



The South Indian Association's  
**The S.I.A. College of Higher Education**  
Affiliated to University of Mumbai  
Accredited B+ by NAAC  
P-88, MIDC Residential Area Dombivli Gymkhana Road,  
Near Balaji Mandir, Dombivli (East), 421203.

Notice and MOM, BCOM  
2016-17

# The SIA College of Higher Education

P-88, MIDC Residential Area, Dombivli Gymkhana Road,

Near BalajiMandir, Dombivli (East), 421 203.

Managed by The South Indian Association, Dombivli

Date: 23<sup>rd</sup> June, 2016

## NOTICE

Meeting of "Department of Commerce and Allied subjects" is scheduled on 25<sup>th</sup> June, 2016 at 12.00 pm.

Faculty members are requested to attend the same.



*[Handwritten Signature]*

Convenor

*[Handwritten Signature]*

Principal

PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E).

# The SIA College of Higher Education

P-88, MIDC Residential Area, Dombivli Gymkhana Road,

Near Balaji Mandir, Dombivli (East), 421 203.

Managed by The South Indian Association, Dombivli

Date: 27<sup>th</sup> June, 2016

## Minutes

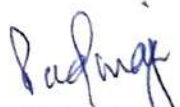
Meeting of Department of Commerce and Allied subjects was conducted on 25<sup>th</sup> June, 2016

The following points were discussed

- 1) Faculty members were informed about the class test of TYBCOM from 1<sup>st</sup> June to 9<sup>th</sup> June 2016.
- 2) It was decided to organize visit to Maitri Charitable Trust (Old age home) on 4<sup>th</sup> July, 2016.
- 3) Orientation for First Year students to be organized on 5<sup>th</sup> June 2016.
- 4) It was decided to conduct Revision Test for TYBCOM MHRM Subject.
- 5) It was decided to organize lecture on "Career Avenues in Commerce" for SYBCom and TYBCom students.
- 6) Teaching plan for SY and TY classes for the month of June was reviewed.

  
Convenor



  
Principal  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

# The SIA College of Higher Education

P-88, MIDC Residential Area, Dombivli Gymkhana Road,

Near BalajiMandir, Dombivli (East), 421 203.

Managed by The South Indian Association, Dombivli

Date: 26<sup>th</sup> July, 2016


## NOTICE

Meeting of "Department of Commerce and Allied subjects" is scheduled on 28<sup>th</sup> July, 2016 at 12.00 pm.

Faculty members are requested to attend the same.

  
Convenor



  
Principal  
  
PRINCIPAL  
The S.I.A. College of Higher Educat  
DOMBIVLI (E)



# The SIA College of Higher Education

P-88, MIDC Residential Area, Dombivli Gymkhana Road,

Near Balaji Mandir, Dombivli (East), 421 203.

Managed by The South Indian Association, Dombivli

Date: 30<sup>th</sup> July, 2016

## Minutes


Meeting of Department of Commerce and Allied subjects was conducted on 28<sup>th</sup> July, 2016

The following points were discussed

- 1) Faculty members were informed about the class test of TYBCOM from 6<sup>th</sup> August to 13<sup>th</sup> August 2016.
- 2) Activities under "Calibre Commerce club" were decided as "Public Speaking" on 1<sup>st</sup> August, 2016 and "Poster presentation completion" on 19<sup>th</sup> August, 2016. The topics and theme for both were decided.
- 3) Teaching plan for SY and TY classes for the month of June was reviewed.

  
Convenor



  
Principal  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

# The SIA College of Higher Education

P-88, MIDC Residential Area, Dombivli Gymkhana road,

Near Balaji Mandir, Dombivli (East), 421203.

Managed by The South Indian Association, Dombivli

Date: 13<sup>th</sup> August, 2016

## NOTICE

Meeting of "Department of Commerce and Allied Subjects" is scheduled on 16<sup>th</sup> August, 2016 at 12.00 pm.

Faculty members are requested to attend the same.



*Salech*  
Convenor

*Padmaji*  
Principal  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

# The SIA College of Higher Education

P-88, MIDC Residential Area, Dombivli Gymkhana road,

Near Balaji Mandir, Dombivli (East), 421203.

Managed by The South Indian Association, Dombivli

Date: 16<sup>th</sup> August, 2016

## Minutes

Meeting of Department of Commerce and Allied subjects was conducted on 16<sup>th</sup> August 2016

Following points were discussed:

1. Faculty members to inform parents about exams, student performance, attendance and other relevant details during parent-teacher meetings
2. Subject expert lectures for TY BCOM, semester V subjects to be arranged in the month of September
3. Prelim exams for SY & TY classes to be in September and revision lectures for FY class in October
4. It was decided to distribute prelim exam papers to students and guide students for semester exams



*Salach*  
Convener

*Padmaji*  
Principal

PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

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P-88, MIDC Residential Area, Dombivli Gymkhana road,

Near Balaji Mandir, Dombivli (East), 421203.

Managed by The South Indian Association, Dombivli

Date: 16<sup>th</sup> November, 2016

## NOTICE

Meeting of "Department of Commerce and Allied Subjects" is scheduled on 18<sup>th</sup> November, 2016 at 1.00 pm.

Faculty members are requested to attend the same.



*Balaji*  
Convenor

*Rufman*  
Principal  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

# The SIA College of Higher Education

P-88, MIDC Residential Area, Dombivli Gymkhana road,

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Managed by The South Indian Association, Dombivli

Date: 18<sup>th</sup> November, 2016

## Minutes

Meeting of Department of Commerce and Allied subjects was conducted on 18<sup>th</sup> November 2016

Following points were discussed:

1. Faculty were informed that mentoring of students has to be done, each teacher was allotted some students who they will mentor.
2. Prelim exams to be conducted for second term
3. It was decided to conduct activities under Calibre Commerce Club for FYBCOM students.

*Saloch*  
Convener



*Padmaj*  
Principal

PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)



# The SIA College of Higher Education

P-88, MIDC Residential Area, Dombivli Gymkhana road,

Near Balaji Mandir, Dombivli (East), 421203.

Managed by The South Indian Association, Dombivli

Date: 14<sup>th</sup> February, 2017

## NOTICE

Meeting of "Department of Commerce and Allied Subjects" is scheduled on 16<sup>th</sup> February, 2017 at 1.00 pm.

Faculty members are requested to attend the same.



*Salochi*  
Convenor

*Padma*  
Principal  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

# The SIA College of Higher Education

P-88, MIDC Residential Area, Dombivli Gymkhana road.

Near Balaji Mandir, Dombivli (East), 421203.

Managed by The South Indian Association, Dombivli

Date: 16<sup>th</sup> February, 2017

## Minutes

Meeting of Department of Commerce and Allied subjects was conducted on 16<sup>th</sup> February, 2017

Following points were discussed:

1. It was decided to conduct prelim exams in March 2017 to help students
2. Subject expert lectures for TYBCOM students for SEM VI subjects were decided to be conducted in March



*Salach*  
Convener

*Rajmaji*  
Principal  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)





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Department of Information Technology and Mathematics

Year 2016-17

- Departmental Meetings(Notices, Attendance & Minutes of the Meetings)

The South Indian Association's  
**THE S.I.A. COLLEGE OF HIGHER EDUCATION**  
**AFFILIATED TO UNIVERSITY OF MUMBAI**  
**NAAC ACCREDITED 'B+' GRADE**

**NOTICE**

Date: 21/06/2016

This is to inform all faculty members of Department of Information Technology and Mathematics that a staff meeting has been organized on 23/06/2016 in the department room at 11.50 am. All staff members are requested to attend the same.

*Its*

**CONVENOR**

*Padmaja*  
**PRINCIPAL**

*PRINCIPAL*  
The S.I.A. College of Higher Education  
DOMBIVLI (E)



**The South Indian Association's  
THE S.I.A. COLLEGE OF HIGHER EDUCATION  
AFFILIATED TO UNIVERSITY OF MUMBAI  
NAAC ACCREDITED 'B+' GRADE**

Dated:23/06/2016


**MINUTES OF THE MEETING**

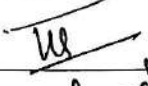
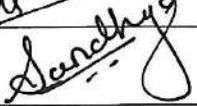
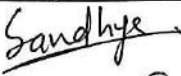

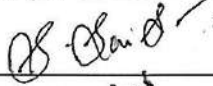
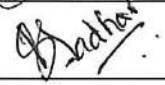

The Department meeting was held on 29/6/2016 at 11.50 am in the staff room and the following points were discussed.

1. It was decided to celebrate "Digital India Week" from 2<sup>nd</sup> July to 8<sup>th</sup> July 2016.
2. Events like Poster competition, movie screening, Project Exhibition were planned.
3. Teachers were given allocation of duties for the smooth conduction of the events.
4. It was decided to set rules for computer laboratory.
5. Monitoring students attendance on the monthly basis and preparation of defaulters list and communication with parents.
6. Guest lectures for all students and Induction lecture for first year students to be conducted which will help them keep up to date with emerging technologies.
7. Preparation of teaching plans, conduction of mid term examinations and syllabus completion dates were discussed.

  
**CONVENOR**



  
**PRINCIPAL**  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

Faculty	Signature
TejaswiniShivsharan	
SandhyaThakkar	
SandhyaPandey	
NandiniKadam	
S.Saisree	
VandanaJadhav	
Sreekala Nair	



The South Indian Association's  
**THE S.I.A. COLLEGE OF HIGHER EDUCATION**  
**AFFILIATED TO UNIVERSITY OF MUMBAI**  
**NAAC ACCREDITED 'B+' GRADE**

**NOTICE**

Date: 03/12/2016

This is to inform all faculty members of Department of Information Technology and Mathematics that a staff meeting has been organized on 07/12/2016 in the department room at 11.50 am. All staff members are requested to attend the same.

  
CONVENOR

  
PRINCIPAL

PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)





**The South Indian Association's  
THE S.I.A. COLLEGE OF HIGHER EDUCATION  
AFFILIATED TO UNIVERSITY OF MUMBAI  
NAAC ACCREDITED 'B+' GRADE**

Dated:07/12/2016

**MINUTES OF THE MEETING**

The Department meeting was held on 07/12/2016 at 11.50 am in the staff room and the following points were discussed.

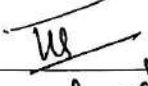
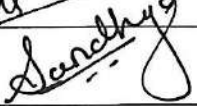
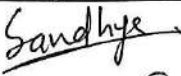

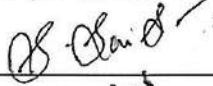
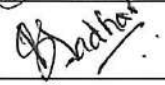

1. Syllabus for internal examinations were decided.
2. To organize more guest lectures for the students to bring industry awareness.
3. Monitor the attendance very strictly and generate defaulters list and communicate with parents.
4. Teachers should take periodic class test to evaluate the understanding ability of the students.

  
**CONVENOR**



  
**PRINCIPAL**

**PRINCIPAL**  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

Faculty	Signature
TejaswiniShivsharan	
SandhyaThakkar	
SandhyaPandey	
NandiniKadam	
S.Saisree	
VandanaJadhav	
Sreekala Nair	





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## Notice

Date: 07/06/16

A meeting of B&I Department is scheduled on 08/06/16 at 10.00 am in order to discuss about the plan and the activities for the academic year 2016-17.

