



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

DEPARTMENTAL MEETINGS

2022-23



The South Indian Association's
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P-88, MIDC Residential Area Dombivli Gymkhana Road,
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Notice

Date: 14/6/2022

The B&I department meeting is scheduled on 15th June 2022 at 11.00 am in the department. All the B&I faculty members are kindly requested to attend the same.

The Agenda is as follows:

- 1) To plan co-curricular activities for the Academic year 2022-23
- 2) To discuss about the department work allocation for NAAC
- 3) To appoint new Class teacher for the Academic year 2022-23
- 4) To discuss workshop /seminar to be organised.
- 5) To discuss about attendance monitoring mechanism, result improvement strategies.
- 6) To Plan about the remedial Lectures to be conducted for Semester 2.

Mrs. Renu Vijay Verma
Convener
Department of Banking and Insurance

Dr. Padmaja Arvind
Principal

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





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Department of Banking & Insurance

Department Meeting Attendance Record

Date: 15/6/2022

Sr no.	Name of the faculty	Sign
1	Mrs. Renu Verma (Convener)	
2	Mrs. Ranjana Mhalgi	
3	Mr. Mahesh Kandalkar	
4	Mrs. Sunita Sidhani	



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Department of Banking & Insurance

2022-23

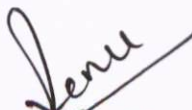
DATE: 16/06/2018


Minutes of the Meeting

The departmental meeting was held on 28th 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, Teaching Methodology to be used by the faculty were discussed.
2. Academic Calendar was prepared for 2022-23
3. It was decided to organise a seminar for students in February 2023 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 to monitor students' performance for result improvement.
6. It was decided that students will be wearing formal on every Monday, Wednesday and Saturday.
7. It was decided to conduct remedial Lectures for semester II ATKT students
8. All the department faculty should attend workshops and seminars and present at least 2 research papers in this academic year.


Mrs. Renu Vijay Verma
Convener
Department of Banking and Insurance


Dr. Padmaja Arvind
Principal
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NOTICE

Date: 17-06-2022

All faculty members of BCOM department are informed that department meeting has been scheduled on Saturday, 18th June 2022 in the departmental staff room. All are requested to be present.

AGENDA

- To inform about workload and lecture details
- To plan about the activities to be conducted in the upcoming term
- To discuss about academic initiatives to be taken by the department during the term
- To inform and plan about mentoring for BCOM students
- Any other matter if required

Hewa
Convener



P. Pranjali
Principal

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Date: 20th June 2022

Minutes of the Meeting held on 18th June 2022

- Department meeting was conducted on 18 June 2022 at 11 am in room number 107
- Faculty members were informed about their workload, and instructed to update their profile and details of workshops and conferences attended in e-sanchalan
- Document checklist of previous year was also allotted to department teachers
- The activities to be conducted in the first term under calibre commerce club were discussed
- It was suggested to strengthen the mentoring of BCOM students to encourage them to attend college regularly
- It was also discussed to arrange remedial lectures for KT students and revision lectures for students
- Weekly assignments to be collected from students in all subjects
- Class tests to be conducted in July to improve writing and learning, peer learning method to be employed by forming student groups for all subjects
- FC teachers were informed to stress on submission of FC assignments compulsorily by all students to reduce KT in FC internals

Name of the Teacher	Signature
Mrs. Hema Iyengar	<i>Hema</i>
Mrs. Salochna Nagdev	<i>Salochna</i>
Mrs. Babita Nagdev	<i>Babita</i>
Mrs. Kavitha Nadar	<i>Kavitha</i>
Mrs. Pranjalee Kurundkar	ABSENT
Dr. Shilpa Malani	<i>Shilpa</i>
Dr. Nitinkumar Patil	<i>Nitinkumar</i>

Hema
Convener



[Signature]
Principal
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NOTICE


Date: 04-08-2022

All faculty members of BCOM department are informed that department meeting has been scheduled on Friday, 05th August 2022 in the departmental staff room. All are requested to be present.

