

### Staff Meeting

The Joint meeting for PBV AND NGV was held on 18<sup>th</sup> October 2021 in Block no 8.

Following teachers were present for the meeting

Mrs Sheetal Koradkar

Mrs Sheetal Vartak

Mrs Stevina Dcunha

Mrs Melvina Lopes

Mrs Hemangi Sawant

Mrs Joyce Burboze

Mrs Vanessa Pereira

Mrs Rajani Nigam

Mrs Unnati Churi

Mr Anthony Nadar

Mrs Dhanashree Vaze

Ms Shraddha Manvekar

Mrs Dhruwali Vartak

Mr Prasad Dandekar

Mr Nikhil Naik

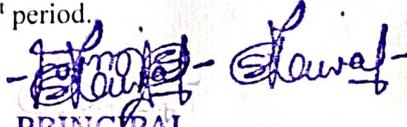
Ms Fareen Khan

Ms Sejal Vishwakarma

Mrs Jidnyasa Jadhav

The meeting was presided over by the **Supervisor Mrs Sheetal Koradkar**. Following points were discussed in the meeting.

1. Maam discussed with **website committee** i.e (unnati, Farheen, Prasad, Jidnyasa and Vanessa) about the updation required in the website also checked with the committee about the necessary changes were made in the website.
2. Maam discussed the entire working of **Navratri** with the committee members.
3. The entire working of **Safalya Nidhi** was discussed with committee members. i.e (Joyce, Stevina and Melvina).
4. Maam also enquired about the working of **sports week** and the concerned teachers i.e (Sheetal Vartak, Sachi and Prasad) and guided them with the feedback.
5. Maam enquired about the working of **Annual Day** which was going to be conducted offline in NGV school Hall with committee head (Vanessa and Nikhil) and guided them with the feedback.
6. Maam also announced that the **magazine committee** (Joyce, Nikhil, Jidnyasa and Sheetal Vartak) to start with magazine work.
7. The entire working of **Alumni meet** was discussed with committee head (sheetal Vartak, Hemangi and Prasad).
8. It was instructed to all teachers that attendance must be taken in 1<sup>st</sup> period.
9. Lectures to be taken in online and offline mode both.
10. Covid protocols to be followed in college premises.

  
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Agashi Virar Amala Education Society's  
Padmashree Bhausaheb Vartak College of Commerce  
Virar (E).

## Staff meeting

The staff meeting for the month of November, was held on 4<sup>th</sup> December 2021 at 11.30 am in the block no 8 of our college premises.

Staff in attendance

Mrs Sarika Rawat -principal

Mrs. Sheetal Koradkar-Supervisor

Mrs. Hemangi Sawant

Mrs. Melvina lopes

Mrs. Joyce Barboze

Mrs. Sheetal Vartak

Mrs. Vanessa Pereira

Mrs. Rajni Nigam

Mrs. Unnati Churi

Mrs. Jianyasa Jadhav

Mrs. Shraddha

Mrs. Dhanshree vaze

Mr. Anthony

Mrs. Dhruwali Vartak

Ms. Farheen Khan

Mr. Nikhil Naik

Mrs. Sejal Viswakarma

The meeting was presided over by the Supervisor Mrs. Sheetal Koradkar and by the Principal Mrs. Sarika Rawat. The points in discussion were as follows:

1. The senior and junior college reporting time for teachers is at 6.30 am and for students at 6.45 am lectures will start from 7.00am.
2. We all have to take care about proper sanitization of all classrooms, washrooms and laboratories.
3. No extra students seating are allowed inside the class ,except one student on a bench.
4. The final date of Sports day celebration will be 9 December 2021 and the date for Annual day celebration will be 21 December 2021.
5. The mode of conducting the lecture will continue as online and offline.
6. Standard operating procedure of Covid Pandemic has to be followed by everybody.
7. The celebration of Annual day will be with less students, there will be no gathering of Parents nor the Guests.
8. Brochure for 'Bhavsmruti' Event has to finalize and print as early as possible.
9. The grand function for 'Abhaytara' also accepted in the month of February.
10. The second floor classrooms should also have the Wi-Fi connection.
11. Minimum 3 to 4 projectors are required by the teachers for the classroom teaching and speaker is also required for all classrooms.