The Agenda for the meeting are as follows:

1. Monitoring of the attendance by the department on the regular basis
2. Preparing the defaulter list and Communicating the same to the parents
3. Planning for the Academic and co-curricular activities for the year 2016-17

*M. S. D. D. D.*  
Convener

*[Signature]*  
Principal

**PRINCIPAL**  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

## Department Meeting

08-06-2016

Sr .No	Name of Faculty	Sign
1	Mr.Mahesh.G.Kandalkar (Convener)	<i>Mahesh G Kandalkar</i>
2	Mrs. Ranjana Mhalgi	<i>Ranjana Mhalgi</i>
3	Mrs. Renu Verma	<i>Renu</i>

# The SIA College of Higher Education

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Managed by The South Indian Association, Dombivli

## Minutes

Date: 10/06/16

A meeting of B&I Department was conducted on 08/06/16 and the following

Points were discussed.

- 1) Attendance monitoring will be done by Department on monthly basis.
- 2) Preparation of defaulters list and communication with parents
- 3) Planned activities for the year 2015-16

*M. S. D. D. D.*  
Convener

*Padma*  
Principal

PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

# The S.I.A College of Higher Education

Date: 12<sup>th</sup> June, 2017


## NOTICE

Meeting of "Department of Commerce and Accountancy" is scheduled on 12<sup>nd</sup> June, 2017 at 12.00 noon.

Faculty members are requested to attend the same.

  
Convenor



  
Principal  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

The South Indian Association's  
The S.I.A. College of Higher Education  
Affiliated to University of Mumbai  
Accredited B+ by NAAC  
Department of Bachelor of Commerce  
Academic Year 2017-2018  
Meeting Attendance

Date : 12/06/2017

Sr No.	Name of the faculty	Signature
1	Ms. Salochna Nagdev	<i>Salochna</i>
2	Ms. Babita Nagdev	<i>Babita</i>
3	Mrs. Manju Sasikumar	<i>Manju</i>
4	Ms. Kiran Khubchandani	<i>Kiran</i>

Convenor

*[Signature]*  
Principal



*[Signature]*  
PRINCIPAL  
The S.I.A College of Higher Education  
DOMBIVLI (E)



The South Indian Association's  
**The S.I.A College of Higher Education**  
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DATE: 13/06/2017

**Minutes of the Meeting**

The departmental meeting was held on 12<sup>th</sup> June, 2017 at 12.00 noon in department room. All the department members were present for the meeting.

Following points were discussed:

1. Academic Calendar was prepared for 2017-18
2. Departmental objectives were finalised.
3. Academic activities such as teaching methods to be used, teaching plans, syllabus completion dates, midterm exams dates were discussed.
4. It was decided to monitor attendance of student on monthly basis and prepare defaulters list and communicate to parents.
5. It was decided to conduct class test on small topics and a midterm exam to monitor students' performance for result improvement.
6. It was decided to conduct activities under Calibre Commerce club for SYBCOM and TYBCOM students.
7. It was decided to call two parent teacher meetings in first semester to have good rapport with parents.

  
Salochna Nagdev

Convenor

  
Dr Padmaja Arvind

principal  
The S.I.A. College of Higher Education  
DOMBIVLI (E)



# The S.I.A College of Higher Education

Date: 14<sup>th</sup> August, 2017

## NOTICE

Meeting of "Department of Commerce and Accountancy" is scheduled on 20<sup>th</sup> August, 2017 at 12.30 pm.

Faculty members are requested to attend the same.

*Sabir*  
Convener



*[Signature]*  
Principal  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)



The South Indian Association's  
The S.I.A. College of Higher Education  
Affiliated to University of Mumbai  
Accredited B+ by NAAC  
Department of Bachelor of Commerce  
Academic Year 2017-2018  
Meeting Attendance

Date : 20/08/2018

Sr No.	Name of the faculty	Signature
1	Ms. Salochna Nagdev	<i>Salochna</i>
2	Ms. Babita Nagdev	<i>Babita</i>
3	Mrs. Manju Sasikumar	<i>Manju</i>
4	Ms. Kiran Khubchandani	<i>Kiran</i>

Convenor

*[Signature]*  
Principal



PRINCIPAL  
The S.I.A College of Higher Education  
DOMBIVLI (E)



The S.I.A College of Higher Education

Date: 8<sup>th</sup> January, 2018

NOTICE

Meeting of "Department of Commerce and Accountancy" is scheduled on 13<sup>th</sup> January, 2018 at 12.00 noon.

Faculty members are requested to attend the same.

  
Convenor



  
Principal

PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

The South Indian Association's  
The S.I.A. College of Higher Education  
Affiliated to University of Mumbai  
Accredited B+ by NAAC  
Department of Bachelor of Commerce  
Academic Year 2017-18  
Meeting Attendance

Date : 13/01/2018

Sr No.	Name of the faculty	Signature
1	Ms. Salochna Nagdev	<i>Salochna</i>
2	Ms. Babita Nagdev	<i>Babita</i>
3	Mrs. Manju Sasikumar	<i>Manju</i>
4	Ms. Kiran Khubchandani	<i>Kiran</i>

*Salochna*  
Convenor



*Padmaji*  
Principal

PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)



The South Indian Association's  
**THE S.I.A. COLLEGE OF HIGHER EDUCATION**  
(Affiliated to University of Mumbai)  
Accredited B+ by NAAC

Date: 14 /01/ 2018

**Minutes of the Meeting**

The department meeting was held on 13<sup>th</sup> January, 2018 at 12.00 noon in department room. All the department members were present for the meeting.

Following points were discussed:

1. Academic activities were discussed such as teaching methods to be used by each teacher in a classroom, preparation of teaching plan, and one class test has to be conducted by each teacher every month.
2. It was discussed to conduct Quiz competition on 5<sup>th</sup> February, 2018 under Calibre Commerce Club.
3. It was discussed that department will arrange an industrial visit to students to a production unit "Parle Product, Khopoli" as part of experiential learning on 22<sup>nd</sup> February, 2018.
4. It was decided to monitor attendance of student on monthly basis, prepare defaulters list.

  
Salochana Nagdev

Convenor

Dr. Padmaja Arvind

Principal

  
**PRINCIPAL**

The S.I.A. College of Higher Education  
DOMBIVLI (E)



# The S.I.A College of Higher Education

Date: 12<sup>th</sup> February, 2018

## NOTICE

Meeting of "Department of Commerce and Accountancy" is scheduled on 17<sup>th</sup> February, 2018 at 12.00 noon.

Faculty members are requested to attend the same.

*Salokhe*  
Convenor



*[Signature]*  
Principal  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

The South Indian Association's  
The S.I.A. College of Higher Education  
Affiliated to University of Mumbai  
Accredited B+ by NAAC  
Department of Bachelor of Commerce  
Academic Year 2017-18  
Meeting Attendance

Date : 17/02/2018

Sr No.	Name of the faculty	Signature
1	Ms. Salochna Nagdev	<i>Salochna</i>
2	Ms. Babita Nagdev	<i>Babita</i>
3	Mrs. Manju Sasikumar	<i>Manju</i>
4	Ms. Kiran Khubchandani	<i>Kiran</i>

*Salochna*  
Convener



*Padmay*  
Principal

**PRINCIPAL**  
The S.I.A. College of Higher Education  
Dombivli



The South Indian Association's  
**THE S.I.A. COLLEGE OF HIGHER EDUCATION**  
(Affiliated to University of Mumbai)  
Accredited B+ by NAAC

Date: 14 /01/ 2018

**Minutes of the Meeting**

The department meeting was held on 13<sup>th</sup> January, 2018 at 12.00 noon in department room. All the department members were present for the meeting.

Following points were discussed:

1. Academic activities were discussed such as teaching methods to be used by each teacher in a classroom, preparation of teaching plan, and one class test has to be conducted by each teacher every month.
2. It was discussed to conduct Quiz competition on 5<sup>th</sup> February, 2018 under Calibre Commerce Club.
3. It was discussed that department will arrange an industrial visit to students to a production unit "Parle Product, Khopoli" as part of experiential learning on 22<sup>nd</sup> February, 2018.
4. It was decided to monitor attendance of student on monthly basis, prepare defaulters list.

  
Salochana Nagdev

Convenor

Dr. Padmaja Arvind

Principal

  
**PRINCIPAL**

The S.I.A. College of Higher Education  
DOMBIVLI (E)





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Department of Information Technology and Mathematics

Year 2017-18

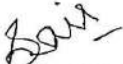
- Departmental meeting records (Notices, attendance & minutes of meetings)

**THE SIA COLLEGE OF HIGHER EDUCATION, DOMBIVILI (East)**


**DATE: 11/12/17**


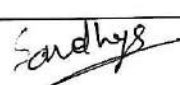

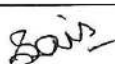
**NOTICE**

This is to inform all faculty members of Department of Information Technology and Mathematics that a staff meeting has been organized on 13/12/2017 in the department room at 11.50.a.m. All staff members are requested to attend the same.

  
Sreekala Nair  
(Co-ordinator)



  
Principal  
PRINCIPAL,  
The S.I.A. College of Higher Education,  
DOMBIVILI (E)

Faculty	Signature
TejaswiniShivsharan	
SandhyaThakkar	—
SandhyaPandey	
NandiniKadam	—
S.Saisree	
VandanaJadhav	
Sreekala Nair	
MithiliGaurishankar	—




**THE SIA COLLEGE OF HIGHER EDUCATION, DOMBIVILI (East)**

Date: 13/12/2017

**Minutes of Meeting**

The department meeting was held on 13<sup>th</sup> December, 2017 at 11.50 a.m in the department room and the following points were discussed.

- Preparation of teaching plan for Semester II, IV & VI
- It was decided to set rules for computer laboratory
- It was decided that the respective subject teachers should inform the IT department faculty members before formatting the computers.
- It was decided to organize a guest lecture on “Networking”, “Data Warehousing”, “Linux”.
- It was decided to allocate project work for TYIT students under each faculty.
- It was decided to organize farewell for TYIT students

  
Co-ordinator



  
Principal

PRINCIPAL,  
THE S.I.A. College of Higher Education,  
DOMBIVILI (E)

THE SIA COLLEGE OF HIGHER EDUCATION, DOMBIVILI (East)

DATE: 15/06/17

NOTICE

This is to inform all faculty members of Department of Information Technology and Mathematics that a staff meeting has been organized on 17/06/2017 in the department room at 11.50.a.m. All staff members are requested to attend the same.

