A meeting of Economic Department is scheduled to be held on 16<sup>th</sup> June 2022 (Friday) at 11:30 am in the Teacher's Common Room. All faculty members are requested to attend the meeting.

#### Agenda of meeting:

- 1. To prepare departmental time table and work load.
- 2. To decide activities of the department.
- 3. To appoint-CHB teachers.
- 4. To organize orientation for FYBA class
- 5. To prepare teaching plan.
- 6. Any other matters with permission of chair.

## · 1emi\_rs\_\_ 🕽 🥽 department:

- 1. Prashant Lemade
- 2. Nazish Sayed
- 3. Natasha Kalashi
- 4. Puja Joshi
- 5. Amina Shaikh
- 6. Pravin Dubey

Head of Economics Department

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The meeting of Economics department was held on 16<sup>th</sup> June 2022, in the staff room at 11:30 am. According to the agenda following subjects were discussed:

Subject 1: To prepare departmental time table and work load.

Departmental time table has been prepared and work load was distributed. The CHB lecturers' workload will be decided as per the government regulation.

Subject 2: To decide activities of the department.

It is decided that career guidance sessions will be organize for TYBA and TYBCOM students. It is also decided that Skill development awareness sessions will organize for SYBA and TYBA students.

Subject 3: To appoint CHB teachers.:

CHB teachers will be appointed through interview process by inviting subject experts from nearby college.

Subject 4: To organize orientation for FYBA class

It is decided that orientation for FYBA students will be conducted in the month of July -2022.

Subject 4: To prepare teaching plan

Teaching plan has been prepared as per the requirement of college. It is decided that lectures of second and third year classes will start with immediate effect. All lecture will be conducted in physical mode.

Following members were present for the meeting.

1. Prashant Lemade

2. Nazish Sayed Morid

3. Natasha Kalashi Duloma.

4. Puja Joshi Pad

5. Amina Shaikh P

6. Pravin Dubey Roun

Head of Economics Department

महाराष्ट्र शासनाचे इस्माईल युस्ट्रैफ कला, विज्ञान व वाणिज्य महाविद्यालय, जोगेश्वरी (पूर्व), मुंबई - ४०० ०६०.

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All the points discuss in the meeting have been implemented properly as per the instructions of the principal. The interview of CHB staff was concluded and they were appointed for this academic year. Time table and workload has been prepared. The orientation for FYBA class was conducted successfully.

Head of Economics Department



A mid-term meeting of Economic Department is scheduled to be held on 16<sup>th</sup> September - 2022 (Saturday) at 12:30 pm in the Teacher's Common Room. All faculty members are requested to attend the meeting.

## Agenda of meeting:

- 1. To confirm minutes of first meeting of academic year.
- 2. To prepare question papers for term end examinations.
- 3. To decide activities of the department.
- 4. Any other matters with permission of the chair.

## Members of the department:

- 1. Prashant Lemade
- 2. Nazish Sayed
- 3. Natasha Kalashi
- 4. Puja Joshi
- 5. Amina Shaikh
- 6. Pravin Dubey

Head of Economics Department



The minutes of meeting held on 16<sup>th</sup> September -2022 at 12:30 pm at staff room. Following subjects were discussed.

1. To confirm minutes of first meeting of academic year:

The minutes of first meeting were read and confirmed by the head of the department and were approved all members unanimously.

- 2. To prepare question papers for term end examinations.

  The question paper allocation was done by head of department as per the subject's taught by respective teachers. The paper pattern was followed as per the Mumbai university norms. It is also suggested that solution for question paper should be submitted along with question papers.
- 3. To decide activities of the department. It was decided that two sessions will be conducted for students one session on career guidance for TYBA and TYBCOM students and second session will be on skill development for BA (Economics) students will be conducted in the second term.

Meeting ended with the vote of thanks to the Chair.

Following members were remain present.

1. Prashant Lemade

2. Nazish Sayed Mwzi

3. Natasha Kalashi Wowley

4. Puja Joshi Ros

5. Amina Shaikh Amm

6. Pravin Dubey

Head of Economics Department

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The paper setting for BA and BCOM examinations was completed before the due date and three sets of question paper were handed over the examination department.

The two sessions on the topics: career guidance and skill development will be conducted by expert faculty of Economics department of Sydenham College, Mumbai. And Sydenham Institute of Management Studies, Research and Entrepreneurship Education respectively.

**Head of Economics Department** 

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A second term meeting of Economic Department is scheduled and it will be held on 19<sup>th</sup> November -2022 (Saturday) at 12:00 noon in the Teacher's Common Room. All faculty members are requested to attend the meeting.

## Agenda of meeting:

- 1. To confirm minutes of mid-term meeting of academic year.
- 2. To take review of semester -I, III and V examinations and result.
- 3. To plan remedial lectures for slow learners.
- 4. To conduct session on skill development for BA (Economics) students.
- 5. Any other matters with permission of chair.

