

Oswal Shikshan & Rahat Sangh Sanchalit  
SHREE HALARI VISA OSWAL COLLEGE OF COMMERCE  
(Affiliated to University of Mumbai)  
(NAAC Accredited B Grade & ISO 9001:2015 Certified)

Notice

Date: 4<sup>th</sup> Nov. 2019

All the teaching staffs are hereby inform that the academic year end staff meeting is scheduled on 6<sup>th</sup> Nov.2019 at 12:30 p.m. in Principal's office.

Agenda for the meeting are:

- 1) Regarding college closure timing
- 2) Road repair work
- 3) Discussion on teaching pedagogy
- 4) Subject allocation
- 5) Discussion on 2<sup>nd</sup> term duration and examination:
- 6) Discussion on PMKK training sessions
- 7) Any other matter

Sr. No	Name	Designation	Signature
1	Dr. Snehal Donde	Principal	
2	Mr. Amit Cheda	Member of Governing Council	
3	Mrs.Pooja Dodhia	Asst. Professor	
4	Mrs.Ranjeeta Singh	Asst. Professor	
5	Mr Sanjay Salwe	Asst. Professor	
6	Mr. Surendra Warik	Head Clerk	

Dr.(Smt.) Snehal S.Donde

Principal

Teaching Staff Meeting with the Principal was arranged on Monday, 6<sup>th</sup> Nov. 2019 at 12:30 p.m. in Principal office.

Following points were discussed:

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Item No. 1 : Regarding college closure timing

The Principal shared the letter received from the management regarding college closure time to be 5.30 pm. Principal said that if college progression is needed then work should not be bound by time, the work may extend beyond time also. The Management has to understand the growth prospects of the college and the devotion and dedication on the part of the Principal and staff to achieve the same. Hence, sometimes as per the demand of the situation the time may extend beyond 5.30 pm.

All possible care will be taken to adhere the college time. The College time for the staff will be,

Teaching Faculty: 6.50 am to 1.30 pm

8.00 am to 2.30 pm

Non Teaching faculty: 6.50 am to 5.30 pm

#### Item no. 2: Road repair work

The Principal also shared the copy of RTI filed for the poor road conditions of road near college premises, in response the BNCCMC commissioner has confirmed the starting of road construction work within 3 days of receipt of letter. Principal said the work done with the determination is always fruitful.

#### Item No. 3 Discussion on teaching pedagogy

The Principal shared the elements of New Education policy which includes providing value added services to the students. Today's education is not limited to Lectures and paper assessment only. It has extended its scope to practical exposure, case study method, audio video methods, etc. The principal urged all faculties to introduce innovative teaching learning methods to make subject more interesting and knowledgeable.

#### Item No. 4: Subject allocation:

As Ms. Bhavna Koli has put resignation letter, the Principal said that her resignation is accepted and her subject load will be given to Mrs. Fauzia Merchant who has newly joined college from Nov. 2019. The FYBCom & SYBCom Economics subject is given to Mrs. Varshita Y. and TYBCom Economics subject is allotted to Mr. Jignesh Gada (Visiting Faculty). The Harish Myana (M.Sc. In Mathematics) is appointed as visiting faculty for teaching Mathematics subjects to FYBCom & FYBAF.

#### Item No. 5: Discussion on 2<sup>nd</sup> term duration and examination:

The Principal said the second term is from 4<sup>th</sup> Nov. 2019 and the lectures are started. The syllabus of all the subjects must be completed in the last week of Feb. 2020. All the Examination will begin from first week of March, 2020. The faculties are required to prepare lesson plan accordingly.

#### Item No. 6: Discussion on PMKK training sessions

The Principal said that as PMKK training sessions are started, all the faculties are required to take training sessions of first batch which consists of candidates for warehouse packer job role. The training schedule will be prepared by Mr. Sanjay Salwe. Principal also said that she has instructed PMKK trainees to get other ten candidates in order to increase the awareness and spread the benefits by sharing their experience to others. Principal instructed all the faculties do follow up for the same and convince candidates to bring more number of further enrolments.

#### Item No. 7 Any other matter:

- a. The TYBCom Forensic Accounting students are to be given topic on live case study as assignments and depending upon their performance their certificates will be issued. FYBAF students will be issued introductory certificates as their course will be completed in 2 parts in FYBAF & SYBAF.
- b. The discipline committee must check students' uniforms regularly. Any student found not following uniform norms can be panelized. The Principal instructed Mrs. Ranjeeta to involve Mr. Sanjay Salwe and Mrs. Varshita in discipline related work.

- c. The attendance committee has to strictly check the attendance of students and ensure the no student remain absent without prior application. The monthly defaulter list must be prepared and actions to be taken against defaulter students.
- d. As TYBCom class have only six subjects, and the total subject load is 26 lectures for six subjects it was decided to leave TYBCom students at 11.40 am for their study at home.
- e. The Certificate course of Tally and Entrepreneurship skill for FYBCom & SYBCom class respectively will be starting from 11<sup>th</sup> Nov. 2019 for which Ms. Purvi Dodhia and Mrs. Fauzia Merchant will take lectures.
- f. MSSDS first batch examination work to be handled by Mrs. Fauzia Ansari and she also has to resolve the spa management's exam issue.

The meeting ended with the instructions to complete the work assigned.

Mrs. Pooja Dodhia  
IQAC Co-ordinator

Dr.(Smt.) Snehal S. Donde  
Principal