



Government of Maharashtra's
Ismail Yusuf College of Arts, Science and Commerce,
Jogeshwari (East), Mumbai 400 060.

Tel. No. (Office) 022-28352881

Tele-Fax (Principal) 022-28202188

Date: 20.06.2022

Department of Commerce

NOTICE

A meeting of Commerce faculties is scheduled to be on 22.06.2022 at 12.30 pm in the Staff Common Room.

All Teachers are requested to attend the meeting.

Agenda:

- Introduction of newly appointed teaching staff
- Workload Allotment
- Preparation of Timetable
- Preparation of Departmental Calendar for events
- Preparation of Teaching Plan and maintain Daily Diary



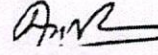
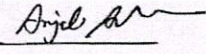
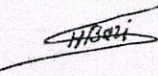
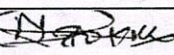


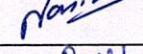
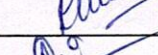
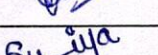
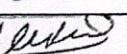
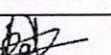

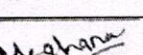
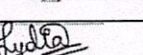

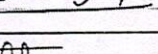

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Co-Ordinator

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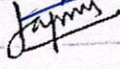
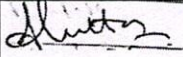
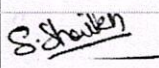
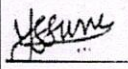
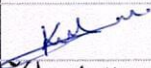
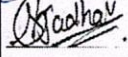
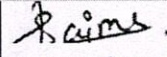


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Department of Commerce


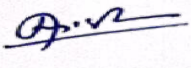
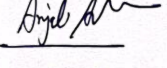
Meeting Attendance
Meeting Date & Timing: 22.6.2022 AT 12.30 PM

Sr.No	Name	Signature
1	Prof.(Dr.) Arvind Luhar	
2	Dr.Anjali Alekar	
3	Hemraj Bari	
4	CA Navneet Gokani	
5	Shifa Saadan	
6	Rajdeep Kamble	
7	Nasir Usmani	
8	Pratiksha Gurav	
9	Hasina Panwar	
11	Sumaiya Khan	
13	Kiran Rane	
14	Deepal Pal	
15	Zeeshan Mukri	
16	Meghna Bakraniya	
17	Lydia vikas kalgutkar	
18	Nitin Gangal	
19	Obaidullah shaikh	



20	Suryakant Patole	
21	Sapna Jha	
22	Ashwin Mehta	
23	Samrah Shaikh	
24	Yash Surve	
25	Khan Kulsum	
26	Shraddha Jadhav	
27	Saima Mistry	
28	Aamba Mehta	
29	Sapana Pasi	



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Minutes of Meeting

Date: 22.06.2022

Timing: 12.30 – 1.30 pm

Venue: Staff Common Room

Co-ordinator of Commerce Department welcomed and briefed the staff about the agenda.

- **Introduction of newly appointed teaching staff**

Introduced the newly recruited teaching staff to the members. The new staff members were oriented about the college, its vision, mission, core values, activities and goals by the Head of department.

- **Workload Allotment:**

Workload allotment is done based on the specialization and experience of the faculty members in the department.

- **Preparation of Timetable:**

It is unanimously decided that timetable has to be prepared as per workload prescribed in University of Mumbai's curriculum.

- **Preparation of Departmental Calendar for events**

It is unanimously decided that departmental calendar will be prepared after taking inputs from department staff and by considering the university timeline.

- **To prepare Teaching Plan and maintain Daily Diary**

It was decided that the each faculty will prepare teaching plan for each subject and maintain a Daily Dairy. Same will be monitored by HODs of Commerce and Accountancy and Co-ordinators of BAF, BMS, M. Com on weekly basis to ensure timely completion of syllabus.

Meeting concluded with vote of thanks by Commerce Co-Ordinator.

Anil *H. B. B. B.*
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Action Taken Report

The action taken as suggested by HODs, BAF, BMS, M.Com Co-ordinators. Suggestions were implemented and appropriate action taken as recommended in the meetings held on 22.06.2022.

