sup> July 2018 in conference room at 12 noon. All the class teachers of B Com classes attended it. Issues discussed are as follows:

1. Welcome and introduction of new joiners: Ms Prachi Agarwal and Mr. Vijay Vishwakarma.
2. New format of student's data collection was explained.
3. Instructions about usage of ICT facilities were given.
4. Instructions and suggestions regarding improvement in placement were given.
5. Regular and additional measures to be taken for defaulters were discussed.
6. Measures to be followed for maintaining regular records of class and other departmental activities were explained.
7. First Year's orientation was instructed to be held on 20<sup>th</sup> July, 2018.
8. Instructions and suggestions regarding certificate courses were given.
9. Second Year's Orientation by Principal was finalised.
10. Orientation by Alumni was decided for Second and Third Year students.

  
Coordinator

  
Principal

CoordinatorSr. No	Name	Class	Signature
1	Prof. Sandesha Shetty	Coordinator	
2	Prof. John Menezes	TYBCOM A	
3	Prof. Prachi Agarwal	TYBCOM B	
4	Prof. Pooja Pandey	SYBCOM A	
5	Prof. Vijay Vishwakarma	SYBCOM B	
6	Prof. Darpana Manjarekar	FYBCOM A	
7	Prof. Atisha Khinvasra	FYBCOM B	

Bunts Sangha's

S M Shetty College of Science, Commerce and Management Studies

B.Com Department


Date: 26<sup>th</sup> July, 2018


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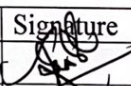

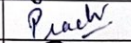
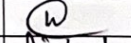
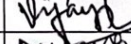
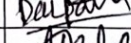

A departmental meeting will be held by Department of B Com on 1<sup>st</sup> August, 2018. All the teachers of the department are requested to attend the same in conference room at 12 noon.

Agenda:

- 1) Instructions regarding measures for defaulter students to be taken by class teachers.
- 2) Special Instructions for student's participation in Sports, Cultural and other - extracurricular activities.
- 3) Collection of fees from SY and TY students for Industrial Visit.
- 4) Requisition for library books.
- 5) Other important matters.

  
Coordinator

  
Principal

Sr. No	Name	Class	Signature
1	Prof. Sandesha Shetty	Coordinator	
2	Prof. John Menezes	TYBCOM A	
3	Prof. Prachi Agarwal	TYBCOM B	
4	Prof. Pooja Pandey	SYBCOM A	
5	Prof. Vijay Vishwakarma	SYBCOM B	
6	Prof. Darpana Manjarekar	FYBCOM A	
7	Prof. Atisha Khinvasra	FYBCOM B	

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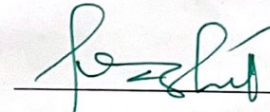
B.Com Department


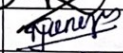


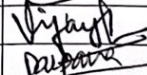
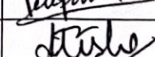

Minute of Meeting dated 01/08/2018

A departmental meeting was held by Department of B Com on 1<sup>st</sup> August, 2018 in conference room at 12 noon. All the class teachers of B Com classes attended it. Issues discussed are as follows:

1. Guidelines were given on strict attendance norms by the coordinator.
2. It was decided that the Parents Meeting will be held on 4<sup>th</sup> and 18<sup>th</sup> August for TYBCom and SYBcom respectively.
3. Participation of students for NSS, DLLE, WDC and Research Cell was reviewed.
4. Instructions regarding collection and deposition of fees for IV from SY and TY students were given to respective teachers.
5. Teachers were instructed to verify the availability of Subject Books from library and give requisition for required subject and reference books.
6. Teachers were also asked to observe strict behavioral rules among students on Social Media.
7. Class teachers were instructed to take feedback of Subject teachers from their respective classes.