*Sarika Rawat*  
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## Meeting minutes

The staff meeting was held on 22nd February 2022 at 11.00 am in the block no 8 of our college premises.

### Staff in attendance

Mrs. Sheetal Koradkar-Supervisor  
Mrs. Hemangi Sawant  
Mrs. Melvina lopes  
Mrs. Joyce Barboze  
Mrs. Sheetal Vartak  
Mrs. Vanessa Pereira  
Mrs. Rajni Nigam  
Mrs. Unnati Churi  
Mrs. Shraddha  
Mrs. Dhanshree vaze  
Mr. Anthony  
Ms. Farheen Khan  
Mr. Nikhil Naik  
Mr. Prasad Dandekar  
Mrs. Sejal Viswakarma  
Mrs. Prachiti Mhatre  
Mrs. Jyostna Warik

The meeting was presided over by the Supervisor, Mrs. Sheetal Koradkar. The points discussed were as follows:

1. Supervisor Madam congratulated all the staff for successful completion of Bhavsmruti and Sevak Sungh program.
2. Oral and practical marks of the XII Std Board Exam has to be filled the same day when exam was conducted.
3. Senior college class teachers have to maintain the attendance record properly.
4. Vikas Sevavrati Vrund program will be held the on 28th February.
5. Vikas Sevavrati Vrund foundation have got good contribution from our college team.
6. The assembly duties which was allotted to the teachers is going well. Still we can make it better.
7. Planning for the webinar in the near future on the topic 'How to identify the children behaviour by the teacher'.
8. Try to avoid the use of textbook while teaching in classroom.
9. Behave respectfully with your colleagues, especially in front of the students.
10. The classes of XII Std for next academic session will commence from 1st April 2022.
11. XI Std Final Exam will be conducted in the 3rd week of March.
12. The Convocation ceremony is going to be held on 26th february. The guest of the ceremony will be Pushkraj Vartak sir, Galvankar Sir and the principal of Viva college Pandey Sir.
13. This entire event should be broadcast live on Youtube.
14. The preparation for the event like welcoming guest by band, giving the plants and gifts, lamp lighting etc. and entire execution of program was discussed with different ideas and suggestions were made for the same.

  
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## Meeting Minutes

The Staff meeting was held on 12<sup>th</sup> April 2022 at 10:00am in the block no 8 our college premises.

### Staff attendance : -

Mrs. Sarika Rawat- Principal  
Mrs. Sheetal Koradkar-Supervisor  
Mrs. Melvina Lopic  
Mrs. Joyce Barboze  
Mrs. Sheetal Vartak  
Mrs. Vanessa Pereira  
Mrs. Rajni Nigam  
Mrs. Unnati Churi  
Mrs. Jidnyasa Jadhav  
Mrs. Dhanshree Vaze  
Ms. Shraddha  
Mr. Anthony  
Ms. Farheen Khan  
Mr. Nikhil Naik  
Mr. Prasad Dandekar  
Mrs. Sejal Viswkarma  
Mrs. Usha  
Mr. Vishal  
Mrs. Prachiti Mhatre  
Mrs. Jyostna Warlik

### Following points were discussed in meeting Supervisor points: -

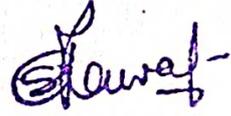
- 1) Sheetal tr. appreciated and thanked Jyostna tr. And Stevina tr. For handling the XII th Borad Exam. Properly from seating arranged doing all paper work all the minute details regarding XII Board were taken almost care during

- exam times.
- 2) Sheetal tr. thanked Farheen tr. From Senior College , Vanessa and Melvina from Junior College for conducting college exam successfully.
  - 3) Sheetal tr. Appreciated Shraddha and Anthony for taking extra lectures during Sundays and Holidays got their portion completed.
  - 4) Sheetal tr. instructed teachers to take care of staffroom , classroom , gymkhana and get it cleaned from peons time to time.
  - 5) Sheetal tr. instructed staff to decorate the notice board.
  - 6) Sheetal tr. instructed the staff to take due care while taking compensatory because she further mentioned that compensate must be taken only after completion off all your college work.
  - 7) Sheetal tr. Teachers need to understand the students problem and than assign any work to them.
  - 8) Sheetal tr. appreciated few teachers for completing their board university papeer checking in time.