1.	Timetable has been prepared and approved by Principal.
2.	Departmental Calendar has been prepared by respective HoDs and Co-ordinators and got approved from Principal.
3.	Workload allotment is done on the basis of specialization and experience of each faculty members.
4.	Faculties have shared their teaching plans with Hods and respective Co-ordinators. Also started maintaining Daily Diaries for lecture records.



Anjel *H.Bani*

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Date: 09.08.2022

Department of Commerce

NOTICE

A meeting of Commerce faculties is scheduled to be on 11.08.2022 at 12.30 pm in the Staff Common Room.

All Teachers are requested to attend the meeting.

Agenda:

- Review of previous meeting
- Discussion about Internal Examination
- Allotment of Mentors
- Syllabus Completion
- Monitoring of Students Attendance
- Evaluation of Student's Learning Progress
- Arrangement of Remedial Lectures
- Preparation of Question Papers for upcoming ATKT & Regular Exams.
- To organize an International Conference



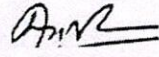
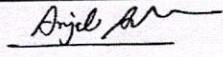
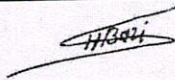


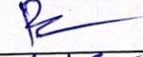
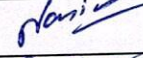


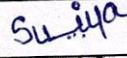
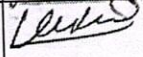
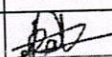
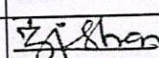
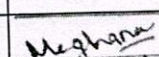


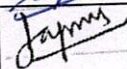
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Co-Ordinator

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Jogeshwari (East), Mumbai 400 060**

Department of Commerce

**Meeting Attendance
Meeting Date & Timing: 11.8.2022 AT 12.30 PM**

Sr.No	Name	Signature
1	Prof.(Dr.) Arvind Luhar	
2	Dr.Anjali Alekar	
3	Hemraj Bari	
4	CA Navneet Gokani	
5	Shifa Saadan	
6	Rajdeep Kamble	
7	Nasir Usmani	
8	Pratiksha Gurav	
9	Hasina Panwar	
11	Sumaiya Khan	
13	Kiran Rane	
14	Deepal Pal	
15	Zeeshan Mukri	
16	Meghna Bakraniya	
17	Obaidullah shaikh	
18	Suryakant Patole	
19	Sapna Jha	



20	Ashwin Mehta	<i>Ashwin</i>
21	Samrah Shaikh	<i>S. Shaikh</i>
22	Yash Surve	<i>Yash</i>
23	Khan Kulsum	<i>Kulsum</i>
24	Shraddha Jadhav	<i>Shraddha</i>
25	Saima Mistry	<i>Saima</i>
26	Aamba Mehta	<i>Aamba</i>
27	Sapana Pasi	<i>Sapana</i>



H. Bai *A. V.* *Anil M.*
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Minutes of Meeting

Date: 11.08.2022

Timing: 12.30 – 1.30 pm

Venue: Staff Common Room

Co-ordinator of Commerce Department welcomed and following points were discussed during the meeting.

- **Review of previous meeting:**

The meeting commenced by reading the minutes of the last meeting, which were unanimously approved.

- **Discussion about Internal Examination:**

It was decided that Internal examination of BAF and BMS students will be held in 1st Week September. Timetable for the same should be circulated to students in next two days. All the necessary arrangements of Question Paper printing, Seating Arrangement and supervisor's duties have to be done by BAF and BMS teachers under the guidance of respective Co-ordinators. Internal Examination has to be conducted with utmost seriousness. Syllabus should be informed 10 days before the internal exams.

- **Allotment of Mentors:**

Role of Mentor – mentee system for redressal of student grievances was discussed. It was resolved to allot mentor to each class.

- **Syllabus Completion:**

All teachers informed to complete their syllabus by month of September; if required teachers can engage extra lectures.

- **Monitoring of Students Attendance:**

It is unanimously decided that attendance of students to be monitored monthly and report to be submitted to respective HODs/Co-ordinators at the end of the month.

- **Evaluation of Student's Learning Progress**



It is unanimously decided to monitor the continuous learning progress through various types of assessments such as Assignments, Quiz, Group Discussions etc.

