

PATUCK – GALA COLLEGE OF COMMERCE & MANAGEMENT

Patuck Campus, 100 Nehru Road Rustomba Patuck Marg, Vakola Bridge, Santacruz (E), Mumbai: 400 055

(Affiliated to University of Mumbai)

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

Date: 5th October, 2020

NOTICE

All the non-teaching staff members are hereby requested to take a note that a meeting is scheduled on 10th October, 2020 at 8.00 p.m. on google meet. Kindly be present for the meeting.

The agenda for the meeting is as follows:

1. Reading the minutes of the previous meeting
2. Admission Status & Pending Documents of First Year Students
3. Affiliation for the A.Y. 20-21
4. Application of M.Com and B.Com (Accounting & Finance) Course
5. Enrollment related work in MKCL portal
6. Scholarship Update
7. Code of Conduct
8. Communication on WhatsApp Groups – Students & Parents
9. Any other matter with the permission of the Chair

Dr. (Mrs.) Meeta Pathade

I/c Principal

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



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Minutes of the Meeting held on 10th October 2020

The following are the minutes of the meeting:

1. Minutes of Previous Meeting: -

The minutes of the previous meeting was read and the following points were discussed out of the matter arising from the minutes:

- a) **University Issues:** Ajit Chawan mentioned about the follow up CONCOL section was done telephonically but there was no response (not answering the call).
- b) **Data Management System:** Dr. Meeta Pathade informed Sagar sir about the pending certificate of Staff member those who have received from webinar or course have not uploaded their certificates, must co-ordinate with Mr. Prashant Kokane.
- c) **Online Training:** The Principal enquired about Online Training for Non-teaching staff for their professional development. She intimated that the training program be decided and should be conducted during November 2020.

2. Admission Status & Pending Document: -

Ajit Chawan mentioned in detailed about the Admission Status and pointed out that 60 First Year students need to complete the submission of their documents from 257 as on today. The reason for pending submission of documents is that some Junior Colleges are closed and follow up is taken by Ajit sir and Rupesh sir and the updated data will be mailed to the Principal.

3. Affiliation for the AY: 20-21: -

Ajit Chawan informed that the process of affiliation of the academic year 20-21 has been completed before time with the help of Rupesh sir.

4. Application of M.Com and B.Com (Accounting & Finance) Programs: -

Ajit Chawan mentioned about the requirements of all the paperwork to apply for M.Com and B.Com (Accounting & Finance) Programs. Accordingly, The Principal informed Yogita miss, Ajit sir and Sagar sir to take up the paperwork and regarding the Balance sheet for the financial year 2019-20 shall be checked at the Trust office.

5. Enrollment related work of MKCL: -

Ajit Chawan informed about the enrollment related work on MKCL portal. He said all the necessary submissions by our end has been done but there is no revert from the University.



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6. Scholarship Update: -

Yogita Ghatkar mentioned about the Scholarship that 17 repeaters Students have responded through Whats App group and through various modes of communication Scholarship updates were posted. Notice regarding Scholarship was circulated and after creating Google form, the Scholarship & Freeship Committee received got a good response for the same. The Principal suggested to present a PPT in Hindi for Parents to understand during PTA meeting so more students can avail the facility.

7. Code of Conduct: -


Dr. Meeta Pathade took a review about the compliance of the Code of Conduct which was the non-teaching staff members. Mr. Ajit Chawan briefed the Principal about its compliance during the academic year

8. Communication on Official WhatsApp Groups - Students & Parents: -



Sagar Awalkar mentioned about the communication on official WhatsApp Groups of students that each non-teaching staff should also be added on that group and on Parents official WhatsApp Group, so that the non-teaching staff members can assist in smooth communication with the students and parents. The Principal asked Sagar sir to discuss this matter with the Vice Principal, Mrs. Priti Surve and the PTA Convenor, Dr. Tasfiya Shaikh.


9. Any other matter with the permission of the Chair:-

- i) Transfer Certificates (TCs) have been received by all the students and total 8 students are from other colleges.
- ii) Library related work was discussed by Bapu sir about the software, work allotted to Riddhi Parab of the entries of Book Bank and also it was decided to borrow laptop from Abhijeet Paradkar for entries of stock checking.


Mr. Ajit Chawan
Head Clerk





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Dr. Meeta Pathade
I/C Principal
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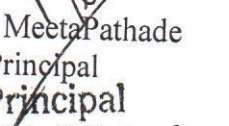
NOTICE

Date: 26th June, 2019


All the non-teaching staff members are hereby requested to take a note that a meeting is scheduled on 29th June, 2019 at 8.00 a.m. at Principal's office. Kindly be present for the meeting.