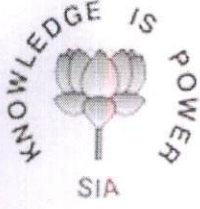
AGENDA

- To discuss about student attendance
- To discuss regarding first year lectures
- To discuss regarding PTA
- To plan and finalize activities
- Any other matter with the permission of the chair


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Date: 06/08/2022

Minutes of the Meeting held on 5th August 2022

- Department meeting was conducted on 5th August 2022 at 12 pm in room number 105
- Updates were made in the academic calendar based on activities planned
- Strategies were planned to conduct lectures for First years
- Points to be discussed during SY and TY PTA were discussed

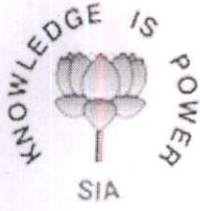
Name of the Teacher	Signature
Mrs. Hema Iyengar	
Mrs. Salochna Nagdev	
Mrs. Babita Nagdev	
Mrs. Kavitha Nadar	
Mrs. Pranjalee Kurundkar	
Dr. Shilpa Malani	
Dr. Nitinkumar Patil	
Mrs. Megha Vighnesh	

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NOTICE

Date: 29-11-2022

All faculty members of BCOM department are informed that department meeting has been scheduled on Wednesday, 30th November 2022 in the departmental staff room. All are requested to be present.

AGENDA

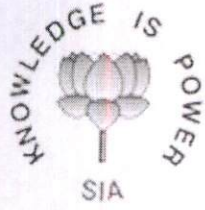
- To discuss about student attendance
- To discuss regarding TY lectures
- To plan activities for the even term
- Any other matter with the permission of the chair


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Date: 01-12-2022

Minutes of the Meeting held on 30th November 2022

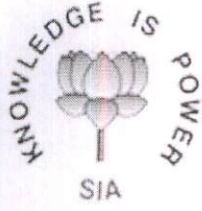
- Department meeting was conducted on 30th November 2022 at 11 am in the staffroom
- Activities to be conducted in the even semester were planned
- Performance of second year in examination was discussed and methods to improve performance in the even semester were discussed
- TY sem VI reopening was planned

Name of the Teacher	Signature
Mrs. Hema Iyengar	
Mrs. Salochna Nagdev	
Mrs. Babita Nagdev	
Mrs. Kavitha Nadar	
Mrs. Pranjalee Kurundkar	
Dr. Shilpa Malani	
Dr. Nitinkumar Patil	
Mrs. Megha Vighnesh	

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NOTICE


Date: 23-12-2022

All faculty members of BCOM department are informed that department meeting has been scheduled on Monday, 2nd January 2023 in the room number G4. All are requested to be present.

AGENDA

- To discuss regarding departmental objectives
- To discuss regarding strategies for improvement
- Any other matter with the permission of the chair


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Date: 03/01/2023

Minutes of the Meeting held on 02nd January 2023

- Department meeting was conducted on 02nd January 2023 at 1 pm in G4 room
- Departmental objectives were discussed
- Strategies to improve attendance of all classes were suggested
- Points to be worked on during the even semester were discussed

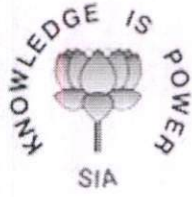
Name of the Teacher	Signature
Mrs. Hema Iyengar	
Mrs. Salochna Nagdev	
Mrs. Babita Nagdev	
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Department of Management Studies

Date: _____

Sr. No	Name of the faculty	Sign
01	Dr.Padmaja Arvind	
02	Mrs. Booma Halpeth	
03	Dr. Hasitkumar Nagariya	
04	Mr. Tarun S. Kuckian	
05	Mrs. Deepika Iyer	
06	Mr. Sujith Raman	

Convenor



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20th June 2022


Minutes of the meeting

The following are the minutes of the meeting held on 20th June 2022 between 1 pm to 2 pm

1. Adhoc timetable to be followed for 2 weeks
2. Specialisation lectures to be started for sy from 1st July
3. To follow – up with students of sy and ty classes to complete admission
4. SY and TY admissions to be completed
5. Stress Management, Meditation session to be organised for students
6. Documentary series on corporates and start-ups to be shown to the students.
7. Regular lectures as per timetable to be taken. Rescheduling can be done only in case of emergency and no adjustment of lectures to be done without prior intimation


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12th July 2022

Notice


Department of Management Studies

A meeting of the department is scheduled on 14th July 2022 between 1 pm to 2 pm. The following is the agenda:

1. Orientation for FY
2. Lecture planning for FY classes
3. Activities to be planned for the semester


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14th July 2022

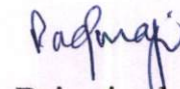
Minutes of the meeting

The following are the minutes of the meeting held on 14th July 2022
between 1 pm to 2 pm

1. Orientation for FY class to be done.
2. Duty allocation for orientation was done
3. Bridge course to be conducted for Mathematics and Accounts and the timetable to be displayed
4. Buoyancy club activities to be planned for the semester
5. Adhoc timetable to be prepared for the FY classes for a week.