- **Preparation of Question Papers for upcoming ATKT & Regular Exams**

All the teachers were informed to keep question papers ready for Semester I, II, III, IV (ATKT – 02 Sets & Regular -03 Sets) by 25th September 2022. It will further be checked by Hods/ Co ordinators.

- **Preparation of Remedial Lectures Schedule:**

It was decided that teachers will identify the students for remedial course and will do the necessary arrangements for their remedial lectures. The attendance of those students should be maintained and reports will be submitted to respective HoD's.

- **To organize an International Conference**

It was informed by Prof. Dr. Luhar sir that Department of B.Com, BAF, BMS and M.Com is organizing an International Conference in the month of February 2023.

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Action Taken Report

The action taken as suggested by HODs, BAF, BMS, M.Com Co-ordinators. Suggestions were implemented and appropriate action taken as recommended in the meetings held on 11.08.2022.

1.	Internal Examination Timetable has been prepared and displayed on Notice Boards.
2.	Syllabus Completion Status were reviewed by respective Heads on 25 th September, 2022.
3.	Students Attendance Report was displayed on Notice Board by the Month End.
4.	Student's Learning Progress report was taken by respective heads from teaching staff.
5.	Question Papers were submitted by Teachers on 25.09.2022 to HoDs.
6.	Remedial Lectures were taken for FYBAF/FYBMS/FYBCOM Classes.
7.	Date for International Conference will be 25 th February 2023.



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Date: 14.11.2022

Department of Commerce

NOTICE

A meeting of Commerce faculties is scheduled to be on 16.11.2022 at 12.00 pm in the Staff Common Room. All Teachers are requested to attend the meeting.

Agenda:

- Review of previous meeting
- Result Analysis
- Discussion about Internal Exam Marks Entry
- To Conduct of seminars and other activities
- To encourage students to participate in various activities
- Preparation of Timetable
- Discussion regarding Industrial Visit
- Work Allocation for International conference



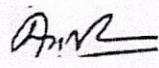
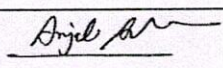
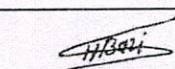
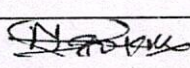

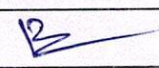
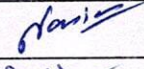
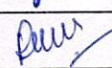

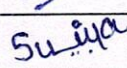
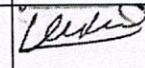
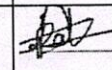
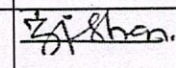
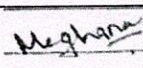
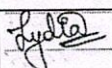
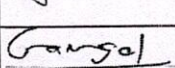

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Co-Ordinator

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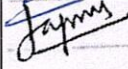
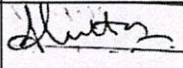
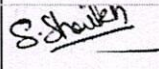
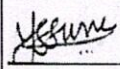

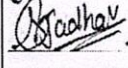
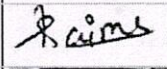
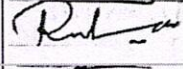
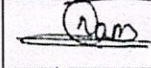

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Department of Commerce


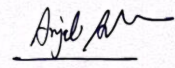
**Meeting Attendance
Meeting Date & Timing: 16.11.2022 AT 12.00 PM**

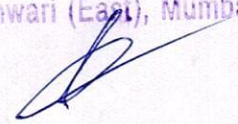
Sr.No	Name	Signature
1	Prof.(Dr.) Arvind Luhar	
2	Dr.Anjali Alekar	
3	Hemraj Bari	
4	CA Navneet Gokani	
5	Shifa Saadan	
6	Rajdeep Kamble	
7	Nasir Usmani	
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9	Hasina Panwar	
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16	Meghna Bakraniya	
17	Lydia vikas kalgutkar	
18	Nitin Gangal	
19	Obaidullah shaikh	



20	Suryakant Patole	
21	Sapna Jha	
22	Ashwin Mehta	
23	Samrah Shaikh	
24	Yash Surve	
25	Khan Kulsum	
26	Shraddha Jadhav	
27	Saima Mistry	
28	Feshma Khan	
29	Namira Momin	
30	Aamba Mehta	





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Minutes of Meeting

Date: 16.11.2022

Timing: 12.00 – 1.00 pm

Venue: Staff Common Room

Co-ordinator of Commerce Department welcomed the staff and following points were discussed during the meeting.