The agenda for the meeting is as follows:

1. Reading the minutes of the previous meeting
2. Enrollment / Eligibility dates for FY / SY / TY (Fresher) Students
3. Completion of GR, Salary register
4. Admission for the academic year 2019-2020
5. Internal Administrative Audit
6. Code of Conduct
7. Any other matter with the permission of the Chair.


Dr. (Mrs.) Meeta Pathade
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The following staff members were present for the meeting:

- | | |
|---------------------------------|--------------------------------|
| 1. Priti Surve | 5. Rupesh Parab |
| 2. Ajit Chawan <i>A Chawan</i> | 6. Riddhi Parab <i>R Parab</i> |
| 3. Sagar Awalkar <i>Sagar</i> | 7. Yogita Khaire <i>Yogita</i> |
| 4. Yogita Ghatkar <i>Yogita</i> | 8. Babu Varak <i>Babu</i> |

The following discussion took place at the meeting conducted on 29th June 2019:

(1) **Matters arising from Previous Meeting: -**

- **IT Audit:** - It was informed by I/C Principal that IT Audit which was going to be held in May 2019 is been postponed to August 2019
- **Dead Stock Register:** -It was resolved that the Stock Register will be maintained by Ajit and also the entry for the Dead Stock will be maintained.
- **Eligibility case pending:** - It was informed by Ajit sir that still two cases are pending of other Board (UP)
- **Scholarship Update:** -Yogita updated about Scholarship that the old record form maintenance from Academic year 2011-2012 to 2014-2015 will be done by end of July, 2019. She will take assistance from Sagar Sir for the same.
- **Online Exam:** -Online CIE exam will be conducted for all BMS and BBI programs in this Term.
- **Workshop & Seminar, Conference Records:** - Details related to workshops & Seminars & Conferences which are attended by both teaching and non-teaching staff will be given by Sagar till end of July 2019. He will maintain a record for the same.

(2) **Enrolment / Eligibility dates for FY/ SY/TY (Fresher) Students:-** It was informed by Ajit and Yogita to I/C Principal that the University have given deadline till July ending for Admission of FY/ SY/ TY (Fresher)

(3) **Completion of G.R, Salary register :-**It was resolved that the completion of G.R. is done by Surekha till 2018 and will be continued by her even for this Academic Year. Salary Register should be updated regularly.

(4) **Admission for the Academic Year 2019-20:-** It was discussed the Admission for the Academic Year 2019-20 to be improved. Ways and means were discussed to publicize our College to attract more students in our College.

(5) **Internal Administrative Audit:-** It was informed by the I/C Principal that Internal Administrative Audit will be held on December 2019.

(6) **Code of Conduct:**

Principal instructed the staff to once again read the Manual of Code of Conduct and inquired if any amendments are needed for the same. She also informed to follow the Code of Conduct strictly.

(7) **Any other matter with the permission of the Chair:-**

(a) **Internal Financial Audit :-** Internal Financial Audit was conducted in September by Auditor Gulestan Mam. The reports are ready for consideration.

(b) **NAAC-sponsored Seminar :-**The I/C Principal informed the staff members about our proposal for NAAC sponsored seminar to be conducted by our College on the theme of Quality Audit. The seminar will be at State level on 11th January 2020.

(c) **College Library Automation:-** College plans to go for library automation during this academic year.

A Chawan
Ajit Chawan
Head Clerk

Meeta
I/c Principal

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Meeta
Dr. Meeta Pathade
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Date: 7th June, 2018

NOTICE

All the non-teaching staff members are hereby requested to take a note that a meeting is scheduled on 12th June, 2018 at 8.30 a.m. at Principal's office. Kindly be present for the meeting.