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9th November 2022

Notice

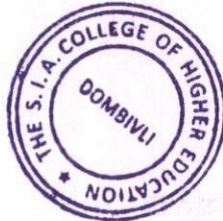
Department of Management Studies

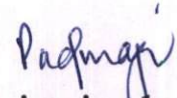
A meeting of the department is scheduled on 11th November 2022
between 1 pm to 2 pm

. The following is the agenda:

1. Revision lectures for TY classes
2. Syllabus completion for FY classes
3. Lecture planning and scheduling for SY classes
4. Activities to be planned


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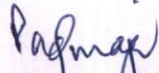
Minutes of the meeting

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1. Revision lectures for TY Classes to be conducted.
2. Adhoc lectures for SY classes and timetable for the same to be prepared
3. Syllabus to be completed for FY classes by 20th November 2022.
4. Peer learning to be initiated for FY classes and revision of the subjects to be done


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23rd December 2022

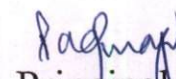
Minutes of the meeting

The following are the minutes of the meeting held on 23rd December 2022 between 11 pm to 12 pm

1. Game based activity to be organised through the club
2. Ashwamedh quiz to be conducted via online mode in the month of February and during Mpulse
3. Planning for Mpulse to be done with the students
4. Guest lecture for the subject Production and Total Quality management to be arranged
5. Project topic allocation and selection to be completed by January and deadline for project completion is 3rd week of March.
6. Regular lectures as per timetable to be taken. Rescheduling can be done only in case of emergency and no adjustment of lectures to be done without prior intimation
7. Mentoring to be completed by February end.


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21st December 2022

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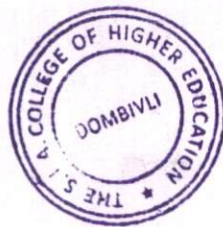
Department of Management Studies

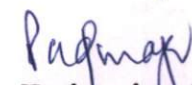
A meeting of the department is scheduled on 23rd December 2022 between 11 pm to 12 pm

. The following is the agenda:

1. Discuss about activities to be done
2. Project allotment for TY students
3. Mentoring scheduling


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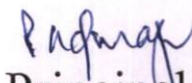
A meeting of the department is scheduled on 11th November 2022
between 1 pm to 2 pm

. The following is the agenda:

1. Revision lectures for TY classes
2. Syllabus completion for FY classes
3. Lecture planning and scheduling for SY classes
4. Activities to be planned


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Department of Management Studies

Date: 9/11/22

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02	Mrs. Booma Halpeth	
03	Dr. Hasitkumar Nagariya	
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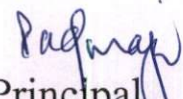
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4. Peer learning to be initiated for FY classes and revision of the subjects to be done


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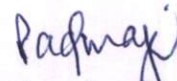
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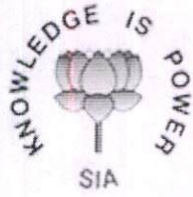
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Date: 21/12/22

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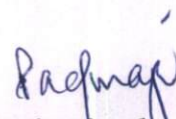
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2. Ashwamedh quiz to be conducted via online mode in the month of February and during Mpulse
3. Planning for Mpulse to be done with the students
4. Guest lecture for the subject Production and Total Quality management to be arranged
5. Project topic allocation and selection to be completed by January and deadline for project completion is 3rd week of March.
6. Regular lectures as per timetable to be taken. Rescheduling can be done only in case of emergency and no adjustment of lectures to be done without prior intimation
7. Mentoring to be completed by February end.


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Date : 29/5/2002

Notice


This is to inform all teachers that departmental meeting is scheduled on 31st May 2022 at 2:30 PM in online mode (Microsoft Teams).

Agenda of the meeting

1. Discussion Regarding Value Added Courses.


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Date: 31st May 2022

Minutes of the Meeting

The departmental meeting was conducted on online mode using Micorsoft Teams at 2:30 PM.

Agenda of the meeting was Discussion regarding Value added courses to be conducted in the academic year 2022-23

Following points were discussed in the meeting.