  
Coordinator

  
Principal

CoordinatorSr. No	Name	Class	Signature
1	Prof. Sandesha Shetty	Coordinator	
2	Prof. John Menezes	TYBCOM A	
3	Prof. Prachi Agarwal	TYBCOM B	
4	Prof. Pooja Pandey	SYBCOM A	
5	Prof. Vijay Vishwakarma	SYBCOM B	
6	Prof. Darpana Manjarekar	FYBCOM A	
7	Prof. Atisha Khinvasra	FYBCOM B	

**Bunts Sangha's**  
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**B.Com Department**

Date: 29<sup>th</sup> November, 2018

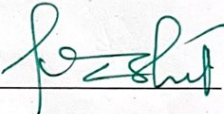
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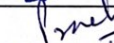
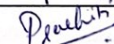
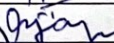
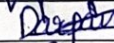

A departmental meeting will be held by Department of B Com on 6<sup>th</sup> December, 2018. All the teachers of the department are requested to attend the same in conference room at 12 noon.

**Agenda:**

- 1) Review of performances in intercollegiate events.
- 2) Annual Day Celebration work Distribution.
- 3) Review of attendance, work diary and defaulters.
- 4) Sports day participation
- 5) Syllabus related issues.

  
Coordinator

  
Principal

Sr. No	Name	Class	Signature
1	Prof. Sandesha Shetty	Coordinator	
2	Prof. John Menezes	TYBCOM A	
3	Prof. Prachi Agarwal	TYBCOM B	
4	Prof. Prachiti Pawaskar	SYBCOM A	
5	Prof. Vijay Vishwakarma	SYBCOM B	
6	Prof. Darpana Manjarekar	FYBCOM A	
7	Prof. Puja Ahuja	FYBCOM B	


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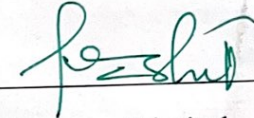
**B.Com Department**



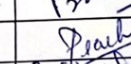

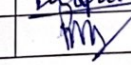


**Minute of Meeting dated 06/12/2018**

A departmental meeting was held by Department of B Com on 6<sup>th</sup> December, 2018 in conference room at 12 noon. All the class teachers of B Com classes attended it. Issues discussed are as follows:

1. Welcome and introduction of new joiner: Ms. Prachiti Pawaskar & Ms. Puja Ahuja.
2. Review of department's participation in intercollegiate events was taken. New strategies to improve the participation were discussed.
3. Solutions to improve the attendance of all classes were discussed for implementation.
4. Teachers were asked to encourage participation in sports activities in Annual Sports Meet of college.
5. Duties were allocated to all teachers regarding the Annual Day Celebration to prepare for students' performances.
6. A review of Attendance records, completion of Work Diary and Defaulters was taken.
7. General instructions regarding examination papers correction and online assessment were revised.

  
Coordinator

  
Principal

CoordinatorSr. No	Name	Class	Signature
1	Prof. Sandesha Shetty	Coordinator	
2	Prof. John Menezes	TYBCOM A	
3	Prof. Prachi Agarwal	TYBCOM B	
4	Prof. Prachiti Pawaskar	SYBCOM A	
5	Prof. Vijay Vishwakarma	SYBCOM B	
6	Prof. Darpana Manjarekar	FYBCOM A	
7	Prof. Puja Ahuja	FYBCOM B	

**Bunts Sangha's**  
**S M Shetty College of Science, Commerce and Management Studies**

**B.Com Department**

Date: 24<sup>th</sup> December, 2018

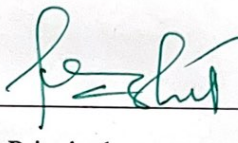
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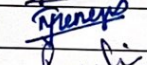
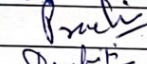
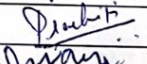
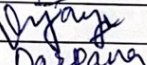
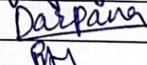

A departmental meeting will be held by Department of B Com on 2<sup>nd</sup> January, 2019. All the teachers of the department are requested to attend the same in conference room at 12 noon.

**Agenda:**

- 1) Preparation of mentoring batches for TY students and allotment of mentors.
- 2) Defaulter review
- 3) Review of placements of students.
- 4) Discussion on organizing Certificate Courses.
- 5) Discussion on Placement and Training workshops for TY students.
- 6) Result declaration of FYs and SYs.