**Madam Point : -**

- 1) Madam appreciated the successful completion of NSS camp and appreciated also Sheetal tr. Sachin sir and Prasad sir for providing extra help to NSS camp. Madam also thanked all the staff members for providing ready help towards this camp.
- 2) Madam stead that rest time teaches and students need to take together.
- 3) Teachers must eat along with students.
- 4) No argument must be within teaches in front of students.
- 5) Decisions must be given by in charge teachers. Supporting teachers must not interfere in the decisions of in charge teacher.
- 6) Day wise camp planning must be written on the blackboard.
- 7) Discipline to be maintained duty camp.
- 8) Madam pointed out that during camp few teachers failed to come on time.

- 9) Madam discouraged the staff to take last minute decisions.
- 10) During camp no extra work to be given to helping staff.
- 11) Madam appreciated teachers who completed their orals and assignments on time.
- 12) Speaking English is Compulsory between staff and students.
- 13) No giving bike keys to students.
- 14) During exam leaving time will be given by supervisor miss.
- 15) Subject allocation was discussed with each teacher taking into consideration teachers interest and will given to teach particular subject.



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## Staff Meeting (25th April, 2020)

Points discussed in the meeting were as follows.

1. Maximum number of students should be involved in respective WhatsApp groups. Class teachers to take due care of the same. Subject wise students list to reach subject teachers in the next two days. For time being all subject teachers to be added to the class WhatsApp group.
2. Timetable for the upcoming web lectures will be shared post the zoom meeting.
3. Religiously fill the online form prepared duely by Mrs. Dhruvali for lesson plan and students' feedback.
4. Sessions for the academic year 2020-2021 both for senior as well as junior college will begin from next week.
5. Possibility of the lockdown being extended till July. makes it obvious teachers that in this crucial time we must extend our helping hand towards the management and the Principal for the betterment of our students.
6. Teachers not only have to conduct online lectures but also must keep an objective test ready, some preparation towards the internal examination also to be kept ready. revision to be taken. At the same time. since we are into this web lecture venture for the first time, it's a must that we as teachers be patient and not over burden our kids.
7. Majority subject textbooks are now available online. so due preparation for the same must be done.
8. Zoom license will be purchased soon and each teacher will be given an ID and password for the use of same for their lectures.
9. Mr. Nikhil Naik and Mrs. Stevina D'cunha to take an initiative for conducting inter collegiate webinars.
10. Mrs. Unnati to make sure that the college website is ready and updated by the next weekend. that's the only source for the college administrative staff to begin with the admission procedures.
11. Please take due care of issues related to students not being able to be a part of the web lectures. share the power point presentations and pdf duely prepared by you for your web lectures for the betterment of the kids.
12. An attempt to have our very own virtual classroom is being made. So till then, the available resources to be used to the best.
13. Students should be asked to maintain a single notebook/ folder for all the lectures that will be conducted in due course of time.

14. Those teachers whose subject textbooks are not yet available will give introductory sessions to their kids which will include discussion of paper pattern etc.

15. TYBCOM. past papers could be solved for Students practice.

16. Possibility of new students joining in the class groups from 4th May.

17. Practical subjects, where sum solving is a must will be a point of concern for teachers, but in this time we need to get creative and think of innovative ways to reach out to our students.

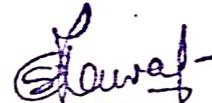
18. Inputs given by Mr. Vishal and Mrs. Stevina will come in handy for the preparation of our web lectures.

19. Various online seminars will help us gain mastery over the process of web lectures in due course of time.

20. E- certificate for the participants of NET/SET webinar should be prepared by Mrs. Unnati and Mrs. Rajni

21. Under any circumstances our web lectures and reaching out to our students in this crucial time should not come to a halt.