*Sair*  
Sreekala Nair  
(Co-ordinator)

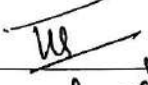
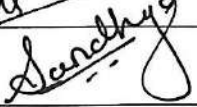
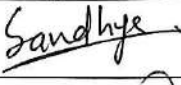
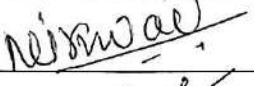
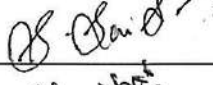
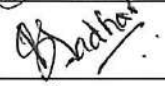

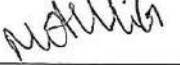
*R*  
Principal

NOTICE  
MINUTE



PRINCIPAL  
THE SIA College of Higher Education  
DOMBIVILI (E)



Faculty	Signature
TejaswiniShivsharan	
SandhyaThakkar	
SandhyaPandey	
NandiniKadam	
S.Saisree	
VandanaJadhav	
Sreekala Nair	
MithiliGaurishankar	



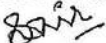


**THE SIA COLLEGE OF HIGHER EDUCATION, DOMBIVILI (East)**


**DATE:10/08/17**

**NOTICE**


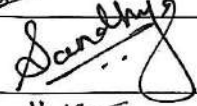
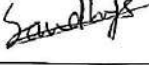
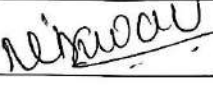
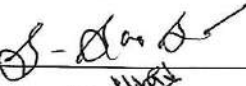
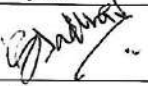

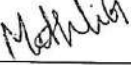
This is to inform all faculty members of Department of Information Technology and Mathematics that a staff meeting has been organized on 12/08/2017 in the department room at 11.50.a.m.All staff members are requested to attend the same.

Sreekala Nair  
  
(Co-ordinator)

  
Principal

  
PRINCIPAL,  
The S.I.A. College of Higher Education  
DOMBIVILI (E)



Faculty	Signature
TejaswiniShivsharan	
SandhyaThakkar	
SandhyaPandey	
NandiniKadam	
S.Saisree	
VandanaJadhav	
Sreekala Nair	
MithiliGaurishankar	




**THE SIA COLLEGE OF HIGHER EDUCATION, DOMBIVILI (East)**

Date: 12/08/2017


**Minutes of Meeting**

The department meeting was held on 12<sup>th</sup> August, 2017 at 11.50 a.m in the department room and the following points were discussed.

- Detailed planning of fresher's party for FYIT students was done.
- It was decided to send a proposal to the University of Mumbai to organize a workshop in our college on Revised syllabus "Computer oriented Statistical Techniques" for SYBSc (IT) semester IV
- The syllabus for internal examinations were decided
- It was decided to organize a guest lecture on "Networking and career opportunities in Networking".

  
Co-ordinator  
(Department of Information Technology  
and Mathematics)

  
Principal

  
PRINCIPAL,  
The S.I.A. College of Higher Education  
DOMBIVILI (E)





The SIA College of Higher Education

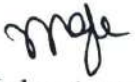
DATE: 16<sup>th</sup> June, 2017

NOTICE

The B&I department meeting is scheduled on 20<sup>th</sup> June, 2017 at 12.15 pm in the department. All the B&I faculty members are kindly requested to attend the same.

The Agenda is as follows:

- 1) To plan academic and co-curricular activities for current semester.
- 2) To plan schedule of tests and exams.
- 3) To discuss workshop /seminar to be organised .
- 4) To discuss about attendance monitoring mechanism, result improvement strategies and parent teacher meeting.



Mahesh Kandalkar  
Convener



PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

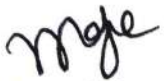
DATE: 20/06/17

**Minutes of the Meeting**

The departmental meeting was held on 20<sup>th</sup> June, 2017 at 12:15pm in department room.

Following points were discussed:

1. Academic activities such as teaching methods to be used, teaching plans ,syllabus completion dates, midterm exams dates were discussed.
2. Academic Calendar was prepared for 2017-18.
3. It was decided to organise a workshop on competitive exams for students in July,2017 to create awareness regarding various competitive exams like IBPS,MPSC etc.
4. It was decided to monitor attendance of student on monthly basis and prepare defaulters list and communicate to parents.
5. It was decided to conduct class test on small topics and a midterm exam to monitor students' performance for result improvement.
6. It was decided to call 2 parent teacher meetings in this semester to have good rapport with parents.
7. It was decided to appoint project guides and allocate projects to the students on various topics related to banking sector.



Mahesh kandalkar

Convener



The S.I.A College of Higher Education,  
Dombivili (E)

The SIA College of Higher Education

Department Meeting Attendance Record

20/06/2017

Sr no	Name of the faculty	Sign
1	Mahesh Kandalkar	
2	Ranjana Mhalgi	<i>Ranjana Mhalgi</i>
3	Renu Verma	<i>Renu Verma</i>



The SIA College of Higher Education

DATE: 15<sup>th</sup> Sept, 2017

NOTICE

The B&I department meeting is scheduled on 18<sup>th</sup> Sept, 2017 at 12.15 pm in the department. All the B&I faculty members are kindly requested to attend the same.

The Agenda is as follows:

- 1) To plan schedule of exams prelim exams
- 2) To organise PTA meeting
- 3) To arrange guest lectures for TY students
- 4) To decide project submission dates



Ranjana Mhalgi  
Convener



DATE: 18<sup>th</sup> Sept,2017

**Minutes of the Meeting**

The departmental meeting was held on 18<sup>th</sup> Sept,2017 at 12:15pm in department room.

Following points were discussed:

1. It was decided to conduct PTA meeting in October to give information regarding semester exams , performance of students ,vacations, short term courses and next term activities.
2. It was decided to arrange subject expert lectures for TY B& I ,semester V subjects in the month of November.
3. It was decided to collect the projects from students by 1<sup>st</sup> Nov,2017 .
4. It was decided to conduct prelim exams for SY & TY classes in October and FY class in November.
5. It was decided to distribute prelim exam papers to students in November after vacations.



Ranjana Mhalgi  
Convener



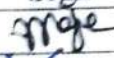


PRINCIPAL  
The S.I.A College of Higher Education  
DOMBIVILI (E)



The SIA College of Higher Education

Department Meeting Attendance Record

18/09/2017

Sr no	Name of the faculty	Sign
1	Mahesh Kandalkar	
2	Ranjana Mhalgi	
3	Renu Verma	



The SIA College of Higher Education


DATE: 26<sup>th</sup> Nov,2017

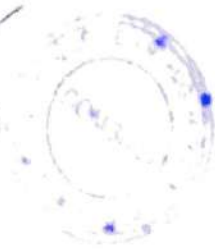
NOTICE

The B&I department meeting is scheduled on 29th November,2017 at 2.15 pm in the department. All the B&I faculty members are kindly requested to attend the same.

The Agenda is as follows:

- 1) To plan academic and co-curricular activities for semester II,IV,VI.
- 2) To plan schedule of tests and exams.
- 3) To discuss club activities to be organised
- 4) To discuss project viva for sem VI
- 5) To discuss about attendance monitoring mechanism, result improvement strategies and parent teacher meeting.

  
Ranjana Mhalgi  
Convener






  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

The SIA College of Higher Education

B&I Department Meeting  
Attendance Record

Date: 29th, Nov, 2017

Sr no	Name of the faculty	Sign
1	Ranjana Mhalgi	
2	Mahesh Kandalkar	
3	Renu Verma	



Ranjana Mhalgi  
Convener



THE S.I.A COLLEGE OF HIGHER EDUCATION, DOMBIVILI (E)

Department of Banking & Insurance

DATE: 29/11/2017

### Minutes of the Meeting

The departmental meeting was held on 29<sup>th</sup> Nov, 2017 at 2.15 pm in department room.

The following points were discussed:

1. Academic activities such as teaching methods to be used, teaching plans, syllabus completion dates, class tests dates were discussed.
2. It was decided to organise a Bank visit, BSE visit and RBI visit for the students in January and February, 2018.
3. It was decided to monitor attendance of student on monthly basis, prepare defaulters list and communicate to parents.
4. It was decided to conduct class test on small topics and a Preliminary exams in March/April 2018 to monitor students' performance for result improvement.
5. It was decided to call parent teacher meetings in January/February to have good rapport with parents.
6. It was decided to appoint project guides and allocate projects to the students on various topics related to Insurance sector.
7. It was decided to make proper arrangements to conduct project viva of students as per university dates.
8. It was decided to arrange subject expert lectures for TY B& I, semester VI subjects in the month of March.
9. It was decided to collect the projects from students by 31<sup>st</sup> March, 2018.

  
Ranjana Mhalgi

Convener



  
PRINCIPAL  
The S.I.A College of Higher Education  
DOMBIVILI (E)

The SIA College of Higher Education

DATE: 19<sup>th</sup> April, 2018

NOTICE

The B&I department meeting is scheduled on 21<sup>st</sup> April, 2018 at 11am in the department. All the B&I faculty members are kindly requested to attend the same.

The Agenda is as follows:

- 1) To plan academic calendar for 2018-19
- 2) To plan academic and co-curricular activities
- 3) To discuss about attendance monitoring mechanism, result improvement strategies and parent teacher meeting.



Ranjana Mhalgi  
Convener



PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)




The SIA College of Higher Education

B&I Department Meeting  
Attendance Record

Date: 21-11-2018

Sr no	Name of the faculty	Sign
1	Ranjana Mhalgi	
2	Mahesh Kandalkar	
3	Renu Verma	

  
Ranjana Mhalgi  
Convener



THE S.I.A COLLEGE OF HIGHER EDUCATION, DOMBIVILI (E)

Department of Banking & Insurance


DATE: 19/04/2018

**Minutes of the Meeting**

The departmental meeting was held on 19/04/2018 at 11am in the department room.

The following points were discussed:

1. Academic activities such as teaching methods to be used, teaching plans ,syllabus completion dates were discussed.
2. It was decided to prepare Academic Calendar and Work load for 2018-19.
3. Subjects to be given as per revised syllabus for TY for 2018-19 were decided.
4. It was decided to organise a workshop or student seminar for students in July,2017 on current topics in banking & insurance.
5. It was decided to organise two Club activities for each semester in 2018-19.
6. It was decided to monitor attendance of student on monthly basis and prepare defaulters list and communicate to parents.
7. It was decided to conduct class test on small topics and a midterm exam to monitor students' performance for result improvement.
8. It was decided to call two parent teacher meetings in July/September to have good rapport with parents.
9. It was decided to appoint project guides and allocate projects for semester V to the students on various topics related to banking sector.

  
Ranjana Mhalgi

Convener



  
PRINCIPAL  
The S.I.A College of Higher Educat.  
DOMBIVILI (E)



The South Indian Association's  
**The S.I.A. College of Higher Education**  
Affiliated to University of Mumbai  
Accredited B+ by NAAC  
P-88, MIDC Residential Area Dombivli Gymkhana Road,  
Near Balaji Mandir, Dombivli (East), 421203.

## Departmental Meetings

BCOM

2018-19

The South Indian Association's  
**The S.I.A College of Higher Education**  
(Affiliated to University of Mumbai)  
Accredited B+ by NAAC

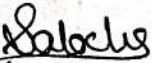
DATE: 29<sup>th</sup> Sept, 2018

**Minutes of the Meeting**


The departmental meeting was held on 28<sup>th</sup> Sept, 2018 at 12.00 noon in department room. All the department members were present for the meeting.

Following points were discussed:

1. It was decided to conduct Parents Teachers meeting to give information regarding semester exams, performance of students, short term courses and next term activities.
2. It was decided to arrange subject expert lectures for TY BCOM ,semester V subjects in the month of October.
3. It was decided to conduct prelim exams for SY & TY classes in October and revision lectures for FY class in November.
4. It was decided to distribute prelim exam papers to students and guide students for semester exams.

