

## Minutes of Staff Meeting during the Academic Year 2020-21

Held on 2<sup>nd</sup> June 2020

The following agenda was discussed in the staff meeting held on 2<sup>nd</sup> June 2020, which was conducted through Google meeting at 5.30 pm. All the teachers were participated on online Google meeting.

### 1. Review of Internal Exam:

Principal madam reviewed of Internal component for FY/SY and TY Exam for the Academic year 2019-20 .

### 2. Individual work Report

Principal Madam announced to all the staff members that all the teachers have to maintain everyday Individual work Report with work and hours record in the form of excel sheet and have to mail to principal madam each and every day Individual work report.

### 3. Google Meet setting up

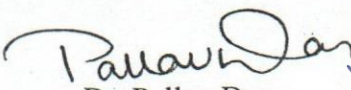
Principal announced to all the staff members that all the lecture for SY and TY will be taken by teachers with the help of G suit only. For each and every lecture teachers have to prepare lecture schedule with the help of Google calendar and issue to student for every lecture.

### 4. Internal Online Training

Principal madam requested to all the teachers that they actively take part in Internal Online training session .

### 5. Code of Conduct

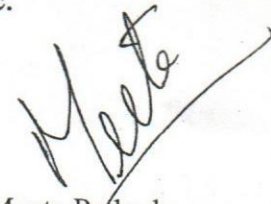
The Principal informed the staff members about the adherence of Code of Conduct in online mode especially about attending the online class on time, online etiquette, etc.

  
Dr. Pallav Das  
Staff Secretary

  
I/c Principal

Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055



  
Dr. Meeta Pathade  
I/C Principal  
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Patuck - Gala College of  
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## Minutes of Staff Meeting during the Academic Year 2019-20

Held on 4<sup>th</sup> April 2020

The following agenda was discussed in the staff meeting held on 4<sup>th</sup> April 2020, which was conducted through zoom meeting at 10.30 am. All the teachers were participated on online zoom meeting.

### **1. National Lockdown:**

Principal madam announced to all the teaching staff that due to national lockdown till 14<sup>th</sup> April, all the teachers were requested to stay home safely. She took a feedback from the teachers about Chairman's email to all the staff members about the health and safety. She also took a feedback about her video release to the students relating to staying safe at home during the COVID-19 lockdown.

She has asked all the class teachers to check with their class students if any of the students are in need of any help and support, especially food, which can be mobilized to them with the help of Mrs. Suman Singh, English medium Supervisor. The teachers were requested to get back to the Principal as soon as possible, so accordingly packets could be arranged.

The Principal asked Mr. Trilok to identify and prepare a list of facilities and support provided by the Government to the needy people or to the common man in general, which can be made known to the students, who can avail the facilities. Mr. Trilok was also asked to find out about the mechanism to avail such facilities, which can further help our students.

The Principal asked Ms. Sunita to organize a webinar with the students/ teachers about mental health to boost their morale in these difficult times. She requested Ms. Sunita to get in touch with our Counselor to organize the same. Even if personal counselling sessions are possible to organize for the students and staff to help them cope with this crisis, our Counselor should take efforts to do that.

### **2. Student Interaction:**

The Principal requested to all the TYBMS, TYBBI, and FY teachers to prepare short videos relating to their topics for students for completing their syllabi, if pending. They were requested to prepare a schedule about the topics coverage and the time of the release of the video. The TYBCom course teachers were asked to prepare short videos for revision of the topics.



**I/c Principal**  
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The Principal asked Mr. Yogesh to conduct a webinar for the students of FYBMS and SYBMS on a generic topic like – Staying fit and healthy at home. The FYBMS and SYBMS class teachers were requested to join this webinar and check about their class students' participation.