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## Staff Meeting (26th April, 2020)

The points discussed were as follows:

1. In case of subject change for students of junior college, only the following options will be given out to students

- Math to SP
- Math to Geography
- Hindi to Marathi
- Marathi to Hindi.

Apart from the above subject change options, no other internal subject change will be allowed.

2. The Senior college teachers had a separate meeting a day prior in which many teachers came up with many innovative ways of conducting web lectures for subjects that require practical presentation of sums and accounts etc.

3. Mrs. Rajni and Mrs. Unnati will initiate all the web lectures and will stay in session from start to end to allow participants in. They'll manage the web lecture from their end and will make sure to get the Google forms duly filled by students and teachers.

4. All students to be instructed on downloading the zoom app and the timetable for each class to be shared with the students.

5. A reminder to add subject teachers to the respective class WhatsApp groups. Subject wise list will be given to subject teachers latest by the next two days.

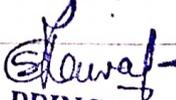
6. Mr. Nikhil Naik was appreciated for his initiative shown in the responsibility given to him just a day prior of conducting various inter collegiate web seminars and a demo was presented by him to the Supervisor as well.

7. Mrs. Hemangi was asked to research more on the use of 'Atal App' that is available on the Google Play Store.

8. Mr. Prasad and Ms. Farheen gave a very detailed demonstration of how a web lecture can be conducted for subjects like Math and Accounts with the use of Microsoft Excel and Microsoft word. They demonstrated a step by step lecture , explaining how the respective techniques could be put to use for the betterment of our teaching and the understanding of students as well.

9. Mr. Nikhil Naik also demonstrated a possible teaching method through the use of white board for teaching a particular concept.

10. The session came to an end with clarification of doubts and an open discussion about the proceedings of lectures from the next day.

  
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## Staff Meeting (30th April, 2020)

The meeting was presided over by the Principal Mrs. Sarika Rawat and the supervisor Mrs. Sheetal Koradkar.

The points discussed by the Principal were as follows:

1. All the teachers were congratulated for their extraordinary efforts taken towards the web lecture venture. Since the supervisor continually updates her about the working of the teachers in collaboration with her, she was happy with the working and pains taken by the staff.
2. The UGC has declared that the second year and third year students are likely to start college by August and as for the first year students with the admission procedures taken into consideration they should be in by September.
3. Web lectures to be continued without a break foreseeing the present situation and being well prepared to kick start well once we begin formal college.
4. Mr. Vishal and Mrs. Stevina were applauded for the session conducted by them to give our teachers a better insight into the web lecture forum.
5. Students are giving good response to the feedback forms.
6. Henceforth all the staff meetings that will be conducted on zoom need to be interactive in order to help each other.
7. Special thanks were given to all the teachers for their help given towards the A.V.A Relief fund which has been successful in delivering almost three hundred food packages to the needy.  
Mr. Sandesh Jadhav, Committee Member is hoping to have few teachers join them in person for this good deed.

The points discussed by the Supervisor were as follows:

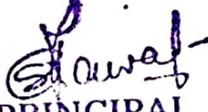
1. Good feedback is received from the students for the lectures that are being conducted online.
2. Final subject list of students need to be ready by now.
3. Students may face a lot of issues like that of network availability, resource availability and many more, being student centric in this hour of crisis is necessary for us as teachers.
4. Study material needs to reach the students well in time. Do not delay in the same.
5. We have to consider using other apps like that of Microsoft team and Google Classroom. Mrs. Rajni and Mrs. Unnati to look into its working.