  
Coordinator

  
Principal

Sr. No	Name	Class	Signature
1	Prof. SandeshaShetty	Coordinator	
2	Prof. John Menezes	TYBCOM A	
3	Prof. PrachiAgarwal	TYBCOM B	
4	Prof. PrachitiPawaskar	SYBCOM A	
5	Prof. Vijay Vishwakarma	SYBCOM B	
6	Prof. DarpanaManjarekar	FYBCOM A	
7	Prof. Puja Ahuja	FYBCOM B	

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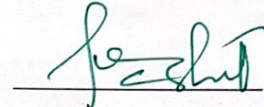
B.Com Department



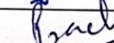
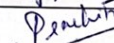
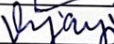
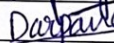

Minute of Meeting dated 02/01/2019

A departmental meeting was held by Department of B Com on 02<sup>nd</sup> January 2019 in conference room at 12 noon. All the class teachers of B Com classes attended it. Issues discussed are as follows:

1. Instructions regarding preparation of mentoring batches for TY students for improvement in academic performance and allotment of mentors were given.
2. Attendance, Work diaries and Attendance of all classes were reviewed.
3. Review of placements of students was taken from TY class teachers.
4. Discussion on organizing Certificate Course on Tally ERP 9 with GST took place.
5. Measures to be taken against students with low attendance were discussed for implementation.

  
Coordinator

  
Principal

Sr. No	Name	Class	Signature
1	Prof. Sandesha Shetty	Coordinator	
2	Prof. John Menezes	TYBCOM A	
3	Prof. Prachi Agarwal	TYBCOM B	
4	Prof. Prachiti Pawaskar	SYBCOM A	
5	Prof. Vijay Vishwakarma	SYBCOM B	
6	Prof. Darpana Manjarekar	FYBCOM A	
7	Prof. Puja Ahuja	FYBCOM B	



**Bunts Sangha's**  
**S M Shetty College of Science, Commerce and Management Studies**  
**B.Com Department**

Date: 25<sup>th</sup> February, 2019

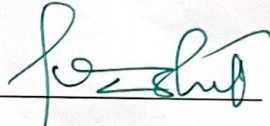
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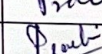
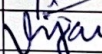



A departmental meeting will be held by Department of B Com on 26<sup>th</sup> February 2019. All the teachers of the department are requested to attend the same in conference room at 12 noon.

Agenda:

- 1) Revision of regular measures to be followed by class teachers
- 2) Updates on research papers presentations by students
- 3) Syllabus Completion
- 4) Farewell to Third Year Students
- 5) Remedial and Mentoring sessions
- 6) Prescriptions for reference books

  
Coordinator

  
Principal

Sr. No	Name	Class	Signature
1	Prof. Sandesha Shetty	Coordinator	
2	Prof. John Menezes	TYBCOM A	
3	Prof. Prachi Agarwal	TYBCOM B	
4	Prof. Prachiti Pawaskar	SYBCOM A	
5	Prof. Vijay Vishwakarma	SYBCOM B	
6	Prof. Darpana Manjarekar	FYBCOM A	
7	Prof. Pooja Ahuja	FYBCOM B	

**Bunts Sangha's**  
**S M Shetty College of Science, Commerce and Management Studies**

**B.Com Department**

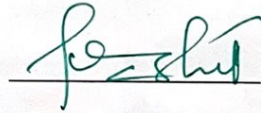
**Minutes of the Meeting dated 26/02/2019**

A departmental meeting was held by Department of B Com on 26<sup>th</sup> February, 2019 in conference room at 12 noon. All the class teachers of B Com classes attended it. Issues discussed are as follows:



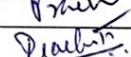
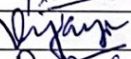
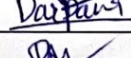


- 1) Review of minutes of previous department meeting.
- 2) Updates on the performance by students for Marathi and Matrubhasha Diwas were taken.
- 3) Teachers were assigned the duty to collect the research paper from the students for 'Anveshan' Research Journal.
- 4) Syllabus completion date was declared as 16<sup>th</sup> March. Teachers were instructed to accumulate the pending syllabus records from subject incharges of respective classes.
- 5) Farewell to Third Year Students to be organized by second year students.
- 6) Instructions regarding conducting Remedial and Mentoring sessions and maintaining its documentation.
- 7) Teachers were instructed to give prescriptions for reference books for next semester.
- 8) Classes in charges were also asked to keep 30% students ready for feedback session.
- 9) Teachers were instructed against using mobile phone during classes.