1. In the academic year 22-23 following 5 different value added courses will be conducted viz.
 - a. PHP
 - b. .NET
 - c. Advanced Java
 - d. Internet of Things
 - e. Android Applications

2. The syllabus Framing will be done by the teachers and will be mailed to principal madam on or before 5th June 22 for syllabus approval.

Following faculty members will frame and mail the syllabus for following courses

- a. PHP : Ms. Nandini Kadam
- b. .NET : Ms. Sandhya Pandey

- c. Advanced Java : Ms. Sandhya Thakkar
- d. Internet of Things : Ms. Tejaswini Shivsharan
- e. Android Applications : Ms. Shilpa Nimbire and Ms. S. Saisree

3. The syllabus should contain objectives, Actual Syllabus and test pattern
4. The courses will be mandatory for all the students. At least one course student should opt. At the end of course score card and certificate will be given to students.
5. Score of the course will be considered for internals.
6. The course will be started from 25th June 22 and will be conducted by following staff members


Course Name	Name of the Faculty Member
PHP	Ms. Nandini Kadam
.NET	Ms. Sandhya Pandey Ms. Rashmi Chindarkar
Advanced Java	Ms. Sandhya Thakkar Ms. Meenakshi Kulawade
Internet of Things	Ms. Tejaswini Shivsharan Ms. Shubhangi
Android Applications	Ms. Shilpa Nimbire Ms. S. Saisree

7. Following Members were present for the same

Srno	Name of the Member	
1.	Dr. Padmaja Arvind	AS Present
2.	Ms. Nandini Kadam	Nandini Kadam
3.	Ms. Sreekala Nair	Sair
4.	Ms. Tejaswini Shivsharan	W
5.	Ms. Sandhya Thakkar	Sandhya
6.	Ms. Rashmi Chindarkar	Rashmi Chindarkar
7.	Ms. Shilpa Nimbre	Shilpa Nimbre


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Date : 18/6/2022

Notice


This is to inform all the department members that a departmental meeting is scheduled on 20th June 2022.

Agenda of the meeting

1. Discussion regarding Short Term Course for NSS Students


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Date : 20/6/2022

Minutes of the Meeting

The departmental meeting was conducted on 20th June 2022 in staff room.

Agenda of the meeting was

1. Discussion regarding Short Term Course for NSS Students

In this meeting Ms. Nandini Kadam, Ms. Sandhya Pandey, Ms. Rashmi Chindarkar and Ms. Shubhangi Daptardar has taken the initiative to conduct a short term course of 30 hours for NSS students on Basic Computer Skills during 23rd June 22 to 5th July 22 per day 3 hours.

The topics and teacher incharge decided for this short term course were

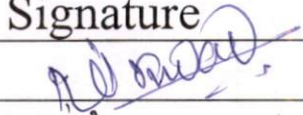
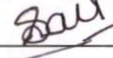
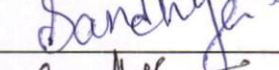
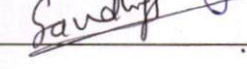
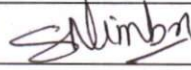

Ms-Word – Ms. Sandhya Pandey


Ms- Excel – Ms. Shubhangi Daptardar

Ms. Poewrpoint – Ms. Nandini Kadam


Canva – Ms. Rashmi Chindarkar

Following Members were present for the same

Srno	Name of the Member	Signature
1.	Ms. Nandini Kadam	
2.	Ms. Sreekala Nair	
3.	Ms. Tejaswini Shivsharan	
4.	Ms. Sandhya Thakkar	
5.	Ms. Sandhya Pandey	
6.	Ms. Rashmi Chindarkar	
7.	Ms. Shilpa Nimbre	
8.	Ms. Shubhangi Daptardar	
9.	Ms. S. Saisree	


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Date : 14/7/2022

Notice

This is to inform all the department members that a departmental meeting is scheduled on 15th July 2022.

Agenda of the meeting

1. Decision of mentors for SY and TY
2. Discussion regarding strategies to be implemented for result improvement
3. Bridge course and orientation for first year students


Convener




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Date : 16/7/2022

Minutes of the Meeting

The departmental meeting was conducted on 15th July 22.