6. Some of the web lectures that were observed were exemplary with the best efforts put in by teachers.
7. New members are expected to join our team soon.
8. Our web lectures will continue till 31st May. This decision is being made taking into consideration that once we reopen we are in a good position to conduct exams for our kids.
9. Senior college teachers are requested to update their whatsapp groups according to the academic year 2020-2021.
10. Mrs. Rajni and Mrs. Unnati are keeping a record of the Google feedback form, the lesson plans and the students attendance in each session.
11. Some of the teachers having attended two seminars conducted by Zunzunwala College and Dandekar College respectively, have gained good insight on the best ways to go ahead with the e-learning process.
12. The following teachers will be incharge of conducting the following activities in the coming weeks time.
  - Mrs. Stevina- motivational videos
  - Mrs. Sheetal - videos on yoga and aerobics
  - Mr. Vishal- technical support
  - Mr. Nikhil and Mr. Shekhar- students creativity
  - Mrs. Ulrika and Mrs. Sheetal koradkar- soft skills.
  - Ms. Usha - art and craft.
13. An update about the practicals for subjects like Geography, environmental studies, physics, chemistry , biology and maths to be given.
14. Mrs. Unnati was asked to submit a report on the collection of IT projects submitted by students for the academic year 2019-2020. Class teachers were asked to take an initiative for the same and collect the projects latest by 15th May.
15. A Google drive to be created by teachers to upload all the study material in order for students to access the notes conveniently.
16. Through the help of Google forms, small weekly tests could be conducted.
17. Students should be given a time bar in order to have proper attendance for the web lectures without any hindrance.
18. The host of the zoom web lectures to disable the annotate option always in order to have smooth proceeding of the lecture.
19. A thought to conduct online games or entertainment sessions for teachers was presented.
20. A suggestion to record and upload lectures on YouTube was made, but the privacy

of the college and mishandling of videos would be a threat. so untill further investigation all teachers to continue with their lectures on zoom app.

21. Mrs. Rajni and Mrs. Unnati were congratulated for their efforts taken towards the smooth functioning of the web lectures.

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## Staff Meeting (4th May, 2020)

Mrs. Sheetal koradkar, the Supervisor presided over the meeting and the following points were discussed.

1. Feedback of the lectures from teachers who conducted their zoom session all by themselves. The problem of excess students to be solved by conducting a separate lecture for a group of 51 students post the actual lecture timings.
2. Mrs. Hemangi to take a feedback of the physics and biology lectures.
3. SYBCom lectures had a maximum of 50 participants in each of the lectures. this number should be increased and attendance for the same should be made compulsory by informing the students about the status of portion completion.
4. Parent whatsapp group for Junior College needs to be created as soon as possible. in order to have proper attendance for the web lectures being conducted.
5. A reminder to keep filling the feedback forms and lesson plans in due time. Mrs. Rajni is doing an excellent job of reporting the same to the authority on a daily basis.
6. Mrs. Jasmitha was applauded for her efforts taken in creating an E- certificate for participants of our NET/SET WEBINAR.
7. Mr. Vishal and Mr. Nikhil were appreciated for their initiative taken for the successful completion of the NET SET WEBINAR with the cooperation of Mr. Sannidhi.
8. 21 students from our senior college section attended a webinar last week successfully which was again an effort put in by Mr. Nikhil.
9. Due to sheer negligence of all our staff members, our college website working has been delayed and perhaps come to a halt. When asked for a feedback the website should have been scrutinized and critically looked at by all the teachers in order to get the website working. It is through the College website that all our admission procedures and further information display of notices will be broadcasted for another few months.
10. Mrs. Rajni and Mrs. Unnati to look after the proceedings of the online admission process, which should commence from first week of August. Better to be ready in advance. A joint call with the Principal and the office staff for discussion of the same will be scheduled shortly.
11. Mrs. Rajni and Mrs. Unnati to take up the task of creating results for FYJC, the class teachers will work on the consolidate taking into consideration the circular sent to us by the board. In case of ATKT students in the commerce section, the results will be declared with a delay.

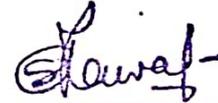
12. Senior college teachers will wait for an official letter to be released by the University in regards to result declaration and examination. Mr. Prasad will take an initiative in the same. Provisions made for the ATKT students also to be taken into account.

13. As discussed in the last staff meeting, an extra hour in the evening will be allotted to teachers who are incharge of conducting various activities and sessions for students.

14. Mrs. Stevina to take up an activity, maybe a quiz or something creative to stir up the students. A feedback form and an E- certificate to be prepared for the same.