  
Salochna Nagdev  
Convener

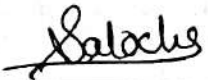







  
Dr Padmaja Aryind  
PRINCIPAL  
The S.I.A. College of Higher Education  
principal  
DOMBIVLI (E)



The South Indian Association's  
The S.I.A College of Higher Education  
(Affiliated to University of Mumbai)  
Department of Commerce

Faculty Attendance of Meeting held on 28th September, 2018

Sr. No	Name of Faculty	Signature
1	Nagdev Salochna (Convenor)	
2	Nagdev Babita	
3	Sasikumar Manju	
4	Hema Iyengar	M. L.
5	Kavitha Nadar	
6	Anuradha Gawade	
7	Kiran Khubchnadani	



The South Indian Association's  
**The S.I.A College of Higher Education**  
(Affiliated to University of Mumbai)  
Accredited B+ by NAAC

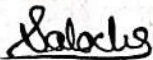
DATE: 27<sup>th</sup> November, 2018

NOTICE

The B.Com department meeting is scheduled on 29<sup>th</sup> November, 2018 at 11.00 am in the department. All the Commerce faculty members are kindly requested to attend the same.

The Agenda is as follows:


- 1) To plan academic and co-curricular activities for second term of the year 2018-19.
- 2) To plan for implementing mentoring system.
- 3) To plan schedule of mid-term tests and preliminary exams.
- 4) To discuss about attendance monitoring mechanism, result improvement strategies and parent teacher meeting.



Salochna Nagdev

Convenor



  
Dr Padmaja Arvind  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)



The South Indian Association's  
**The S.I.A College of Higher Education**  
(Affiliated to University of Mumbai)  
Accredited B+ by NAAC

DATE: 30th November, 2018

**Minutes of the Meeting**

The departmental meeting was held on 29<sup>th</sup> November, 2018 at 11.00 am in department room. All the department members were present for the meeting.

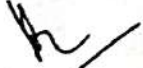
The following points were discussed:

1. Academic activities such as teaching methods to be used, teaching plans ,syllabus completion dates ,class tests dates were discussed.
2. It was decided to do mentoring of students and each class teacher will be the mentor of class.
3. Preliminary exams to be conducted in March/April 2019 to monitor students' performance for result improvement.
4. It was decided to monitor attendance of student on monthly basis ,prepare defaulters list. It was decided to call parent teacher meetings in January/February to have good rapport with parents and communicate to them the progress for their wards.
5. It was decided to arrange subject expert lectures for TYBCOM semester VI subjects in the month of March.
6. It was suggested by members to explore placement & internship opportunities for students and motivate them to enrol for short term courses.
7. It was decided to conduct activities under Calibre Commerce Club for FYBCOM students.

  
Salochna Nagdev

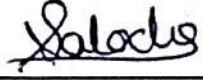

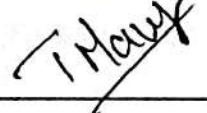


Convener



  
Dr Padmaja Arvind  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

The South Indian Association's  
The S.I.A College of Higher Education  
(Affiliated to University of Mumbai)  
Department of Commerce

Faculty Attendance of Meeting held on 29th November, 2018

Sr. No	Name of Faculty	Signature
1	Nagdev Salochna (Convenor)	
2	Nagdev Babita	
3	Sasikumar Manju	
4	Hema Iyengar	M.L.
5	Kavitha Nadar	
6	Anuradha Gawade	Anuradheta
7	Kiran Khubchnadani	





The South Indian Association's  
**The S.I.A College of Higher Education**  
(Affiliated to University of Mumbai)  
Accredited B+ by NAAC

DATE: 16<sup>th</sup> February, 2019

NOTICE

The B.Com department meeting is scheduled on 18<sup>th</sup> February, 2019 at 11.00 am in the department. All the Commerce faculty members are kindly requested to attend the same.


The Agenda is as follows:

- 1) To plan schedule of preliminary exams and Guest lectures for TYBCOM
- 2) To prepare ad hoc time table from 5<sup>th</sup> March to 26<sup>th</sup> March.
- 3) To discuss about attendance monitoring mechanism, result improvement strategies.

  
Salochna Nagdev

Convenor



  
Dr Padmaja Arvind  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

The South Indian Association's  
**The S.I.A College of Higher Education**  
(Affiliated to University of Mumbai)  
Accredited B+ by NAAC

DATE: 16<sup>th</sup> February, 2019

NOTICE

The B.Com department meeting is scheduled on 18<sup>th</sup> February, 2019 at 11.00 am in the department. All the Commerce faculty members are kindly requested to attend the same.


The Agenda is as follows:

- 1) To plan schedule of preliminary exams and Guest lectures for TYBCOM
- 2) To prepare ad hoc time table from 5<sup>th</sup> March to 26<sup>th</sup> March.
- 3) To discuss about attendance monitoring mechanism, result improvement strategies.

  
Salochna Nagdev

Convenor



  
Dr Padmaja Arvind  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)



The South Indian Association's  
**The S.I.A College of Higher Education**  
(Affiliated to University of Mumbai)  
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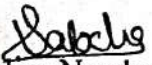
DATE: 20<sup>th</sup> February, 2019

**Minutes of the Meeting**

The departmental meeting was held on 18<sup>th</sup> February, 2019 at 11.00 am in department room.  
All the department members were present for the meeting.


The following points were discussed:

1. Preliminary exams to be conducted in March 2019 to monitor students' performance for result improvement.
2. It was decided to arrange subject expert lectures for TYBCOM semester VI subjects in the month of March.
3. Lectures were rescheduled for FY/SY/TYBCOM students from 5<sup>th</sup> March, 2019 to 26<sup>th</sup> March, 2019 as two faculty members were deputed for Refresher Course

  
Salochna Nagdev

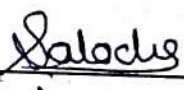

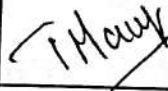


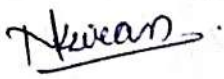
Convener



  
Dr Padmaja Arvind  
PRINCIPAL  
The S.I.A. College of Higher Education  
principal  
DOMBIVLI (E)

The South Indian Association's  
The S.I.A College of Higher Education  
(Affiliated to University of Mumbai)  
Department of Commerce

Faculty Attendance of Meeting held on 18th February, 2018

Sr. No	Name of Faculty	Signature
1	Nagdev Salochna (Convenor)	
2	Nagdev Babita	
3	Sasikumar Manju	
4	Hema Iyengar	M.L.
5	Kavitha Nadar	
6	Anuradha Gawade	
7	Kiran Khubchnadani	






# NOTICE

Date: 30/11/18

This is to inform all the faculty members of commerce department that a departmental meeting is convened on Saturday, 1<sup>st</sup> December, 2018 at 10.00AM. All are requested to be present for same.

*Satish*  
COVENOR

  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)



# THE SIA COLLEGE OF HIGHER EDUCATION

P-88, MIDC Residential Area, Dombivli Gymkhana Road, Near Balaji

Mandir, Dombivli (East), 421 203.

Managed by The South Indian Association, Dombivli

DATE: 02/07/18

## NOTICE

This is to inform the faculty members of Department of Information Technology and Mathematics that a staff meeting has been organized on 04/07/2018 in the management room at 11.50.a.m. All staff members are requested to attend the same.

Wherein the following points will be discussed:

1. Objectives of department
2. Academic calendar discussion
3. Class teacher allocation
4. Curricular and co-curricular activities to be conducted
5. Upgradation of softwares
6. Seminar/workshop/Expert lectures
7. Measures for progress of students in academic
8. Teaching plan and maintenance of attendance
9. Projects to be undertaken

Sreekala Nair


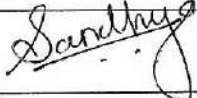


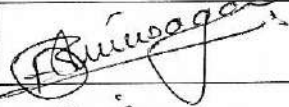
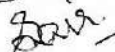

(Co-ordinator)



Principal

PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

Attendance

Faculty	Signature
TejaswiniShivsharan	
SandhyaThakkar	
SandhyaPandey	
NandiniKadam	AB
S.Saisree	
Archana Kshirsagar	
Sreekala Nair	
Pranjalee R Kurundkar	



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THE SIA COLLEGE OF HIGHER EDUCATION, DOMBIVILI (East)

Date: 04/07/2018

**Minutes of Meeting**

The department meeting was held on 4<sup>th</sup> July, 2018 at 11.50 a.m in the management room and the following points were discussed.

- It was decided to submit the teaching plan on the beginning of the academic year
- It was decided to plan the objectives of department for the year 2018-19
- It was decided to prepare academic calendar for the academic year 2018-19
- Monitoring the attendance of students on monthly basis and preparation of defaulters list and communication with the parents
- It was decided to conduct Parent teachers meeting twice in a semester to have a good rapport with the parents
- It was decided to allocate mentor ship duties to teachers
- It was decided to plan the measures to be taken to improve the results

  
Co-ordinator  
Dept of IT and Mathematics



  
Principal

PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVILI (E)

159

The SIA Indian Association  
**THE S.I.A COLLEGE OF HIGHER EDUCATION, DOMBIVILI (E)**

(Affiliated to University of Mumbai)

Accredited B+ by NAAC

P-88, MIDC Residential Area Dombivli Gymkhana Road,  
Near Balaji Mandir, Dombivli (East), 421203.

DATE:10/09/18

**NOTICE**

This is to inform all faculty members of Department of Information Technology and Mathematics that a staff meeting has been organized on 13/09/2018 in the Management room at 11.50.a.m. All staff members are requested to attend the same.

*Saim*

Co-ordinator  
(Dept. of Information  
Technology & Mathematics)

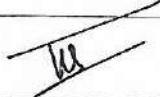
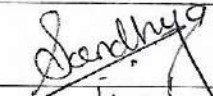
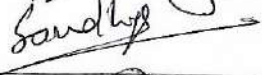
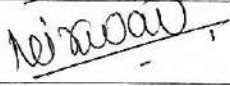
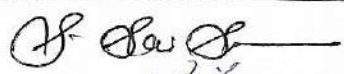

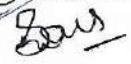
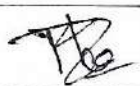


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Principal  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

Agenda of Meeting:

- Examination
- Remedial lectures
- Practical examination
- Attendance

Faculty	Signature
TejaswiniShivsharan	
SandhyaThakkar	
Sandhya Pandey	
NandiniKadam	
S.Saisree	
Archana Kshirsagar	
Sreekala Nair	
Pranjalee Kurundkar	



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Near Balaji Mandir, Dombivli (East), 421203.

Date: 13/09/2018

### **Minutes of Meeting**

The department meeting was held on 13<sup>th</sup> September, 2018 at 11.50 a.m in the management room and the following points were discussed.