Agenda of the meeting was

1. Decision of mentors for SY and TY
2. Discussion regarding strategies to be implemented for result improvement
3. Bridge course for first year students

Following decisions were taken regarding the same

1. Mentors of Second Year students will be Ms. Sandhya Thakkar and Ms. Meenakshi Kulawade
2. Mentors of Third Year students will be Ms. Sandhya Pandey and Ms. Shubhangi Daptardar
3. It has been observed that student's writing speed is very less. Hence they need writing practice to complete their papers in time. As well as to make them exam ready it has been decided that class tests will be conducted during their lectures.
4. Orientation will be conducted on 16th July 2022


Following Members were present for the same

Srno	Name of the Member	Signature
1.	Ms. Nandini Kadam	
2.	Ms. Sreekala Nair	
3.	Ms. Tejaswini Shivsharan	
4.	Ms. Sandhya Thakkar	
5.	Ms. Sandhya Pandey	
6.	Ms. Shilpa Nimbre	
7.	Ms. Shubhangi Daptardar	
8.	Ms. S. Saisree	

5. 10 days Bridge course for first year students was planned for mathematics, electronics and programming subjects from 18th July onwards.


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Date : 22/7/2022

Notice


This is to inform all the department members that a departmental meeting is scheduled on 23rd July 2022.

Agenda of the meeting

1. Decision of mentors for SY and TY
2. Discussion regarding strategies to be implemented for result improvement


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Date: 23rd July 2022

Minutes of the Meeting

The departmental meeting was conducted in staffroom.

Agenda of the meeting was decision of mentors for the academic year 2022-23.

Following decisions were made in the meeting

1. Mentors of TYIT will be Mrs. Sandhya Pandey and Mrs. Rashmi Chinderkar.
2. Mentors of SYIT will be Mrs. Sandhya Thakkar and Mrs. Sreekala Nair
3. Mentors of FYIT will be decided later on.

1. Following Members were present for the same

Srno	Name of the Member	Signature
1.	Ms. Nandini Kadam	
2.	Ms. Sreekala Nair	
3.	Ms. Tejaswini Shivsharan	
4.	Ms. Sandhya Thakkar	
5.	Ms. Rashmi Chindarkar	
6.	Ms. Shilpa Nimbre	
7.	Ms. Sandhya Pandey	
8.	Ms. S. Saisree	
9.	Ms. Shubhangi Daptardar	

Nandini Kadam

Convener

Ms. Nandini Kadam

(Dept of IT & Mathematics)

Radhaji

Principal

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8/8/22

Notice


This is to inform all the staff members that a departmental meeting is scheduled on 10th Augus 22

Agenda :

1. Fresher's Party


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12/8/2022

Minutes of Meeting

The departmental meeting was held on 10th August in staff room. Agenda of the meeting was to conduct fresher's party for first year students.

It has been decided in the meeting the fresher's party will given to fy students on 17th August 22.

Following Members were present for the meeting.

Srno	Name of the Member	Signature
1.	Ms. Nandini Kadam	
2.	Ms. Sreekala Nair	
3.	Ms. Tejaswini Shivsharan	
4.	Ms. Sandhya Thakkar	
5.	Ms. Sandhya Pandey	
6.	Ms. Shilpa Nimbre	
7.	Ms. Shubhangi Daptardar	
8.	Ms. S. Saisree	
9.	Bhavana Dhande	
10.	Mamta Devre	
11.	Meenakshi Kulawade	

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Date : 5/9/2022

Notice


This is to inform all the department members that a departmental meeting is scheduled on 6th September 22.

Agenda of the meeting

1. Learner Assessment for First year students


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8/9/2022

Minutes of Meeting

The departmental meeting was held on 6th September 22. Agenda for the meeting was paper setting for learner assessment examination.

It has been decided that Learner Assessment Examination will be conducted on 21st September 22. And question papers of 10 marks to set by respective subject teachers.

Following Members were present for the meeting.

Srno	Name of the Member	Signature
1.	Ms. Nandini Kadam	
2.	Ms. Sreekala Nair	
3.	Ms. Tejaswini Shivsharan	
4.	Ms. Sandhya Thakkar	
5.	Ms. Sandhya Pandey	
6.	Ms. Shilpa Nimbre	
7.	Ms. Shubhangi Daptardar	
8.	Ms. S. Saisree	
9.	Bhavana Dhande	
10.	Mamta Devre	

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Date : 29/11/2022

Notice


All the department members are hereby informed that a meeting is scheduled on 1st December 2022 in room no 308

Agenda

1. Discussion regarding FDP and internships for the students.


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Date : 2/12/2022

Minutes of the Meeting

The meeting was held on 1st December in online as well as offline mode in room no 308.

Agenda of the meeting was gaining information regarding FDP and internships for TY students.