- **Review of previous meeting:**
The meeting commenced by reading the minutes of the last meeting, which were unanimously approved.
- **Result Analysis**
The result analysis for each class was done by Heads and Co-ordinators. The action to be taken for improving result was reviewed.
- **Discussion about Internal Exam Marks Entry:**
It was decided that marks of Internal Examination of M.Com (Part I & Part II) should be uploaded by teachers in time.
- **To Conduct of seminars and other activities**
It was decided that seminars and workshops should be organized for student's skill development.
- **To encourage students to participate in various activities**
Authorities informed teachers to encourage students to participate in various activities and competition to be held in college and inter college festivals.
- **Preparation of Timetable:**
Timetable has to be made for BAF /BMS – Sem, II, IV, VI Classes and the same should be informed to students immediately.
- **Discussion regarding Industrial Visit**
It was decided to visit Keshav Srushti along with BAF/BMS students. Follow-up needs to be taken in regard with Date and Timings of visit.
- **Work Allocation for International conference:**
It was decided that Smt. Shifa Saadan will prepare the brochure for the conference and will take care of Overall work of Conference under the guidance of Prof. Dr. Arvind Luhar Sir. Yash Surve, Samrah Shaikh, Kulsum Khan and Surykant Patole were allotted the work for Conference. Follow up of authors will be taken by Shifa Saadan and her team.



Action Taken Report

The action taken as suggested by HODs, BAF, BMS, M.Com Co-ordinators. Suggestions were implemented and appropriate action taken as recommended in the meetings held on 16.11.2022.

1.	M.Com Marks successfully uploaded on University Website.
2.	Timetable for BAF /BMS – Sem. II, IV, VI Classes has been prepared and displayed on Notice Board.
3.	Industrial Visit to Kshav Srushti will be on 11 th February 2023. Schedule for the same is informed to the students an necessary arrangement were made under the guidance of HoD's
4.	Expert lecture were arranged for TYB.Com students for the subjects of Financial Accountng , Cost Accounting and Taxation for improving the results of Sixth Semester.
5.	Conference Team has prepared the Boucher and it is circulated in College Groups.



Arif A. *H. Bani*
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Tel. No. (Office) 022-28352881

Tele-Fax (Principal) 022-28202188

Date: 18.01.2023

Department of Commerce

NOTICE


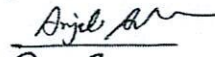

A meeting of Commerce faculties is scheduled to be on 19.01.2023 at 12.30 pm in the Staff Common Room.


All Teachers are requested to attend the meeting.

Agenda:

- Review of previous meeting
- Discussion about Internal Examination
- Review of Mentor-Mentee Reports
- Syllabus Completion
- Monitoring of Students Attendance
- Evaluation of Student's Learning Progress
- Industrial Visit preparations
- Review of work of International conference



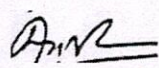
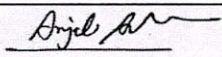
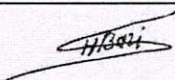


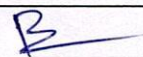


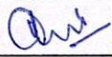

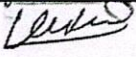
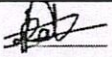
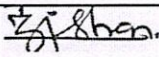
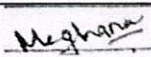
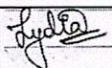
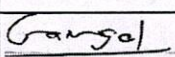




Co-Ordinator

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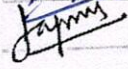
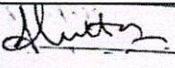

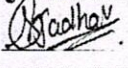
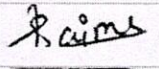
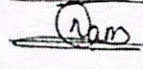


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Department of Commerce

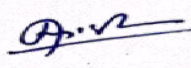
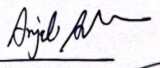