- It was decided to conduct remedial lectures for failed students
- It was decided to conduct preliminary examination for FY, SY and TY students
- It was decided to conduct revision lectures in all classes to improve the result for semester examination
- It was decided to conduct Parents meeting to discuss about the result and attendance of their ward

*Sais*  
Co-ordinator  
Dept of IT and Mathematics



*[Signature]*  
Principal

PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

THE SIA COLLEGE OF HIGHER EDUCATION, DOMBIVILI(East)

DATE:08/01/19

NOTICE

This is to inform all faculty members of Department of Information Technology and Mathematics that a staff meeting has been organized on 10/01/2019 in the Management room at 11.50.a.m.All staff members are requested to attend the same.


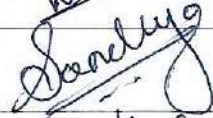
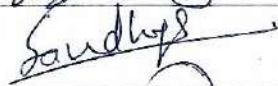
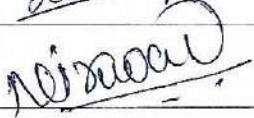
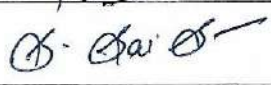
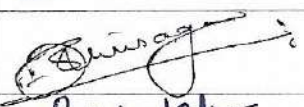
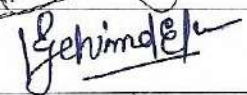
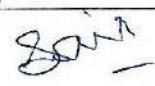

*Sreekala Nair*  
Sreekala Nair  
(Co-ordinator)



*h*  
Principal  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVILI (E)

### Agenda of Meeting:

- Room allocation
- Regarding periodical subject wise test
- Special activity for TYIT students to create knowledgeable approach
- Strategies to be used in lectures
- Laboratory related issues
- Duties of Mentors
- Allocation of departmental activities

Faculty	Signature
TejaswiniShivsharan	
SandhyaThakkar	
Sandhya Pandey	
NandiniKadam	
S.Saisree	
Archana Kshirsagar	
Rashmi Chindarkar	
Sreekala Nair	
Pranjalee Kurundkar	



# THE SIA COLLEGE OF HIGHER EDUCATION

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Managed by The South Indian Association, Dombivli

E-Mail: [sia.college@yahoo.com](mailto:sia.college@yahoo.com)

Website: [www.siaassociation.net](http://www.siaassociation.net)

Accredited with 'B+' Grade by NAAC

Date: 10/01/2019

## Minutes of Meeting

The department meeting was held on 10<sup>th</sup> January, 2019 at 11.50 a.m. in the management room and the following points were discussed.

- It was decided to allocate room no 111-SYIT; 112-FYIT and G9 for TYIT.
- It was decided to carry out continuous evaluation by conducting periodic tests instead of internal exam for all courses.
- It was planned that each group of students would conduct lectures based on one topic every Friday and the faculty would evaluate the same.
- A new technique would be adopted: Course Management System – software that helps to enhance the teaching learning process.
- Discussed the problems prevalent in the lab with lab administrator.
- Maintain proper records of mentors and students, conduct meetings for students with respective members.
- It was planned to organise inter college quiz competition under tech-know club.

*Sais*  
Convener



*[Signature]*  
Principal

PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

THE SIA COLLEGE OF HIGHER EDUCATION, DOMBIVILI(East)

DATE:14/02/19

NOTICE

This is to inform all faculty members of Department of Information Technology and Mathematics that a staff meeting has been organized on 16/02/2019 in the department room at 11.00.a.m.All staff members are requested to attend the same.

*Sais*  
Sreekala Nair  
(Co-ordinator)

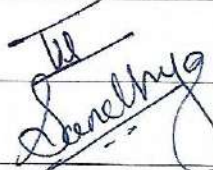
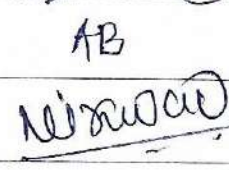
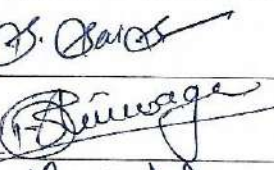
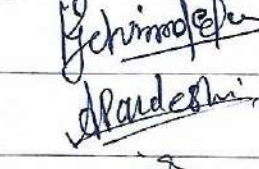
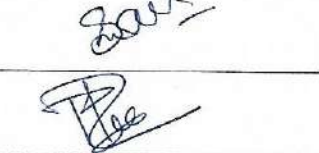




*[Signature]*  
Principal

PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

### Agenda of Meeting:

- Teaching plan follow up
- Remedial Lectures
- Class test/Assignment (Records) and Continuous evaluation process.
- Syllabus completion
- Appreciation certificate
- Mentor data
- Records to be maintained(Placement, Certificate-Teachers and students, marksheets)

Faculty	Signature
TejaswiniShivsharan	
SandhyaThakkar	
Sandhya Pandey	AB
NandiniKadam	
S.Saisree	
Archana Kshirsagar	
Rashmi Chindarkar	
Aarti Pardesi	
Sreekala Nair	
Pranjalee Kurundkar	



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Accredited with 'B+' Grade by NAAC

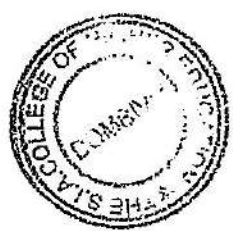
Date: 16/02/2019

**Minutes of Meeting**

The department meeting was held on 16<sup>th</sup> February, 2019 at 11.00 a.m. in the management room and the following points were discussed.

- It was decided that the teaching plan should be completed and submitted to the department before deadline.
- Remedial lecture would be conducted for weak students to improve their performance.
- It was decided that syllabus for all courses should be completed before March 25, 2019.
- Appreciation Certificates were decided to be given to students who performed exceedingly well in projects.
- Mentor data follow up has to be done.
- Maintenance of records systematically in the department.

*Sair*  
Convener



*[Signature]*  
Principal  
PRINCIPAL  
The S.I.A. College of Higher Education  
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Department of Banking & Insurance

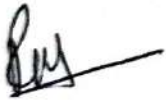
DATE: 25<sup>th</sup> June, 2018

### NOTICE


The B&I department meeting is scheduled on 28th June, 2018 at 10.00am in the department. All the B&I faculty members are kindly requested to attend the same.

The Agenda is as follows:

- 1) To plan academic and co-curricular activities for 1<sup>st</sup> semester of 2018-19
- 2) To plan schedule of tests and exams.
- 3) To discuss workshop /seminar to be organised .
- 4) To discuss about attendance monitoring mechanism, result improvement strategies and parent teacher meeting.
- 5) Faculty Development programs



Ranjana Mhalgi  
Convener





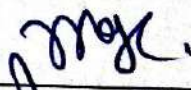
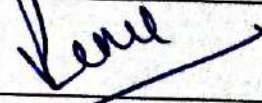
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Department of Banking & Insurance

Department Meeting Attendance Record

Date: \_\_\_\_\_

Sr no	Name of the faculty	Sign
1	Dr Padmaja Arvind ( Principal)	
2	Ranjana Mhalgi ( Convener)	
3	Mahesh Kandalkar	
4	Renu Verma	





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## Department of Banking & Insurance

2018-19

DATE: 28/06/2018

### Minutes of the Meeting

The departmental meeting was held on 28<sup>th</sup> June, 2018 at 10 am in department room. All the department members were present for the meeting.


Following points were discussed:

1. Academic activities such as teaching methods to be used, teaching plans ,syllabus completion dates, midterm exams dates were discussed.
2. Academic Calendar was prepared for 2018-19
3. It was decided to organise a seminar for students in August,2018 to enhance research aptitude among students.
4. It was decided to monitor attendance of student on monthly basis and prepare defaulters list and communicate to parents.
5. It was decided to conduct class test on small topics and a midterm exam to monitor students' performance for result improvement.
6. It was decided to call 2 parent teacher meetings in this semester to have good rapport with parents.
7. It was decided to organise bank visit ,video presentation related to banking & insurance .
8. All the department faculty should attend workshops and seminars and present at least 2 research papers in this academic year.



Ranjana Mhalgi

Convener



Dr Padmaja Arvind

principal

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The S.I.A College of Higher Education  
DOMBIVILI (E)

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Near Balaji Mandir, Dombivili (East), 421 203.

Department of Banking & Insurance

DATE: 25<sup>th</sup> Sept, 2018

NOTICE

The B&I department meeting is scheduled on 28<sup>th</sup> Sept, 2018 at 2.00 pm in the department. All the B&I faculty members are kindly requested to attend the same.

The Agenda is as follows:

- 1) To plan schedule of exams prelim exams
- 2) To organise PTA meeting
- 3) To arrange guest lectures for TY students
- 4) To arrange revision lectures and remedial lectures.



Ranjana Mhalgi  
Convener



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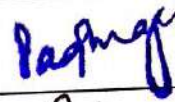
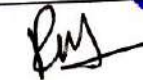
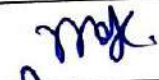
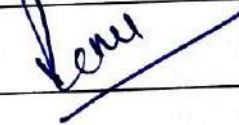



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Department of Banking & Insurance

Department Meeting Attendance Record

Date:

Sr no	Name of the faculty	Sign
1	Dr Padmaja Arvind ( Principal)	
2	Ranjana Mhalgi ( Convener)	
3	Mahesh Kandalkar	
4	Renu Verma	



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Department of Banking & Insurance

DATE: 28<sup>th</sup> Sept, 2018

### Minutes of the Meeting

The departmental meeting was held on 28<sup>th</sup> Sept, 2018 at 2:00 pm in department room. All the department members were present for the meeting.

Following points were discussed:

1. It was decided to conduct PTA meeting to give information regarding semester exams , performance of students ,vacations, short term courses and next term activities.
2. It was decided to arrange subject expert lectures for TY B& I ,semester V subjects in the month of October.
3. It was decided to conduct prelim exams for SY & TY classes in October and revision lectures for FY class in November.
4. It was decided to distribute prelim exam papers to students and guide students for semester exams.



Ranjana Mhalgi

Convener



Dr Padmaja Arvind

principal

**PRINCIPAL**  
**The S.I.A. College of Higher Education**  
**DOMBIVLI (E)**



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Department of Banking & Insurance

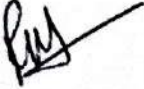
DATE: 22<sup>th</sup> Nov, 2018

### NOTICE


The B&I department meeting is scheduled on 30th November, 2018 at 2.30 pm in the department. All the B&I faculty members are kindly requested to attend the same.

The Agenda is as follows:

- 1) To plan academic and co-curricular activities for semester II, IV, VI.
- 2) To plan for implementing mentoring system
- 3) To plan schedule of tests and exams.
- 4) To discuss club activities to be organised
- 5) To discuss project guide allocation and viva for semester VI
- 6) To discuss about attendance monitoring mechanism, result improvement strategies and parent teacher meeting.

  
Ranjana Mhalgi  
Convener



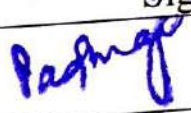


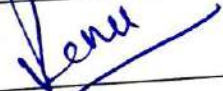
  
PRINCIPAL  
The S.I.A. College of Higher Education  
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Near Balaji Mandir, Dombivili (East), 421 203.