15. Monthly salary will be credited to our accounts shortly with some alterations made. In this time of crisis it is our moral duty to stand by our authorities for the decisions made by them. In case of any dissatisfaction, anyone is free to have a direct conversation with the Principal.

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## Staff meeting (25th May, 2020)

The meeting was presided over by the Principal, Mrs. Sarika Rawat and the Supervisor, Mrs. Sheetal Koradkar.

The points discussed by the Principal were as follows:

1. Junior and senior college teachers were congratulated for their hard work and efforts put in by them in the online lectures.
2. Unseen talents of various teachers came to surface in this covid lockdown, they were acknowledged too.
3. Mrs. Sheetal Koradkar, the supervisor has been very instrumental in this entire lockdown period. Prompt and active guidance from her end, has helped us all be punctual and apt in all our tasks.
4. It is essential that this very zeal and enthusiasm is kept upbeat, taking into consideration the current situation, things may not be normal as we will resume college in the month of August. But it is essential that we stay together and have a positive outlook towards this phase.
5. Teachers were requested to engage themselves into various webinars and keep themselves updated in this time. Attending webinars not only gives us an Outlook towards something new, but also enables us to compare our work with others and better ourselves in the future.
6. Students have given good positive feedback about the online lectures conducted by the teachers. Hats off to all for their efforts put in the same.
7. Observing the present situation, it is right for us to anticipate worse case scenario in the near future wherein we as teachers may have to prepare ourselves for more online lectures, for online evaluation and many more such things. It is essential for us to be prepared for it all.
8. The performance of us PBVians has been exceptional in this entire month and I foresee ourselves taking our college towards a benchmark very remarkable. Keep up the good work.
9. We will expect 15% deductions in our salaries for sometime. Almost 30% of students fees for the last academic year has been pending, so in lieu of the current financial stress certain measures have been taken by the management.
10. New students admission process was discussed.

11. Teachers will have a vacation from 1st June to 30th June, 2020.

The points discussed by the Supervisor were as follows:

1. Teachers whose help in this month has been noteworthy were appreciated
  - Mrs. Jasmitha and Mr. Vishal for their initiative in the three day webinar.
  - Mrs. Rajni for excellent and intime result work for FYJC
  - Mrs. Unnati, Mrs. Joyce and Ms. Farheen for the website upgradation
  - Mrs. Stevina for successful organisation of online quiz with over 400 participants
  - Ms. Usha, Mr. Nikhil , Mrs. Sheetal, Mrs. Dhruvali, Mrs. Unnati for completion of successful webinars.
  - Mr. Nikhil, Mrs. Dhruvali, Mrs. Sejal, Mrs. Sejal for students participation in various state and international level quiz and webinars.
2. Teachers were also applauded for their efforts and hard work put into the web lectures, the reference material and the power points presented were exemplary.
3. 15th April, 2020 junior college results were declared. On 1st June, 2020 senior college results to be declared. Senior college class teachers to keep the portals updated.
4. Clerical staff Mrs. Jyotsna and Mrs. Sampada to take charge of the online admission procedures, keeping the following dates in mind:
  - HSC 1st June to 6th June, 2020
  - TYBCOM 8th June to 13th June, 2020
  - SYBCOM 16th June t 20th June, 2020
  - 21st June, 2020 onwards verification of documents and confirmation of admissions.

  
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## Staff Meeting (17th August,2020)

The meeting was presided over by the Principal, Mrs. Sarika Rawat and the supervisor, Mrs. Sheetal Koradkar.

The points in discussion by the Principal were as follows:

1. Being a college where in subjects like Computer science and Information Technology is taught, we are expected to have a strong IT faculty, but with events in the past this ability of ours is put to test.

- learning is a must and areas where we fail, we need to work harder and get past it as soon as possible, this learning process has somehow been at a stage of stagnation for quite some time now
- the IT team has to be updated with all the new technological advances and update the other staff members accordingly, but sadly the same isn't happening anymore.

2. It is observed that teachers are still using the conventional method of teaching in their e-lectures, which fail to grab the attention of students and hence result in poor attendance.