**3. Discussion as per Email dated 24<sup>th</sup> March 2020:**

Principal Madam took up discussions as per email dated 24<sup>th</sup> March 2020. She congratulated to Dr. Pallav, Ms. Megha, and Ms. Renita for acceptance of the MRP proposal by University of Mumbai. She requested to all the teachers to take up several professional activities from home such as: -

- a) Developing their online content (prepare video lecture & develop online evaluation content through Google classroom).
- b) Preparing notes for students.
- c) Encouraging teachers to apply for MRP during the next AY: Ms. Netra, Ms. Byshi, Ms. Sunita, Ms. Krupa, Dr. Mhaske, Mr. Raj, Ms. Sana and Mr. Abhijit.
- d) Encouraging teachers to prepare Ph. D. proposal during the lockdown period: Ms. Netra, Ms. Megha, Ms. Renita, Mr. Trilok and Mr. Yogesh.
- e) Completing College-sponsored project of Ms. Priti, and Ms. Tasfiya can complete the chapterization except data collection part.
- f) Encouraging all the teaching staff members to write at least one research paper for publication during the lockdown period till 14<sup>th</sup> April, 2020.
- g) Requesting teachers to write articles for our College magazine: Dr. Pallav, Ms. Chandan, Ms. Netra, Ms. Byshi, Ms. Krupa, Mr. Rao, Mr. Trilok, Mr. Yogesh and Ms. Sunita. The articles can be emailed to Ms. Sana.
- h) Requesting all the teachers to develop innovative pedagogy for teaching learning process for next academic year.
- i) Encouraging teachers to improve their College assignment as the Department Head/ Member and as the Committee Head/ Member.
- j) Following the instructions given by Mr. Raj to upload photos in the Photo Bank.
- k) Taking initiative in uploading the contents on the website.



*Meeta*  
**I/c Principal**  
Patuck - Gala College of  
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#### 4. Review of Academic Audit:

IQAC conducted Internal Academic Audit in the month of February, 2020 and all the teachers were requested to complete their pending filing and documentation work as early as possible, when we resume College. Website and Examination Audits are still to be taken up. Website Audit will be taken up through zoom meeting for which the date will be soon intimated, and Examination Audit will be conducted when the College reopens after lockdown.

#### 5. NAAC

Principal madam announced to all the teaching staff members to take up NAAC work related to their criteria. She can a zoom meeting will be conducted with all the criteria heads and their members from 8<sup>th</sup> April to 10<sup>th</sup> April 2020. She informed that the New SSR Manual will be sent to the teachers for their reference and preparation. The schedule informed is as follows:

- 8<sup>th</sup> April ---- Criterion I and Criterion II
- 9<sup>th</sup> April ---- Criteria III and Criterion IV
- 10<sup>th</sup> April ---- Criterion V, Criterion VI and Criterion VII

#### 6. Planning Activities for the Next AY 2020-2021:

Principal madam requested all the teaching staff members to undertake planning of activities for the next AY 2020-21 for the departments and committees. The planning is to be done term-wise. She also asked the teachers to plan for new teaching pedagogy in the class for the course delivery.

#### 7. Any Other Matters:

- Principal madam enquired about internal class test paper assessment and external exam paper assessment of the concerned teachers.
- Principal madam took a feedback from all the teachers regarding SWAYAM courses and requested to submit their assignment and register for their examination.
- Principal madam requested for a meeting with Department of Accountancy separately through zoom.

A review of Code of Conduct was taken by the Convenor. The staff members were informed proper reporting time especially during the exams need to be followed. During the online student and staff interaction, right decorum was discussed for students and staff.



- Principal madam checked about the photo collection for the Sports Room and also about the sports video for the current AY.

*Pallav Das.*  
Dr. Pallav Das  
Staff Secretary



*Meeta*  
Dr. Meeta Pathade  
I/C Principal  
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Patuck - Gala College of  
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## Minutes of Staff Meeting during the Academic Year 2019-20

Held on 21<sup>st</sup> August 2019

The following agenda was discussed in the staff meeting held on 21<sup>st</sup> August 2019, which was conducted in the Principal's office:

**1. Preparation of Junior College Day:**

Principal madam announced that on 23<sup>rd</sup> August 2019, Degree College will organise Junior College Day for the students of Junior College from 10.00 am to 12.30 pm. All the Degree college teachers were assigned duties for preparation of Junior College Day, and the events conducted for the Junior College Students were rangoli, singing, elocution competition. Students representative of Degree College along with Dr. Tasfiya Shaikh would be in-charge of the overall event.

**2. Self-defence Program for Female Students:**

Our college Women Development Cell (WDC) shall organise self defence program for all the female students on 23<sup>rd</sup> August 2019 from 9.00 to 10.00 am at the auditorium. WDC Convenor, Mrs. Netra Thakre and other members of the Cell shall actively participate for this self-defence program.