The agenda for the meeting is as follows:

1. Review of last academic year 2017-2018 :
 - a. To discuss about Enrollment – Payment, Pending Cases & Confirmation of Eligibility
 - b. To discuss about Examination – Payment of University share (various categories),
 - c. To discuss Other University share – Sport Contribution, Annual Sport Contribution, Annual Consolidate entry fees, Sport & cultural Activities, disaster relief fund.
 - d. To discuss Group Insurance – Payment of Group Insurance
 - e. Completion of GR , Salary register
 - f. Accounts – Balance Sheet
2. Review of Administrative Audit
3. Admission for the academic year 2018-2019.
4. Any other matter with the permission of the Chair

Regards,


Dr. (Mrs.) Meeta Pathade

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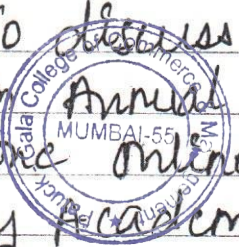
12 June 2018

The following members were Present in the staff meeting held on 12th June 2018 at Principal office at 8.30 am

- 1) Dr. Mrs. Meeta Pathade Principal ^M
- 2) Mr. Desai sir Administrative consultant ^V
- 3) Mrs. Puti Surve Vice Principal ^R
- 4) Mr. Ajit Chauhan Office staffs member. ~~A~~
- 5) Mr. Sagar Awalkar ~~J~~
- 6) Ms. Yogita Ghatkar ~~C~~
- 7) Mrs. Anurahi Kumbhar ~~A~~
- 8) Mrs. Riddhi Parab ~~R~~
- 9) Mr. Nilesh Awalkar ~~A~~
- 10) Mr. Bapu ~~A~~
- 11) Mr. Abhijeet Narwankar ~~A~~

The following points were discussed.

- 1) Review of major administrative processes during the last academic year 2017-18:
 - a) To discuss about enrollment - Payment, pending cases, confirmation of Eligibility: It was discussed by Ajit sir that all cases, payment and eligibility was cleared of academic year 2017-18
 - b) To discuss about examination - Payment of University share (various categories) It was discussed by Ajit sir and Sagar sir that all the exam share and payments that are required to be made to University are cleared for the I Term of the AY: 2017-18 and that for the II Term is pending and will be paid soon before 30th June 2018. ✓
 - c) To discuss other University share - Sports Contribution Annual sport contribution, etc - All payments are done online and all payments have been cleared of Academic Year 2017-18. It was decided that



not later than 31st August 2018.

d) To discuss group Insurance - Payment of group Insurance is cleared of Academic year 2017-18. It was decided that for the AY: 2018-19, the payment will be done not later than 30th September 2018.

e) Completion of G.R, Salary Register - It was informed by Ajit sir that G.R and Salary Register is been completed for the Academic year 2017-18. It was decided that for AY: 2018-19, Mrs. Anushi Kumbhar will commence GR writing from 16th August 2018 and the same should be completed by 20th September 2018.

f) Accounts - Balance sheet - It was informed by Ajit sir that accounting audit was successfully completed and that the college Balance sheet has to be received from the Trust office for the financial year ending March, 2018.

2. Review of Administrative Audit:

IIC Principal, Mrs. Meeta Pathade informed that our college administrative staff members will visit the college of Ms. Keyha Mukherjee after the admission process is over. The college will prepare a plan and structure to go paperless after visiting that college.

3) Admission for the AY: 2018-19:

For the AY: 2018-19; the Admission Committee will be reconstituted and that the admission form verification shall be completed not later than 30th September, 2018. It was decided that Mr. Prite will conduct the Admission Committee meeting



at 8.30 am.

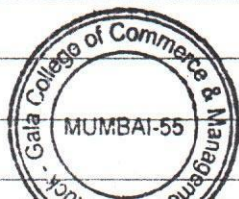
- 4) Any other matter with the permission of chair:
- Assets Management - It was enjoined by the I/c Principal that if there is any 'break' ~~down~~ down of infrastructure, Mr. Sagar Awalkar is the focal person, for smart classes, Ms. Nehali is the focal person and for IT related matter, Mr. Mahesh is the focal person.
 - Tally Training - Tally training was given to all the staff members from 6-8th June, 2018. ~~It~~ It is requested to procure demo version of Tally so as to reinforce the training taken place.
 - Administrative Compliance - I/c Principal asked Ajit sir to fix the primary and secondary roles of all the non-teaching staff members for smooth functioning of administrative tasks. These roles will be populated in the ERP software.
 - Scholarship - I/c Principal has instructed Mr. Punit Surve Examination Convener to provide a list of meritorious students to Scholarship and FreeShip Committee for the AY: 2017-18. This will help the committee to know the students who can avail the benefit.
 - The principal informed about the code of conduct - observation and strict compliance.

The meeting ended with the vote of thanks to the chair.

~~Ashwan~~
Mr. Ajit Chauhan
Head Clerk



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~~Meeta~~
Prin (Mus). Meeta Pathad
I/c Principal

I/c Principal
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