



DEPARTMENT OF COMMERCE & MANAGEMENT

Minutes of the Department meeting with Principal held on 16/07/2021

Agenda: Review of upcoming departmental activities

Time: 10:30 PM

Venue: Dept. of Commerce

Following were the key events in it-

1. It has been decided in the meeting to conduct Online Webinar on GST.
2. Google Meet Platform to be used for the webinar and it will be live streamed on the Youtube also.
3. E-Certificates will be provided to the participants.
4. An Online Workshop on Research Methodology and Data Analysis using JAMOVİ software was also planned for the month of October.
5. Honorarium for Resource person was decided.
6. The faculty discussed upon the format of the profiles they have to create and finalized all the events like date of submission etc.
7. Format and content to be included in Brochure of webinar were discussed.

There being no other business the meeting came to end.

The following members were present:

- Dr. Sr. Molly Abraham

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- Mr. Manu Mahajan, HoD

Manu Mahajan

- Dr. Savita Rana

Savita Rana

- Mr. Ashish Kashyap

Ashish Kashyap

- Ms. Raman Bassi

Raman Bassi

- Ms. Priyanka Mehta

Priyanka Mehta



DEPARTMENT OF COMMERCE & MANAGEMENT

Minutes of the Department meeting held on 04/08/2021

Agenda: Assignment of duties to department members for Admissions

Time: 10:30 PM

Venue: Dept. of Commerce

Following were the key events in it-

1. Admission Duty list of department members(day wise) was decided for B.com first year and B.B.A first year.
2. Instructions were also given by Mr. Manu Mahajan about the documents to be checked in online application forms.

There being no other business the meeting came to end.

The following members were present:

- Mr. Manu Mahajan, HoD *Manu Mahajan*
- Dr. SavitaRana *Savita Rana*
- Mr. AshishKashyap *Ashish*
- Ms. Raman Bassi *Raman*
- Ms. Priyanka Mehta *Pc*



Department of Commerce & Management

Minutes of the Meeting

Agenda: College Dues

Date: 27-08-2021

The Department of Commerce & Management conducted a meeting, chaired by the Head of the Department, at 1:30 pm to discuss the names of B.Com, M.Com and BBA students, who have not cleared their college dues. In the meeting, Mr. Manu Mahajan (HOD) informed the faculty members to make a course wise list of fee defaulters and mention their names in What's App groups. Further, it was communicated to allow only those students in class who have cleared their dues.

Mr. Manu Mahajan (Asst. Prof. & HOD) *Manu Mahajan*

Dr. Savita Rana (Asst. Prof.) *Savita Rana*

Mr. Ashsih Kumar (Asst. Prof.) *Ashsih Kumar*

Raman Bassi
Ms. Raman Bassi (Asst. Prof.)

Priyanaka Mehta
Ms. Priyanaka Mehta (Asst. Prof.)



DEPARTMENT OF COMMERCE & MANAGEMENT

Minutes of the Department meeting held on 30/09/2021

Agenda: Review of upcoming activities and department progress

Time: 10:30 PM


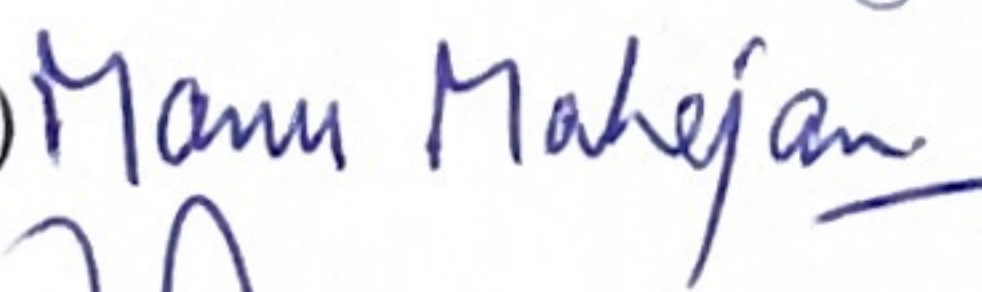

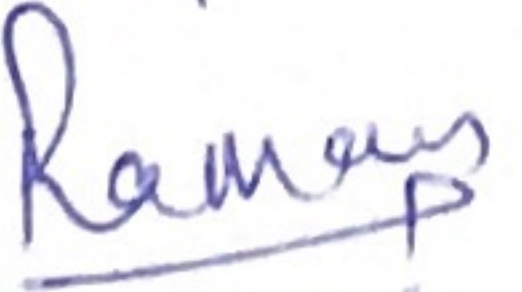

Venue: Principal Office

Following were the key events in it-

1. Dr. Sr. Molly Abraham started the meeting with taking review of ongoing offline and online classes.
2. Sr. gave her valuable instructions regarding the assignments and to ensure the active participation of students.
3. Progress of online workshop which is planned for the month of October was also assessed.
4. Registration fee for candidates, Timings and Honorarium for the Resource person was decided.
5. Departmental requirements were also represented to the Sr. Desktop, Curtains and Tables for the D block classrooms.

There being no other business the meeting came to end.

The following members were present:

- Dr. Sr. Molly Abraham (Principal) 
- Mr. Manu Mahajan (HoD) 
- Mr. Ashish Kashyap 
- Ms. Raman Bassi 
- Ms. Priyanka Mehta 



DEPARTMENT OF COMMERCE & MANAGEMENT

Minutes of the Department meeting held on 04/10/2021

Agenda: Duties regarding Website updation and NAAC

Time: 1:15 PM

Venue: Dept. of Commerce

Following were the key events in it-

- Mentor and Mentee list will be provided by Ms. Neha Walia.
- Pictures have to be clicked while taking classes which should be geo. tagged.
- Faculty members has to provide their profile information which includes- Name, PAN, Aadhaar, Date of appointment, Experience in the college, E-mail id, Nature of employment.
- Course Plan has to be maintained by the teachers.
- List of slow and advance learners.
- CCA must be shown to and signed by the students. It must be displayed on the departmental Notice board.
- Question Banks will be maintained for B.Com and B.B.A by the Mr. Ashish Kashyap and Ms. Priyanka Mehta respectively.
- Students' activities record for last 3 years to be maintained by Ms. Raman Bassi.
- Mr. Ashish Kashyap will look after the Department wise feedback form for students.
- SWOC analysis of department will be done by Dr. Savita Rana.
- Online attendance for last three academic years has to be filled by the teachers.
- List of SC/ST students will be done by Ms. Priyanka Mehta.
- Syllabus related to ethics, social responsibilities etc. to be provided by Ms. Raman Bassi to concerned Criterion member.
- Syllabus of last three years will be maintained by MS. Raman Bassi.
- Departmental activities, Workload and time table to be maintained by HoD.

There being no other business the meeting came to end.



The following members were present:

- Mr. Manu Mahajan, Head of the dept. *Manu Mahajan*
- Dr. Savita Rana *Savita Rana*
- Mr. Ashish Kashyap *Ashish*
- Ms. Raman Bassi *Raman*
- Ms. Priyanka Mehta *P*