**3. Youth Festival, University of Mumbai:**

Principal madam announced that our College students participated in various Youth Festival events like singing, dancing, performing arts, etc. Our College received 3<sup>rd</sup> Prize in Collage for Youth Festival (Mumbai University) in Zone III.

**4. Mentoring Programme:**

Vice-Principal madam, Mrs. Priti Surve have devised a scheme for mentoring program in consultation with Prin. Venkatramani. The revised scheme will help maintain proper record and reference for the teachers.

**5. Academic Performance Improvement (API) meeting for Third-Year Advanced Learners:**

Principal madam took a detailed follow up of the conduct of API for the Third-Year advanced learners. She reinforced that these meetings should be conducted weekly as scheduled for the students.

**6. Industrial Visit for BMS and BBI students:**

Principal madam announced that our College FY/SY/TYBMS students went for an Industrial Visit on 20<sup>th</sup> August 2019 to Navneet Publication House at Manor (Navi



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**I/c Principal**  
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Mumbai). Ms. Megha Nair was co-ordinating the Visit and the teacher who accompanied the students were Mr. AbhjitParadkar.

**7. International Conference**

Principal madam announced our faculty, Ms MonishaD'costais deputed for the International Conference in collaboration with HEF on 7<sup>th</sup> December 2019. She shall participate and present the research paper for this International Conference.

**8. Any Other Matter:**

- Principal Madam announced that our College is in the discussions of signing an MoU with Gurukul College of Commerce, Ghatkopar East for conducting a Certificate Course.
- She also informed the teachers to apply for Minor Research Project at University of Mumbai.
- Code of Conduct is informed to be followed by all the staff members. Adherence to the code of conduct shall be monitored by Committee for Compliance.

*Paradkar*



*Meeta*  
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# Patuck-Gala College of Commerce & Management

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(Affiliated to University of Mumbai)

Re-accredited with B++ grade by NAAC (2.77 CGPA)

## Minutes of Staff Meeting during the Academic Year 2018-19

Held on 15<sup>th</sup> April 2019

The following agenda was discussed in the staff meeting held on 15<sup>th</sup> April 2019:

### 1) Completion of Syllabus and Submission of Teaching Plan

The Principal confirmed with the staff members about completion of syllabus and that they fill the undertaking of completion of syllabus in the teaching plan. Also, they were informed about completing the execution part of the teaching plan and submit to the Vice Principal and BMS/ BBI Co-ordinator on or before 20th April 2019.

### 2) College Magazine

The Convenor of Research & Publication Cell, Mrs. Renita Vazirani requested all the teachers to send their departments and committee reports, and articles for the College magazine on or before 25<sup>th</sup> April 2019. She also asked the teachers to encourage the students to write articles for the magazines.

### 3) Digital Record of Staff Members

The Principal informed that the College is maintaining digital records of all the teachers, and therefore, the teachers were as to have their personal documents in digital format for College record. The digital format of teachers document be completed on or before 25<sup>th</sup> April 2019.

### 4) OSM Assessment

Our College has initiated taking up mini CAP-OSM assessment for Sem VI exams - University of Mumbai. The necessary set up is done in the exam room with four set of computers. Principal Madam clearly instructed all the TY teachers to complete their quota for assessment.

### 5) Assessment for the II Term Exam

The Examination Convenor briefed the teachers about assessment to be completed for the II Term. She also, emphasized that all the teachers must fill up all the column of College CAP Muster on a daily basis and complete the assessment on time.

### 6) Code of Conduct

The Principal took an assessment on compliance of code of conduct by the teachers. The Committee for Compliance briefed the teachers in this regard. The Committee appreciated the teachers for adhering to the Code of Conduct.

### 7) Participation in NIRF

Principal congratulate all the teachers for having our College participating in NIRF. There were 1304 colleges which participated across India and we were one among them. She recognized the efforts of the Vice Principal, Mrs. Priti Surve for driving this task.



*[Signature]*  
I/c Principal

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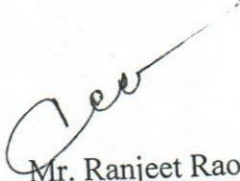
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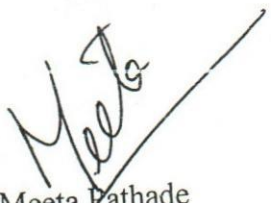


8) Any other matter:


- All the teachers are requested to clean their physical and digital clutter.
- The Principal informed that the College, in collaboration with Higher Education Forum (HEF) shall organize an international conference on 7th December 2019.