Coordinator



Principal

Sr. No	Name	Class	Signature
1	Prof. Sandesha Shetty	Coordinator	
2	Prof. John Menezes	TYBCOM A	
3	Prof. Prachi Agarwal	TYBCOM B	
4	Prof. Prachiti Pawaskar	SYBCOM A	
5	Prof. Vijay Vishwakarma	SYBCOM B	
6	Prof. Darpana Manjarekar	FYBCOM A	
7	Prof. Pooja Ahuja	FYBCOM B	

**Bunts Sangha's**  
**S M Shetty College of Science, Commerce and Management Studies**  
**B.Com Department**

Date: 22<sup>nd</sup> March, 2019


NOTICE


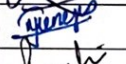
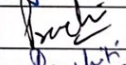
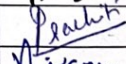
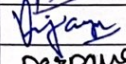
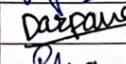
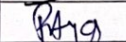
A departmental meeting will be held by Department of B Com on 25<sup>th</sup> March, 2019. All the teachers of the department are requested to attend the same in conference room at 8 a.m.

Agenda:

- 1) Results analysis
- 2) Research papers submissions
- 3) Updating website for B. Com Department
- 4) Remedial Classes
- 5) Preliminary Exam for FYB.COM and SYB.COM
- 6) Documents collection for annual report
- 7) Annual Departmental presentation

  
Coordinator

  
Principal

Sr. No	Name	Class	Signature
1	Prof. Sandesha Shetty	Coordinator	
2	Prof. John Menezes	TYBCOM A	
3	Prof. Prachi Agarwal	TYBCOM B	
4	Prof. Prachiti Pawaskar	SYBCOM A	
5	Prof. Vijay Vishwakarma	SYBCOM B	
6	Prof. Darpana Manjarekar	FYBCOM A	
7	Prof. Pooja Ahuja	FYBCOM B	


**Bunts Sangha's**  
**S M Shetty College of Science, Commerce and Management Studies**


**B.Com Department**



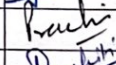
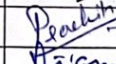
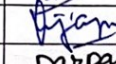

**Minutes of the Meeting dated 25/03/2019**

A departmental meeting was held by Department of B Com on 25<sup>th</sup> March, 2019 in conference room at 8 am. All the class teachers of B Com classes attended it. Issues discussed are as follows:

- 1) Review of pending works from previous department meeting.
- 2) Class in-charges were instructed to prepare an analysis of results of odd semesters. Format was provided by the coordinator.
- 3) Teachers were motivated to write at least one research paper and get it published by the end of semester.
- 4) All the teachers of B. Com Department were instructed to submit their CV and other information for updating website of B. Com Department.
- 5) All class in-charges were given the responsibility of conducting preliminary exam for their classes.
- 6) Teachers were given instructions about organizing and conducting remedial classes for students having KT in Odd semesters of their respective classes.
- 7) To prepare annual report, all teachers were given instructions to collect relevant data. Prof. Prachiti Pawaskar and Prof. Vijay Vishwakarma were entrusted with responsibility of collection of overall data.
- 8) All teachers were instructed to prepare for Annual Departmental presentation.

  
Coordinator

  
Principal

Sr. No	Name	Class	Signature
1	Prof. Sandesha Shetty	Coordinator	
2	Prof. John Menezes	TYBCOM A	
3	Prof. Prachi Agarwal	TYBCOM B	
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6	Prof. Darpana Manjarekar	FYBCOM A	
7	Prof. Pooja Ahuja	FYBCOM B	