## Members of the department:

- 1. Prashant Lemade
- 2. Nazish Sayed
- 3. Natasha Kalashi
- 4. Puja Joshi
- 5. Amina Shaikh
- 6. Pravin Dubey

Head of Economics Department



The minutes of meeting held on 19th November -2022 at 12:00 noon at staffroom. Following subjects were discussed.

1. To confirm minutes of mid-term meeting of academic year.

The minutes were read and confirmed by the head of the department and were approved unanimously by all staff members.

2. To take review of semester -I, III and V examination and result.

The head of department and the faculties took the review of the results and found that results were satisfactory and students had performed as per the expectation.

3. To plan remedial lectures for slow learners.

It was decided that one extra session will be conducted on every Saturday after the last lecture and doubts will be solved of the needy students.

4. To conduct session on skill development for BA (Economics) students. The session on skill development will be conducted in the month of January 2023 for the TYBA (Economics) students. Necessary correspondence is done.

Meeting ended with the vote of thanks to the Chair.

Following members were remain present.

1. Prashant Lemade

2. Nazish Sayed Noveil

3. Natasha Kalashi Quetusha

4. Puja Joshi Poorea

5. Amina Shaikh Amia

6. Pravin Dubey

**Head of Economics Department** 

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The remedial classes were conducted for every Saturday for BA and BCOM students and doubts of students were solved after briefly explaining to them certain topics which they found difficult to understand.

The skill development session was conducted for the students of TYBA (Economics) by Dr. Ranu Jain from Sydenham Institute of Management Studies, Research and Entrepreneurship Education. This session was conducted on 11th January 2023.

Head of Economics Department



A mid-term meeting of Economic Department is scheduled to be held on 9<sup>th</sup> March -2023 (Thursday) at 12:30 pm in the Teacher's Common Room. All faculty members are requested to attend the meeting.

#### Agenda of meeting:

- 1. To confirm minutes of second term meeting of academic year.
- 2. To take review of syllabus completion.
- 3. To conduct career guidance session
- 4. To prepare question papers.
- 5. To complete internal assessment.
- 6. Student and faculty achievements.
- 7. Farewell to TYBA students.
- 8. Any other matters with permission of chair.

#### Members of the department:

- 1. Prashant Lemade
- 2. Nazish Sayed .
- 3. Natasha Kalashi
- 4. Puja Joshi
- 5. Amina Shaikh
- 6. Pravin Dubey

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**Head of Economics Department** 



The minutes of meeting held on 9<sup>th</sup> March -2023 at 12:30 pm at staffroom. Following subjects were discussed.

- 1. To confirm minutes of second term meeting of academic year.

  The minutes were read and confirmed by the Head of the department and were approved unanimously by all staff members.
- 2. To take review syllabus completion.

The syllabus from first year to third year of BA and BCOM will be completed before the commencement of the semester examination.

3. To prepare question papers.

The question paper allocation for second term was done by head of department as per the subject's taught by respective teachers. The paper pattern was followed as per the Mumbai university norms.

- To complete internal assessment
   It is decided that the internal assessment of TYBA students will completed before end of 20<sup>th</sup> April. 2023.
- 5. Student and faculty achievements:

  HOD told to faculties to publish research paper of economic in reputed journals and students encourage the participation in extracurricular activities.
- Farewell to TYBA students.
   It is decided that Farewell for TYBA students will be organized in the last week of March 2023.

Following members were remain present.

1. Prashant Lemade

2. Nazish Sayed

3. Natasha Kalashi Chushi

4. Puja Joshi Possa

5. Amina Shaikh Brown

6. Pravin Dubey Trail

Head of Economics



- The question paper allocation for second term was done by head of department as per the subject's taught by respective teachers.
- The syllabus of BA and BCOM was completed on time and extra sessions was conducted on how to write examination papers.
- Farewell for TYBA students was organized on 31st March 2023.



## Notice •

A meeting of Economic Department is scheduled to be held on 26<sup>th</sup> June 2023 (Monday) at 11:30 am in the Teacher's Common Room. All faculty members are requested to attend the meeting.

#### Agenda of meeting:

- 1. To prepare departmental time table and work load.
- 2. To decide activities of the department.
- 3. To appoint CHB teachers.
- 4. To organize orientation for FYBA class.
- 5. To prepare teaching plan.
- 6. To take review of NAAC related activities of Economics department.
- 7. Any other matter with permission of the chair.

## Members of the department:

- 1. Prof. Anil R. Chougule
- 2. Shri. Prashant Lemade
- 3. Shri. Prakash Parkhe

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Head of Economics department (Dr. Ritesh Singhal)