  
Mr. Ranjeet Rao  
Staff Secretary



  
Dr. (Mrs.) Meeta Pathade  
I/C Principal  
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## Minutes of Staff Meeting during the Academic Year 2018-19

Held on 18<sup>th</sup> June, 2018

The following points were discussed in the meeting:

### 1. Admission Status

The Admission Committee briefed that the First Year admission will be done on merit basis. The College will follow University procedure for First Year admissions.

Admission status as on 15<sup>th</sup> June, 2018 is as follows:

Class	Total Admission
S.Y.B.Com	264
T.Y.B.Com	139
S.Y.BBI	13
T.Y.BBI	32
S.Y.BMS	42
T.Y.BMS	42

The Principal informed that in case of admission of special child, necessary supporting documents supporting should be collected at the time of Admission only. If the Class Incharge comes to know that there is special child in the class then it should immediately be brought to the knowledge of Admission Committee and Examination Committee. She further briefed the Admission Committee members that at the time of Admission, the parents should be informed as follows:

- Student Attendance in the Academic Year should be equal to or more than 75% for being eligible to appear term exam.
- The parents should visit the College once in a fortnight to monitor their child's attendance.

### 2. Subject Allocation and Teaching Plan

In the meeting, Vice Principal briefed all the teachers about their subject allocation and their workload. The teachers were asked to fill their teaching plan and fill in the execution part as and when completed in the class.

### 3. Formation of Committee

There was a discussion in formation of Committees for the current AY. The teachers brought up their preference for being the Committee member. The Staff Secretary was requested to finalize the list and send to the Website Committee for upload.



*Meeta*

I/c Principal

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#### 4. Class teacher incharge

The Vice Principal informed the teachers about being the class teacher in-charge. The Principal briefed that the class teacher needs to look in the following as a part of their responsibilities:

- List of advance learners.
- List of slow learners
- Form for Counselling recommendation, etc

#### 5. Academic Calendar

The Principal informed the teachers to prepare the Academic Calendar for all the activities to be conducted by the Departments and Committees during the I Term of the AY. The Staff Secretary was requested to collate the activities and finalize the Academic Calendar. He was also asked to send it to the Website Committee for its upload.

#### 6. Code of Conduct

The Vice Principal informed that the College shall conduct Orientation on Code of Conduct for the Second Year and Third Year students during the first week of July, 2018 and for the First Year students during the first week of August, 2018.


The Principal further added about the Code of Conduct to be followed by the teachers especially about going to class on time for the lectures and maintaining punctuality while reporting to work. The emphasized the relevance of compliance of code of conduct and encouraged the staff members to read the Manual on Code of Conduct.

#### 7. Any Other Matters with the Permission of the Chair:

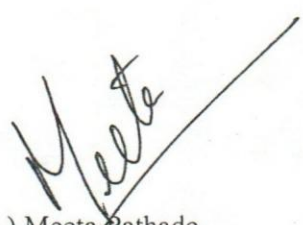
The following matters were discussed:

- The Vice Principal informed the teachers about Second Term Result Analysis for the AY: 2017-18 – class-wise and subject-wise
- The Principal encouraged the TY teachers to undertake TY University Assessment for the AY: 2017-18 and complete their quota of assessment.
- The Vice Principal had prepared supervision schedule for M.Com. Exam and Supervision duty is assigned to all the teachers. She informed to perform their supervision duties according to the Supervision Schedule.
- The Principal informed that on 23<sup>rd</sup> June 2018, Mrs. Netra Thakre have organised Self Defence programme for all the lady staff members and the female students in the College auditorium.
- The Principal informed that according to UGC guidelines, College has planned to celebrate International Yoga Day on 21<sup>st</sup> June 2018 for all the Students.

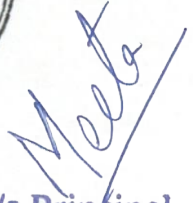
The meeting ended with a vote of thanks to the Chair.

  
Mr. Ranjeet Rao  
Staff Secretary



  
Dr. (Mrs.) Meeta Pathade  
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