Department of Banking & Insurance

Department Meeting Attendance Record

Date:

Sr no	Name of the faculty	Sign
1	Dr Padmaja Arvind ( Principal)	
2	Ranjana Mhalgi ( Convener)	
3	Mahesh Kandalkar	
4	Renu Verma	





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Department of Banking & Insurance

DATE: 30th November, 2018

### Minutes of the Meeting

The departmental meeting was held on 30<sup>th</sup> Nov, 2018 at 2.30 pm in department room. All the department members were present for the meeting.


The following points were discussed:

1. Academic activities such as teaching methods to be used, teaching plans ,syllabus completion dates ,class tests dates were discussed.
2. It was suggested by Principal madam to fix teacher wise /subject wise objectives and prepare teaching plan for this semester.
3. It was decided to conduct class test for 30 marks on small topics and organise remedial lectures for slow learners.
4. Preliminary exams to be conducted in March/April 2018 to monitor students' performance for result improvement.
5. It was decided to monitor attendance of student on monthly basis ,prepare defaulters list It was decided to call parent teacher meetings in January/February to have good rapport with parents and communicate to them the progress for their wards.
6. It was decided to arrange subject expert lectures for TY B& I ,semester VI subjects in the month of March.
7. It was decided to organise a Bank visit ,BSE visit and RBI visit for the students in January and February,2018
8. It was suggested by Principal madam to organise student seminar on topics related to Banking & Insurance.
9. It was suggested by members to explore placement & internship opportunities for Banking & Insurance students and accordingly guide them .
10. It was decided to appoint project guides and allocate projects to the students on various topics related to Banking & Insurance sector.
11. It was decided make proper arrangements to conduct project viva of students as per university dates.
12. It was decided to collect the projects from students by 31<sup>st</sup> March,2018.



Ranjana Mhalgi

Convener



Dr Padmaja Arvind

principal

PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVILI (E)



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## Department of Banking & Insurance


DATE: 20<sup>th</sup> April, 2019

### NOTICE

The B&I department meeting is scheduled on 26<sup>st</sup> April, 2019 at 11am in the department. All the B&I faculty members are kindly requested to attend the same.

The Agenda is as follows:

- 1) Review activities of 2018-19
- 2) Plan academic calendar for 2019-20
- 3) Plan academic and co-curricular activities
- 4) To discuss about attendance monitoring mechanism, result improvement strategies and parent teacher meeting.
- 5) To plan Seminars/workshops to be organised

  
Ranjana Mhalgi  
Convener





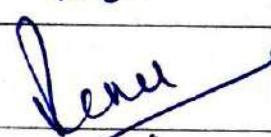
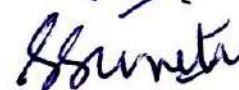
  
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The S.I.A. College of Higher Education  
DOMBIVLI (E)

THE S.I.A COLLEGE OF HIGHER EDUCATION, DOMBIVILI (E)

Department of Banking & Insurance

Department Meeting  
Attendance Record

Date: 26/4/19

Sr no	Name of the faculty	Sign
1	Ranjana Mhalgi	
2	Mahesh Kandalkar	
3	Renu Verma	
4	Sunita Sidhani	



Ranjana Mhalgi  
Convener





DATE: 22/04/2019

**Minutes of the Meeting**

The departmental meeting was held on 22/04/2018 at 11 am in the department room.

The following points were discussed:

1. Academic activities such as teaching methods to be used, teaching plans ,syllabus completion dates were discussed.
2. It was decided to make use of LMS for teaching –learning by every faculty member .
3. It was decided to prepare Academic Calendar and Work load for 2019-20. Subjects to be given as per revised syllabus for SY &TY for 2019-20 were decided.The followinh subjects are to be given: For SY B&I – Financial Management - I & II, Management Accounting , Mutual Fund Management , Cost Accounting , Wealth Management. For TY B&I -- Financial Reporting & Analysis, Auditing - I & II, Financial Services Management , Business Ethics and Corporate Governance , Security Analysis and Portfolio Management , Human Resource Management , Marketing in Banking & Insurance .
4. It was decided to organise a workshop on IFRS, IRDA /IBPS Exams ,Consumer Guidance for investing and a student seminar in 2019-20 on current topics in banking & insurance.
5. It was decided to organise two Club activities such as Video Presentation,Banking Mela, Bank visits. RBI Visit in 2019-20.
6. It was decided to monitor attendance of student on monthly basis and prepare defaulters list and communicate to parents.
7. It was decided to conduct class test on small topics , a midterm exam and preliminary exams as a part of continuous evaluation to monitor students' performance for result improvement.
8. It was decided to call two parent teacher meetings in 2019-20 to have good rapport with parents.
9. It was decided to appoint project guides and allocate projects for semester VI to the students on various topics related to banking & insurance sector.
10. It was decided that every faculty should publish atleast two research papers in UGC approved journals in 2019-20
11. It was decided that all records related to department activities to be maintained properly.

  
Ranjana Mhalgi  
Convener



  
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P-88, MIDC Residential Area Dombivli Gymkhana Road,  
Near Balaji Mandir, Dombivli (East), 421203.

Departmental meeting records

BCOM

2019-20



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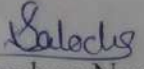
DATE: 8<sup>th</sup> June, 2019

NOTICE


The B.Com department meeting is scheduled on June 10<sup>th</sup>, 2019 at 12.00 noon in the staff room. All commerce faculty members are requested to be present for the same.

The agenda of the meeting is as follows:

1. To plan the objectives for the year 2019-20
2. To plan the academic and co-curricular activities for the first term of the academic year as part of the Calibre Commerce club
3. To discuss about the activities to be organized for happy Saturdays
4. To plan the orientation for the first year students
5. To evaluate and suggest measures for improving the attendance, result and overall student performance of the department

  
Salochna Nagdev

Convenor

  
Dr Padmaja Arvind



Principal  
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DATE: 10<sup>th</sup> June 2019

**Minutes of the Meeting**

The departmental meeting was conducted on June 10<sup>th</sup> 2019 at 12.00 noon in the staff room. All B.Com faculties were present for the same.

Following points were discussed:

1. The academic calendar with respect to the conduct of unit tests, assignments, and preliminary examination for B.Com students was reiterated and agreed upon
2. Various interesting and engaging activities were discussed to make Saturdays more vibrant and participative
3. The teachers gave different suggestions for activities to be conducted under the Calibre Commerce club, ranging from career guidance lectures to video screenings, skit on importance of attending lectures and various competitions to boost their morale
4. The teachers also discussed about bridge courses to be organized for the B.Com students
5. New ways to reduce student absenteeism and drop-outs were discussed

*Salochna*

Salochna Nagdev

Convenor

*Arvind*

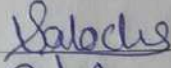
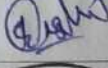
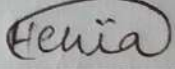
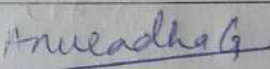
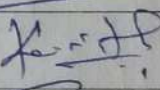

Dr Padmaja Arvind

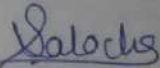
Principal

**PRINCIPAL**  
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DOMBIVLI (E)

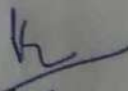


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Accredited B+ by NAAC  
Department of Bachelor of Commerce  
Academic Year 2019-20  
Meeting Attendance

Sr No.	Name of the faculty	Signature
1	Ms. Salochna Nagdev	
2	Ms. Babita Nagdev	
3	Mrs. Hema Iyengar	
4	Mrs. Anuradha Gawade	
5	Mrs. Kavitha Nadar	
6	Mrs. Pranjalee Kurundkar	

  
Convenor



  
Principal  
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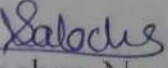
DATE: 30<sup>th</sup> July, 2019

NOTICE


The B.com department meeting is scheduled on 1<sup>st</sup> August, 2019 at 12.00 noon in the department. All the Commerce faculty members are kindly requested to attend the same.

The Agenda is as follows:

- 1) To plan schedule of preliminary examination
- 2) To organise Parents' Teachers' meeting
- 3) To arrange guest lectures for TYBCOM students
- 4) To arrange revision lectures and remedial lectures

  
Salochna Nagdev

Convenor

  
Dr Padmaja Arvind



Principal  
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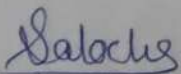
DATE: 3<sup>rd</sup> August 2019

**Minutes of the Meeting**

The departmental meeting was held on 1<sup>st</sup> August 2019 at 12.00 noon in department room.  
All the department members were present for the meeting.

Following points were discussed:

1. It was decided to conduct Parents Teachers meeting to give information regarding semester exams, performance of students, short term courses and next term activities
2. It was decided to arrange subject expert lectures for TY BCOM ,semester V subjects in the month of September
3. It was decided to conduct prelim exams for SY & TY classes in September and revision lectures for FY class in October
4. It was decided to distribute prelim exam papers to students and guide students for semester exams



Salochna Nagdev

Convener



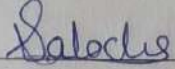
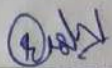
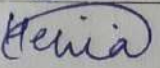
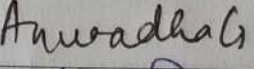
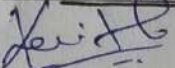

Dr Padmaja Arvind

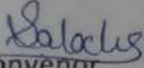
Principal  
**PRINCIPAL**

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Affiliated to University of Mumbai  
Accredited B+ by NAAC  
Department of Bachelor of Commerce  
Academic Year 2019-20  
Meeting Attendance

Sr No.	Name of the faculty	Signature
1	Ms. Salochna Nagdev	
2	Ms. Babita Nagdev	
3	Mrs. Hema Iyengar	
4	Mrs. Anuradha Gawade	
5	Mrs. Kavitha Nadar	
6	Mrs. Pranjalee Kurundkar	

  
Convenor



Principal  
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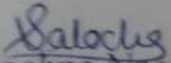
DATE: 11<sup>th</sup> November, 2019

NOTICE


The B.Com department meeting is scheduled on 13<sup>th</sup> November, 2019 at 11.00 am in the department. All the Commerce faculty members are kindly requested to attend the same.

The Agenda is as follows:

- 1) To plan academic and co-curricular activities for second term of the year 2019-20
- 2) To plan for implementing mentoring system
- 3) To plan schedule of mid-term tests and preliminary exams
- 4) To discuss about attendance monitoring mechanism, result improvement strategies and parent teacher meeting

  
Salochna Nagdev

Convenor

  
Dr Padmaja Arvind

Principal  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)





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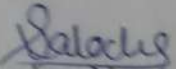
DATE: 15<sup>th</sup> November, 2019

**Minutes of the Meeting**


The departmental meeting was held on 13<sup>th</sup> November, 2019 at 11.00 am in department room. All the department members were present for the meeting.

The following points were discussed:

1. Academic activities such as teaching methods to be used, teaching plans ,syllabus completion dates ,class tests dates were discussed
2. It was decided to do mentoring of students and each class teacher will be the mentor of class
3. Preliminary exams to be conducted in March/April 2020 to monitor students' performance for result improvement
4. It was decided to monitor attendance of student on monthly basis, prepare defaulters list. It was decided to call parent teacher meetings in January/February to have good rapport with parents and communicate to them the progress for their wards.
5. It was decided to arrange subject expert lectures for TYBCOM semester VI subjects in the month of February.
6. It was suggested by members to explore placement & internship opportunities for students and motivate them to enrol for short term courses
7. It was decided to conduct activities under Calibre Commerce Club for FYBCOM students.