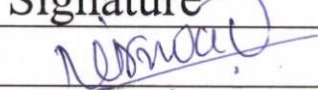
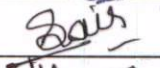
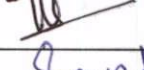
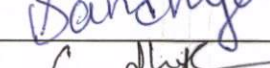
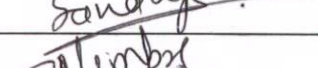
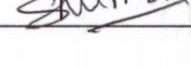
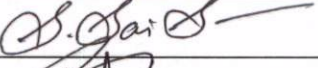


Mr. Pandian, Mr. Jebamony and Mr. Mohan Raj and Ms. Devi are Members of Smartsteps were in online mode. However all the department members were in offline mode.

Co-ordinator Ms. Nandini Kadam introduced department members with smartsteps members.

Smartstep members facilitated with the information regarding FDP, Digital Labs and internships provided by them.


Departments members also asked their queries in the meeting.

Following Members were present for the meeting.

Srno	Name of the Member	Signature
1.	Ms. Nandini Kadam	
2.	Ms. Sreekala Nair	
3.	Ms. Tejaswini Shivsharan	
4.	Ms. Sandhya Thakkar	
5.	Ms. Sandhya Pandey	
6.	Ms. Shilpa Nimbre	
7.	Ms. Shubhangi Daptardar	
8.	Ms. S. Saisree	
9.	Ms. Bhavana Dhande	
10.	Ms. Mamta Devre	
11.	Ms. Meenakshi Kulawade	


Convenor




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Date : 5/1/2023


All the teachers are hereby informed that a departmental meeting is scheduled on 6th January 23.

Agenda:

1. Attendance
2. Teaching Plan
3. Activity planning for February and march month


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Date : 6/1/2023

Minutes of Meeting

The meeting was held on 6th January in staffroom.

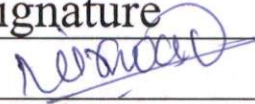


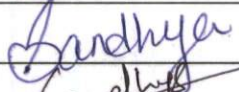
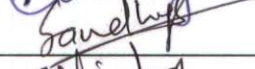
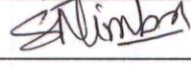
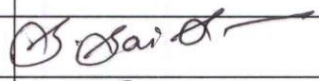


Agenda of the meeting was :

1. Attendance
2. Teaching Plan
3. Novatech Fest
4. Activity planning for February and march month

It has been decided in the meeting that

1. Attendance in e-sanchalan need to be completed
2. Teaching plans are need to be submitted till 25th January
3. Novatech techfest under Tech-Know club to be conducted on 12th January.
4. Remedial lectures will be conducted in the month of february.

Following Members were present for the meeting.

Srno	Name of the Member	Signature
1.	Ms. Nandini Kadam	
2.	Ms. Sreekala Nair	
3.	Ms. Tejaswini Shivsharan	
4.	Ms. Sandhya Thakkar	
5.	Ms. Sandhya Pandey	
6.	Ms. Shilpa Nimbre	
7.	Ms. Shubhangi Daptardar	
8.	Ms. S. Saisree	
9.	Bhavana Dhande	
10.	Mamta Devre	
11.	Meenakshi Kulawade	


Convenor


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Date : 2/2/23

All the teachers are hereby informed that a departmental meeting is scheduled today in staffroom at 11:50. Kindly present for the same.

Agenda:

1. Parent Teachers meeting
2. ABC Details
3. Class Test for FY students


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Date : 3/2/2023

The departmental meeting was held on 2nd February 23


Agenda of the meeting was

1. Parent Teachers meeting
2. ABC Details
3. Class Test for FY students

In the meeting it has been decided that

1. Mentors will talk about overall attendance and result of semester 1 with the parents
2. Inform the parents Importance of ABC and ask them to generate and fill ABC details in the given formats
3. Conduct the class test for first year students in February month.


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Department of Accounting & Finance

Date: 25th June 2022

NOTICE

The Accounting & Finance department meeting is scheduled on 28th June, 2022 at 10.00am. All the faculty members are kindly requested to attend the same.

The Agenda is as follows:

- 1) To plan academic and co-curricular activities for 1,3,5 semesters for academic year 2022-23.
- 2) To plan for regular lecture time table
- 3) To discuss about attendance monitoring mechanism and Parent Teacher Meeting.
- 4) To discuss about Mentoring sessions for SYABF & TYBAF.
- 5) To discuss about orientation for FYABF students.
- 6) To discuss about Club Activities to be conducted under Finanzen Club.