**Meeting Attendance
Meeting Date & Timing: 19.01.2023 AT 12.30 PM**

Sr.No	Name	Signature
1	Prof.(Dr.) Arvind Luhar	
2	Dr. Anjali Alekar	
3	Hemraj Bari	
4	CA Navneet Gokani	
5	Shifa Saadan	
6	Rajdeep Kamble	
7	Nasir Usmani	
8	Pratiksha Gurav	
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25	Saima Mistry	
26	Namira Momin	
27	Aamba Mehta	
28	Sapana Pasi	



  
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Minutes of Meeting

Date: 19.01.2023

Timing: 12.30 – 1.30 pm

Venue: Staff Common Room

Co-ordinator of Commerce Department welcomed and following points were discussed during the meeting.

- **Review of previous meeting:**

The meeting commenced by reading the minutes of the last meeting, which were unanimously approved.

- **Discussion about Internal Examination:**

It was decided that Internal examination of BAF and BMS students will be held in End of February month. Timetable for the same should be circulated to students in next two days. All the necessary arrangements of Question Paper printing, Seating Arrangement and supervisor's duties have to be done by BAF and BMS teachers under the guidance of respective Co-ordinators. Internal Examination has to be conducted with utmost seriousness. Syllabus should be informed 10 days before the internal exams.

It was decided that M.Com Internal Exams will be held in the month of April 2019. Same arrangements are to be made as per last semesters. Project Viva Voce for M.Com Sem IV students will be arranged in same month. Necessary arrangements to be made by respective Project Teachers.

- **Review of Mentor-Mentee Reports**

Mentor-Mentee reports were submitted by respective class incharge and reviewed by respective Heads/Co-ordinators.

- **Monitoring of Students Attendance:**

It is unanimously decided that attendance of students to be monitored monthly and report to be submitted to respective HODs/Co-ordinators at the end of the month.

- **Evaluation of Student's Learning Progress**

It is unanimously decided to monitor the continuous learning progress through various types of assessments such as Assignments, Quiz, Group Discussions etc.



- **Syllabus Completion:**

All teachers informed to complete their syllabus by 5th March; if required teachers can engage extra lectures.

- **Preparation of Question Papers for upcoming ATKT & Regular Exams**

All the teachers were informed to keep question papers ready for Semester I, II, III, IV (ATKT – 02 Sets & Regular -03 Sets) by 28th February 2023. It will further be checked by Hods/ Co ordinators.

- **Preparations of Industrial Visit:**

The industrial Visit to Keshav Srushti is on 11th Febraury 2023. All the preparations made were discussed in the meeting. Class Incharge were informed to make reports for Attendance of Students.

- **Review of work of International conference**

Smt. Shifa Saadan Madam gave the data of research papers received till date. It was informed by Dr. Luhar sir to check Plagiarism of papers received and take follow –up with respective Authors in case it is more than 10%.

It was decided that 4 technical Sessions will be made for 10 Research Papers and 4 Technical Session Incharge were appointed. Their Paper Presentations and Voice overs (Recorded presentations) are to be taken on or before 5th February.

Breakfast and Lunch arrangements for Conference day is to be made by Dr. Anjali Alekar madam.



Anjali

Shifa

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Jogeshwari (East), Mumbai -400 060.

Action Taken Report

The action taken as suggested by HODs, BAF, BMS, M.Com Co-ordinators. Suggestions were implemented and appropriate action taken as recommended in the meetings held on 19.01.2023.

1.	Internal Examination Timetable has been prepared and displayed on Notice Boards.
2.	Industrial Visit to Keshav Srushti is done on 11 th February 2023.
3.	Syllabus Completion Status was reviewed by respective Heads on 28 th February 2023.
4.	Students Attendance Report was displayed on Notice Board by the Month End.
5.	Student's Learning Progress report was taken by respective heads from teaching staff.
6.	Question Papers were submitted by Teachers on 7 th March to HoDs.
7.	Online International Conference was organised successfully by Department of Commerce, BAF, BMS and M.Com.



Arif *H. Bani*

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PRINCIPAL
Government of Maharashtra's
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Jogeshwari (East), Mumbai - 400 060