  
Salochna Nagdev

Convener

  
Dr Padmaja Arvind

Principal

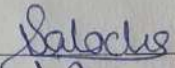
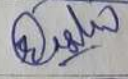
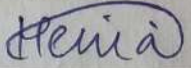
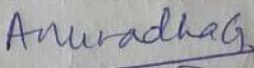
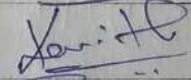
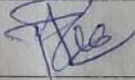
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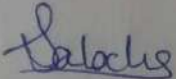
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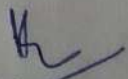


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Accredited B+ by NAAC  
Department of Bachelor of Commerce  
Academic Year 2019-20  
Meeting Attendance

Sr No.	Name of the faculty	Signature
1	Ms. Salochna Nagdev	
2	Ms. Babita Nagdev	
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4	Mrs. Anuradha Gawade	
5	Mrs. Kavitha Nadar	
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Convenor



  
Principal  
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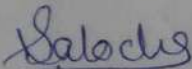
DATE: 13<sup>th</sup> February, 2020

NOTICE

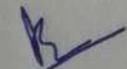
The B.Com department meeting is scheduled on 17<sup>th</sup> February, 2020 at 11.00 am in the department. All the Commerce faculty members are kindly requested to attend the same.

The Agenda is as follows:

- 1) To plan schedule of preliminary exams and Guest lectures for TYBCOM
- 2) To prepare ad hoc time table from 1<sup>st</sup> March to 15<sup>th</sup> March
- 3) To discuss about attendance monitoring mechanism, result improvement strategies

  
Salochna Nagdev

Convenor

  
Dr Padmaja Arvind

Principal  
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DATE: 20<sup>th</sup> February, 2020

**Minutes of the Meeting**

The departmental meeting was held on 17<sup>th</sup> February, 2020 at 11.00 am in department room. All the department members were present for the meeting.

The following points were discussed:

1. Preliminary exams to be conducted in February 2020 to monitor students' performance for result improvement
2. It was decided to arrange subject expert lectures for TYBCOM semester VI subjects in the month of February.

*Salochna*

Salochna Nagdev

Convener

*Dr Padmaja Arvind*

Dr Padmaja Arvind

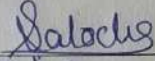
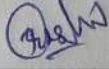
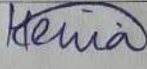
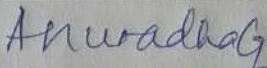
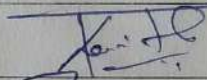

Principal  
**PRINCIPAL**

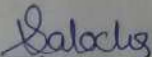
The S.I.A. College of Higher Education  
DOMBIVLI (E)



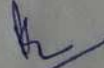


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The S.I.A. College of Higher Education  
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Accredited B+ by NAAC  
Department of Bachelor of Commerce  
Academic Year 2019-20  
Meeting Attendance

Sr No.	Name of the faculty	Signature
1	Ms. Salochna Nagdev	
2	Ms. Babita Nagdev	
3	Mrs. Hema Iyengar	
4	Mrs. Anuradha Gawade	
5	Mrs. Kavitha Nadar	
6	Mrs. Pranjalee Kurundkar	

  
Convenor



  
Principal  
PRINCIPAL  
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DOMBIVLI (E)



## THE SIA COLLEGE OF HIGHER EDUCATION

P-88, MIDC Residential Area, Dombivli Gymkhana Road, Near Balaji  
Mandir, Dombivli (East), 421 203.

Managed by The South Indian Association, Dombivli

E-Mail: [sia.college@yahoo.com](mailto:sia.college@yahoo.com)

Website: [www.siaassociation.net](http://www.siaassociation.net)

Accredited with 'B+' Grade by NAAC

Date: 17/06/2019

### NOTICE

This is to inform the faculty members of Department of Information Technology and Mathematics that a staff meeting has been organized on 19/06/2019 in the management room at 11.00.a.m. All staff members are requested to attend the same.


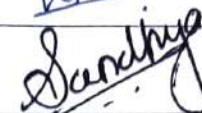
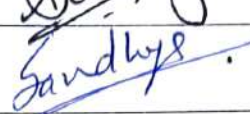
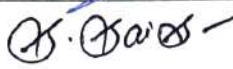
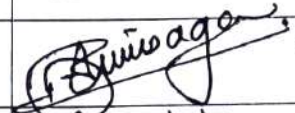
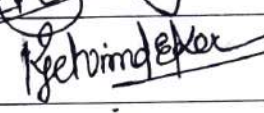
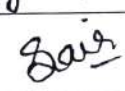
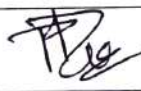

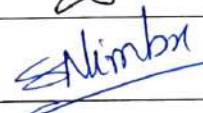
Wherein the following points will be discussed:

1. Objectives of department
2. Academic calendar discussion
3. Subject allocation
4. Continuous evaluation
5. Curricular and co-curricular activities to be conducted
6. Upgradation of softwares
7. Seminar/workshop/Expert lectures
8. Measures for progress of students in academic

Co ordinator



  
Principal  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

Faculty	Signature
Tejaswini Shivsharan	
Sandhya Thakkar	
Sandhya Pandey	
S.Saisree	
Archana Kshirsagar	
Rashmi Chindarkar	
Sreekala Nair	
Pranjalee R Kurundkar	
Lalita Singh	
Shilpa Nimbre	



## THE SIA COLLEGE OF HIGHER EDUCATION

*P-88, MIDC Residential Area, Dombivli Gymkhana Road, Near Balaji  
Mandir, Dombivli (East), 421 203.*

*Managed by The South Indian Association, Dombivli*

E-Mail: [sia.college@yahoo.com](mailto:sia.college@yahoo.com)

Website: [www.siaassociation.net](http://www.siaassociation.net)

Accredited with 'B+' Grade by NAAC

Date: 14/08/2019

### NOTICE

This is to inform the faculty members of Department of Information Technology and Mathematics that a staff meeting has been organized on 17/08/2019 in the management room at 11.50.a.m. All staff members are requested to attend the same.

Wherein the following points will be discussed:

1. Heritage Wall of department
2. One day Workshop on Networking by Sappers solutions (SYand TY)
3. Orientation lectures on IT by experts
4. Submission of teaching plan
5. E-resources uploading
6. Submission of certificates on every month end
7. CIIB lectures entry by mentors
8. MIS entry by the end of every month

*Son*  
Co ordinator



*h*  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

Faculty	Signature
Tejaswini Shivsharan	<i>Tejaswini</i>
Sandhya Thakkar	<i>Sandhya</i>
Sandhya Pandey	<i>sandhya</i>
S.Saisree	<i>S. Saisree</i>
Archana Kshirsagar	<i>Archana Kshirsagar</i>
Rashmi Chindarkar	<i>Rashmi Chindarkar</i>
Sreekala Nair	<i>S. Nair</i>
Pranjalee R Kurundkar	<i>P. Kurundkar</i>
Lalita Singh	<i>L. Singh</i>
Shilpa Nimbre	<i>Shilpa Nimbre</i>





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Website: [www.siaassociation.net](http://www.siaassociation.net)

Accredited with 'B+' Grade by NAAC

Date: 03/01/2020

### NOTICE

This is to inform the faculty members of Department of Information Technology and Mathematics that a staff meeting has been organized on 07/01/2020 in the management room at 11.50.a.m. All staff members are requested to attend the same.

Wherein the following points will be discussed:

1. Weekly syllabus completion
2. Signing of CHB muster regulary
3. Question bank submission (in absence of teachers)
4. Photos of all department events
5. Maintenance of department library
6. Mentors of FY,SY ,TY,MSc
7. MIS entry by the end of every month
8. Organising Subject Expert lecture

*gais*  
Co ordinator



*h*  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

Faculty	Signature
Tejaswini Shivsharan	
Sandhya Thakkar	
Sandhya Pandey	
S.Saisree	
Archana Kshirsagar	
Rashmi Chindarkar	
Sreekala Nair	
Pranjalee R Kurundkar	
Lalita Singh	
Shilpa Nimbre	
Nandini Kadam	



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Department of Banking & Insurance

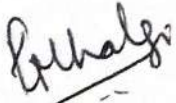
DATE: 2<sup>nd</sup> July ,2019

### NOTICE

The B&I department meeting is scheduled on 6<sup>th</sup> July,2019 at 3pm in the department. All the B&I faculty members are kindly requested to attend the same.

The Agenda is as follows:

- 1) To plan academic and co-curricular activities for 1<sup>st</sup> semester of 2019-20
- 2) To plan schedule of tests and exams.
- 3) To discuss workshop /seminar to be organised .
- 4) To discuss about attendance monitoring mechanism, result improvement strategies and parent teacher meeting.



Ranjana Mhalgi  
Convener




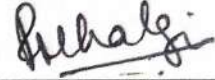
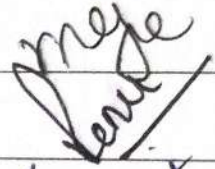

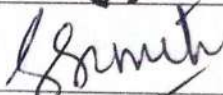
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Department of Banking & Insurance

Meeting Attendance Record

Date: 6th July, 2019

Sr no	Name of the faculty	Sign
1	Dr Padmaja Arvind ( Principal)	
2	Ranjana Mhalgi ( Convener)	
3	Mahesh Kandalkar	
4	Renu Verma	
5	Sunita Sidhani	



A handwritten signature in blue ink, possibly "Renu Verma", with a horizontal line underneath.



## Department of Banking & Insurance

2019-20

DATE: 6<sup>th</sup> July,2019

### Minutes of the Meeting

The departmental meeting was held on 6<sup>th</sup> July,2019 at 3.00 pm in department room. All the department members were present for the meeting.

Following points were discussed:

1. Academic activities such as teaching methods to be used, teaching plans ,syllabus completion dates, prelim exams dates were discussed.
2. Academic Calendar was prepared for 2019-20.
3. It was decided to organise a seminar for students to enhance research aptitude among students.
4. It was decided to monitor attendance of student on monthly basis and prepare defaulters list and communicate to parents.
5. It was decided to conduct class test on small topics and a prelims exam to monitor students' performance for result improvement.
6. It was decided to conduct PTA meeting to give information regarding semester exams performance of students, vacations, short term courses and next term activities.
7. It was decided to organise industry expert lectures ,video presentation competition related to banking & insurance .
8. It was decided to conduct prelim exams for SY & TY classes in September and revision lectures for FY class in October..
9. It was decided to distribute prelim exam papers to students and guide students for semester exams
10. All the department faculty should attend workshops . seminars, FDPs and present at least 2 research papers in this academic year.

*Ranjana Mhalgi*

Ranjana Mhalgi

Convener



*[Signature]*  
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Department of Banking & Insurance

DATE: 27<sup>th</sup> Sept, 2019

NOTICE

The B&I department meeting is scheduled on 1<sup>st</sup> Oct, 2019 at 2.30 pm in the department. All the B&I faculty members are kindly requested to attend the same.