Convener




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Department of Accounting & Finance

Date: 28th June, 2022

**Minutes of the Departmental Meeting
conducted on 28th June, 2022**

- 1) Departmental meeting was conducted on 28th June, 2022.
- 2) Activities for department to be conducted where finalised for academic year 2022-23.
- 3) Mentors were allocated to respective classes.
- 4) Time Table for regular lectures for SYABF & TYBAF was finalised.
- 5) Club Activities were finalised to be conducted during the semester.

Department Meeting Attendance Record

Date: 28th June, 2022

Sr No.	Name of the faculty	Sign
1	Rasika Shinde (Convener)	
2	Rishikesh Jade	
3	Mukul Kulkarni	
4	Sujith Raman	

Convener



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Department of Accounting & Finance

Date: 17th December 2022

NOTICE

The Accounting & Finance department meeting is scheduled on 20th December, 2022 at 11.00am. All the faculty members are kindly requested to attend the same.

The Agenda is as follows:

- 1) To plan academic and co-curricular activities for 2,4,6 semester for academic year 2022-23.
- 2) To plan for regular lectures time table.
- 3) To discuss about attendance monitoring mechanism and Parent Teacher Meeting.
- 4) To discuss about Finanzen Club Activities and Intercollegiate festival to be organised.


Convener




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Department of Accounting & Finance

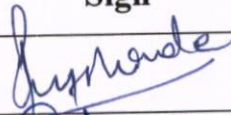
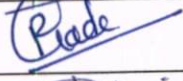

Date: 20th December,2022

Minutes of the Meeting

- 1) Departmental meeting was conducted on 20th December,2022
- 2) Regular lectures time table was finalised
- 3) Finanzen Club activities were finalised and 23rd February,2023 date was finalised for the intercollegiate festival Finova-2023
- 4) Faculties entered the student's attendance record in E- Sanchalan and overall student's attendance Record was generated.

Department Meeting Attendance Record

Date: 20th December,2022

Sr No.	Name of the faculty	Sign
1	Rasika Shinde (Convener)	
2	Rooshikesh Jade	
3	Mukul Kulkarni	


Convener




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

Date : 6th June, 2022

DEPARTMENT OF MULTIMEDIA AND MASS COMMUNICATION

MEETING ATTENDANCE

SR.NO	NAME OF THE FACULTY	SIGNATURE
1.	Ms. Shweta Gopalakrishnan	
2.	Mr. Rajkumar Pillai	

Convenor



Principal
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The S.I.A. College of Higher Education,
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Date: 7th June, 2022

Minutes of the Meeting

DEPARTMENT OF MULTIMEDIA AND MASS COMMUNICATION

The First Meeting of the Academic Year was held on 6th June, 2022 in the college premises. The Agenda of the meeting was to plan the Academic Calendar for the year 2022-23.

The meeting began with the introductory remarks of the Principal followed by a detailed discussion on the focus areas for the growth of the department and strategies for the same and subject allocation for teachers.

Convenor



Principal

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DOMBIVLI (E)



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Date : 11/7/2022

DEPARTMENT OF MULTIMEDIA AND MASS COMMUNICATION

MEETING ATTENDANCE

SR.NO	NAME OF THE FACULTY	SIGNATURE
1.	Ms. Shweta Gopalakrishnan	
2.	Mr. Rajkumar Pillai	

Convenor



Principal

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Date: 11th July, 2022

Minutes of the Meeting

DEPARTMENT OF MULTIMEDIA AND MASS COMMUNICATION

Department Meeting was held on 11th July, 2022 in the college premises. The Agenda of the meeting was to plan the schedule and Bridge Course for FYBAMMC Students.

The Meeting began with the Convenor sharing the experiences and interactions of students during the Orientation. The Coursework for the Bridge Course was discussed and a clear structure was finalised. There was a suggestion to conduct a small test for the students in order to measure the outcome of the course and the understanding levels of the students.

The meeting concluded with allocation of subjects in the Bridge Course and a timetable that has to be followed by the students.

Subjects allotted were as follows:


Sociology and Psychology: Dr. Padmaja Arvind

History and Political Science: Ms. Shweta Gopalakrishnan

Economics: Mrs. Hema Iyengar


Convenor




Principal
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Date : 09th November, 2022

DEPARTMENT OF MULTIMEDIA AND MASS COMMUNICATION

MEETING ATTENDANCE

SR.NO	NAME OF THE FACULTY	SIGNATURE
1.	Ms. Shweta Gopalakrishnan	
2.	Mr. Rajkumar Pillai	

Convenor



Principal

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Near Balaji Mandir, Dombivli (East), 421203.