The Agenda is as follows:

- 1) To plan academic and co-curricular activities for semester II,IV,VI.
- 2) To plan for implementing mentoring system.
- 3) To plan schedule of tests and exams for next semester.
- 4) To discuss club activities to be organised.
- 5) To discuss project guide allocation and viva for semester VI.
- 6) To discuss about attendance monitoring mechanism, result improvement strategies and parent teacher meeting.
- 7) To arrange subject expert lectures for TY students.
- 8) To arrange revision lectures and remedial lectures.

  
Ranjana Mhalgi  
Convener


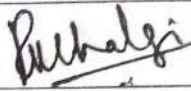
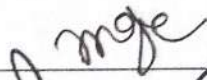
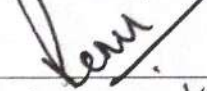
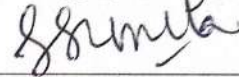


  
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Department of Banking & Insurance

Meeting Attendance Record

Date: 1<sup>st</sup> Oct, 2019

Sr no	Name of the faculty	Sign
1	Dr Padmaja Arvind ( Principal)	
2	Ranjana Mhalgi ( Convener)	
3	Mahesh Kandalkar	
4	Renu Verma	
5	Sunita Sidhani	





**Minutes of the Meeting**

The departmental meeting was held on 1<sup>st</sup> Oct,2019 at 2.30pm in department room. All the department members were present for the meeting.

The following points were discussed:

1. Academic activities such as teaching methods to be used, teaching plans ,syllabus completion dates ,class tests dates were discussed for next semester.
2. It was suggested by Principal madam to fix teacher wise /subject wise objectives and prepare teaching plan for next semester.
3. It was decided to conduct class test for 30 marks on small topics and organise remedial lectures for slow learners.
4. It was decided to make use of LMS for teaching –learning by every faculty member .
5. Preliminary exams to be conducted in March 2019 to monitor students' performance for result improvement.
6. It was decided to monitor attendance of student on monthly basis ,prepare defaulters list
7. It was decided to call parent teacher meetings in January/February to have good rapport with parents and communicate to them the progress for their wards.
8. It was decided to arrange subject expert lectures for TY B& I ,semester VI subjects in the month of March.
9. It was suggested by Principal madam to organise student seminar on topics related to Banking & Insurance.
10. It was decided to organise two Club activities Banking Mela, Bank visits. RBI Visit in January & February.
11. It was suggested by members to explore placement & internship opportunities for Banking & Insurance students and accordingly guide them .
12. It was decided to appoint project guides and allocate projects to the students on various topics related to Banking & Insurance sector.
13. It was decided to assign students to project guide and make proper arrangements to conduct project viva of students as per university dates.
14. It was decided to collect the projects from students by 31<sup>st</sup> March,2019
15. It was decided that all records related to department activities to be maintained properly.

Ranjana Mhalgi ( Convenor)



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Department Of Information Technology and Mathematics

ACADEMIC YEAR 2020-21

**Notice**

Date: 20/8/2020

Dept of IT and Mathematics will be scheduling an online meeting on 24/8/2020 at 2.30 p.m. Kindly attend the same.

*Salu*

Coordinator



*[Signature]*  
Principal

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**Department of Information Technology and Mathematics**

**ACADEMIC YEAR 2020-21**

**Minutes of Departmental Meeting**

Date:24/8/2020

Time:2.30 PM to 4.00 PM

Agenda:

To enlighten the students with m.sc. Syllabus and the electives proposed by the college

Minutes of the meeting:

The explanation of syllabus was given. The opinion from the students were obtained through Google form and stored in dept gmail id.

Teachers Present

Sreekala Nair	Tejaswini Shivsharan
Sandhya Pandey	Sandhya Thakkar
S. Sai Sree	Shilpa Nimbre
Archana K	Rashmi C

Teachers Absent

1. Nandini K
2. Lalita Singh

  
Coordinator



  
Principal

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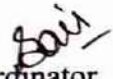
Department Of Information Technology and Mathematics

ACADEMIC YEAR 2020-21


**Notice**

Date: 25/8/2020

Dept of IT and Mathematics will be scheduling an online meeting on 29/8/2020 at 2.30 p.m. Kindly attend the same.

  
Coordinator



  
Principal

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Department of Information Technology and Mathematics

ACADEMIC YEAR 2020-21

Minutes of Departmental Meeting

Date:29/8/2020

Time:2.30 PM to 4.00 PM

Agenda:

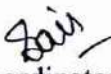
1. To discuss about M.Sc. subjects
2. Feedback given to teachers

Minutes of the meeting:


1. Doubts regarding M.Sc. Subjects and who will be taking what.
2. AI and Cloud track are finalized
3. Feedbacks are discussed with the teachers and the same is mailed to them.
4. Suggestions were given by madam to teachers to make it more interactive

Teachers Present:

Sreekala Nair	Tejaswini Shivsharan
Sandhya Pandey	Sandhya Thakkar
S. Sai Sree	Shilpa Nimbre
Archana K	Rashmi C
Nandini K	Lalita Singh

  
Coordinator



  
Principal  
**PRINCIPAL**  
The S.I.A. College of Higher Education  
DOMBIVLI (EAST)



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Department Of Information Technology and Mathematics

ACADEMIC YEAR 2020-21


**Notice**

Date: 30/8/2020

Dept of IT and Mathematics will be scheduling an online meeting on 2/9/2020 at 2.30 p.m.  
Kindly attend the same.

  
Coordinator



  
Principal  
PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

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Department of Information Technology and Mathematics

ACADEMIC YEAR 2020-21

Minutes of Departmental Meeting

Date:2/9/2020

Time:2.30 PM to 4.00 PM

Agenda:

1. To discuss about M.Sc. subjects

Minutes of the meeting:

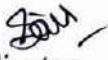
1. Teachers gave a demo of their subject
2. The issues which may arise were discussed
3. Suggestions were given by sir to refer various other sources while taking the subject
4. Sir asked you to forward the requirement for each subject.

Teachers Present

Mr. K.V. Ranganathan	Dr. Padmaja Arvind
Sreekala Nair	Tejaswini Shivsharan
Sandhya Pandey	Sandhya Thakkar
S. Sai Sree	Shilpa Nimbre
Archana K	Rashmi C

Teachers Absent

- 1.Nandini K
2. Lalita Singh

  
Coordinator



  
Principal  
**PRINCIPAL**  
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DOMBIVLI (E)

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Department Of Information Technology and Mathematics

ACADEMIC YEAR 2020-21


**Notice**

Date: 3/9/2020

Dept of IT and Mathematics will be scheduling an online meeting on 11/9/2020 at 4.00 p.m. Kindly attend the same.

  
Coordinator



  
Principal  
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DOMBIVLI (E)

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Dombivli(East)  
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Department of Information Technology and Mathematics

ACADEMIC YEAR 2020-21

Minutes of Departmental Meeting

Date: 11/9/2020

Time: 4.00 PM to 5 PM

Agenda:

1. To discuss about ATKT Semester 2 and 4 and semester 5 ATKT and semester 6 Regular and practical of semester 6

Minutes of the meeting:

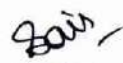
1. The practical of semester 6 is to be conducted as viva and presentation form SPM
2. The practical is to be scheduled from 15<sup>th</sup> sept. 2020
3. The ATKT exams to start from 21<sup>st</sup> Sept 2020
4. The Regular sem 6 to be held from 3<sup>rd</sup> October 2020
5. Orientation of FyIt is on 16<sup>th</sup> Sept 2020 and Induction from 17<sup>th</sup> Sept. 2020
6. The MSc. Part 2 lectures to be scheduled from 21<sup>st</sup> Sept. 2020
7. Info were given how the MCQs needs to be prepared

Teachers Present


Sreekala Nair	Dr. Padmaja Arvind
Lalita Singh	Tejaswini Shivsharan
Sandhya Pandey	Sandhya Thakkar
S. Sai Sree	Shilpa Nimbire
Archana K	Rashmi C

Teachers Absent

1. Nandini K

  
Coordinator



  
Principal  
**PRINCIPAL**  
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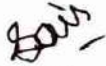
Department Of Information Technology and Mathematics

ACADEMIC YEAR 2020-21

**Notice**

Date: 25/10/2020

Dept of IT and Mathematics will be scheduling an online meeting on 27/10/2020 at 3.30 p.m. Kindly attend the same.



Coordinator



Principal



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Department of Information Technology and Mathematics

ACADEMIC YEAR 2020-21

Minutes of Departmental Meeting

Date:27/10/2020

Time:3.30 – 4.45 PM

Agenda:

1. Mentoring system to be finalized
2. Strategy to improve the attendance
3. Guest lecture/activity to be scheduled.
4. Practical lab to be allotted to subjects.
5. Issues faced in MSc.

Minutes of the meeting:

1. Mentoring system is finalized

Class	Mentors
FYIT	RASHMI, NANDINI, PRANJALEE
SYIT	ARCHANA, SREEKALA, SAISREE
TYIT	LALITA SINGH, SHILPA N, SANDHYA P, TEJASWINI
M.SC PART2	SANDHYA THAKKAR


2. Mentors to talk with students and counsel them to improve the attendance.
3. An activity to be organized by Archana, Nandini and Lalita
4. Last year odd semester practical file is updated in the drive. Every one should confirm the same and then once finalized it will be forwarded to Ajay sir for further action.
5. To find a solution for the issues faced in Msc., a meeting is to be arranged on Sunday.



## Teachers Present

Sreekala Nair	Tejaswini Shivsharan
Lalita Singh	Sandhya Thakkar
Sandhya Pandey	Shilpa Nimbre
S. Sai Sree	Rashmi C
Archana K	Pranjalee k
Nandini K	Jahnavi A

## Teachers Absent -

  
Coordinator



  
Principal

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Department Of Information Technology and Mathematics

ACADEMIC YEAR 2020-21


**Notice**

Date: 14/05/2021

Dept of IT and Mathematics will be scheduling an online meeting on 17/05/2021 at 11.30 a.m. Kindly attend the same.

  
Coordinator



  
Principal  
**PRINCIPAL**  
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Department of Information Technology and Mathematics

ACADEMIC YEAR 2020-21

Minutes of Departmental Meeting

Date: 17/05/2021

Time: 11.30 AM

The Department of Information and Technology conducted a meeting with the Principal Madam Dr. Mrs. Padmaja Arvind on 17<sup>th</sup> May 2021 at 11:30 AM in the morning.

Minutes of the Meeting

Principal Madam gave following recommendations to the department:-

1. Teachers should quantify their goals before the academic year and should maintain how much of the goals can be achieved.
2. The IT teachers should atleast publish one research paper in the year.
3. The teachers should complete their projects in the SIA Techlink and successfully implement it.
4. The department should conduct one national level seminar every year.

It was also decided in the meeting that we will not be offering electives to the students of TYIT. All the subjects will be treated as compulsory subjects. All the teachers agreed to the same.


The following teachers were present for the meeting:-

Shilpa Nimbre	Sandhya Pandey
S.Saisree	Padmaja Arvind
Lalita Singh	Tejaswini Shivsharan
Sreekala Nair	Sandhya Thakkar
Rashmi Chinderkar	

The teacher absent was: Nandini Kadam

  
Coordinator



  
Principal  
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