Date: 10th November, 2022

Minutes of the Meeting

DEPARTMENT OF MULTIMEDIA AND MASS COMMUNICATION

Department Meeting was held on 9th November, 2022 in college campus. The Agenda of the meeting was to plan for the upcoming Department Fest.

The Meeting began with the Convenor presenting the Action Plan for the PARADIGM Fest. The Theme of the Fest was decided as "Move With Time"

Hence, the date for the Inter Collegiate Fest was fixed as 28th January, 2023. Budget for Prizes and Certificates were approved by the Principal for the smooth functioning of the Event.


Convenor




Principal

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



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Date: 16/07/2022


REPORT

DEPARTMENT OF MULTIMEDIA AND MASS COMMUNICATION

Orientation Session was conducted for the FYBAMMC students on 16th July, 2022 at 10:30am in college premises. The Session began with principal's Address followed by Department and Club orientation and Bridge Course. The students were introduced to various clubs and committees in the college and were encouraged to participate. Chocolates and Welcome Notes were distributed to all the students as a welcome gift. The session concluded with Feedback Survey.


CONVENOR




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Notice


Date: 21/06/2022

DEPARTMENT OF INFORMATION TECHNOLOGY
MSC INFORMATION TECHNOLOGY
ACADEMIC YEAR 2022-23

A meeting with teachers is scheduled on 23/6/2022 at 2PM to decide on the workload distribution of MSC IT for semester 1 and semester 3.


CONVENOR




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Date: 23/06/2022

DEPARTMENT OF INFORMATION TECHNOLOGY
MSC INFORMATION TECHNOLOGY
ACADEMIC YEAR 2022-23

AGENDA:

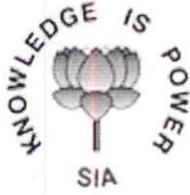
1. To finalize on the workload allocation for MSC(IT) Semester 1 and Semester 3.

Sr. No	Name of the Teacher	Signature
1	Mrs. S. Sai Sree	
2	Mrs. Tejaswini Shivsharan	
3	Mrs. Sandhya Thakkar	
4	Mrs. Sandhya Pandey	
5	Mrs. Rashmi Chindarkar	
6	Mrs. Shilpa Nimbre	
7	Mrs. Meenakshi Kulawade	
8	Mrs. Bhavana Dhande	

CONVENOR



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Date: 23/06/2022


DEPARTMENT OF INFORMATION TECHNOLOGY
MSC INFORMATION TECHNOLOGY
ACADEMIC YEAR 2022-23
MINUTES OF THE MEETING

In the departmental meeting of PG Section

1. The workload of Msc IT part 1 and part 2, Semester 1 and Semester 3 was distributed among the teachers.
2. It was decided to conduct subject expert lectures for the students


CONVENOR




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Notice


Date: 19/01/2023

DEPARTMENT OF INFORMATION TECHNOLOGY
MSC INFORMATION TECHNOLOGY
ACADEMIC YEAR 2022-23

A meeting with teachers is scheduled on 23/1/2023 at 2PM to decide on the workload distribution of MSC IT for semester 2 and semester 4.


CONVENOR




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Date: 23/01/2023

DEPARTMENT OF INFORMATION TECHNOLOGY
MSC INFORMATION TECHNOLOGY
ACADEMIC YEAR 2022-23

AGENDA:

1. To finalize on the workload allocation for MSC(IT) Semester 2 and Semester 4.

Sr. No	Name of the Teacher	Signature
1	Mrs. S. Sai Sree	
2	Mrs. Tejaswini Shivsharan	
3	Mrs. Sandhya Thakkar	
4	Mrs. Sandhya Pandey	
5	Mrs. Shilpa Nimbre	
6	Mrs. Bhavana Dhande	
7	Mrs. Shubhangi Datpardar	

CONVENOR



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Date: 23/01/2023


DEPARTMENT OF INFORMATION TECHNOLOGY
MSC INFORMATION TECHNOLOGY
ACADEMIC YEAR 2022-23
MINUTES OF THE MEETING

In the departmental meeting of PG Section

1. The workload of Msc IT part 1 and part 2, Semester 2 and Semester 4 was distributed among the teachers.
2. It was decided to conduct subject expert lectures, workshops for the students


CONVENOR




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