- as teachers we have to bring in variations in our teaching patterns
- accept positive criticism, that's one way to learn new things from others
- upgradation of knowledge is a must, it's only through this that we will be able to come past this pandemic well
- the way in which the lectures are conducted sadly depict the laidback attitude of some teachers.
- there is a missing element and that is lack of preparation that is very much evident in the lectures that are conducted
- all the teachers post the Ganpati vacation will have to attend college every day in order to get the necessary work done

The points in discussion by the Supervisor were as follows:

1. Since the lockdown began, many webinars have been conducted for the benefit of the staff and students, but it has been observed that many teachers have not been attending the same. So taking into consideration the negligence on the part of the staff members, no webinars will be conducted for the staff henceforth

2. A review of the assessment taken for both the Junior as well as senior college was taken.

- Ms. Farheen presented a report about the same for the Senior college
- Mrs. Hemangi presented a report about the same for the Junior college
- A mutual decision to prepare an assignment pack for students who weren't a part of this assessment, was made, which would be time bound
- Mr. Prasad presented the plan and agenda made for the assessment of ATKT students for the academic year 2019-2020

## Staff meeting 7/10/2020

The staff meeting was presided over by the Principal, Mrs. Sarika Rawat and the Supervisor Mrs. Sheetal Koradkar.

The points in discussion by the Principal were as follows:

1. The 7th October, Bhavsmruti Din programme was not at all rehearsed well. It displayed our inability as a team to handle technical difficulties, it was a complete catastrophe.
2. The failure of this programme didn't display the lack of knowledge, but it displayed the total disability of our team towards the willingness of doing something better.
3. It is high time that we as a team learn to accept each other with our flaws and expertise and become competent with the latest contrivance
4. Be ready for the 11th hour change, don't panic and showcase a bad result. Show readiness to handle situations that come by our way.
5. Extra activities that have been planned well by the Supervisor are not being conducted. It is sad to see the way in which our academic year is taking shape.
6. Online teaching has become monotonous; a change is a must.

The points in discussion by the Supervisor were as follows:

1. Online lectures are being observed, many teachers are failing on their part in gaining the students attention.
2. Recorded lectures are having excerpts taken directly from the internet and this only portrays the inability of the teacher to teach that concept well.
3. The execution of annual activities has come to a total standstill, a report of the same to be presented by all committee members.
4. Lesson plans to be submitted regularly, without fail. Maintain a record of your lectures for further reference.
5. Data sheets for FYJC are ready. Please make sure the same is done for FYBCOM as well.
6. It is necessary that your teaching material is proof read before being presented to the students.

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PRINCIPAL

Agashi Virar Arnala Education Society's  
Padmashree Bhausaheb Vartak College of Commerce  
Virar (E).

- Semester IV timetable has been set and teacher allotment for the same is done. Please follow the schedule strictly and be vigilant in the work.

- On 28th October, 2020 marks formulation work for semester IV to be done by Mrs. Dhruwali.

10. Mr. Prasad will be on leave till 2nd November, 2020. Senior college Teacher's to adjust his lectures once he resumes.

11. All the teachers who have their lectures at 7am are requested to schedule their lectures and place the same in the students group as well one-day prior.

12. Subject wise portion allotment and timetable to reach the students latest by 24th October, 2020.

*Shawel*  
PRINCIPAL

Agashi Virar Arnala Education Society's  
Padmashree Bhausaheb Variak College of Commerce  
Virar (E).

## Staff Meeting (22<sup>nd</sup>, October, 2020)

A staff meeting for both the junior and senior college teachers was conducted and presided over by the Supervisor, Mrs. Sheetal Koradkar. The points in discussion were as follows:

1. Teachers in charge of the Navratri celebration were asked to present their planning and execution means.  
A flyer to be made for the same.
2. On Sunday, 25th October, 2020, the following teachers will assemble in the college for Ashtami Pooja: Mr. Nikhil Naik and Mrs. Sejal Vishwakarma
3. The licensed version of zoom, purchased by college will be discontinued henceforth due to unavoidable circumstances. Hence, platforms like Microsoft teams, Google meet or personal zoom accounts will be used by teachers for their lectures.
4. Few teachers were appreciated for their efforts which are visible in the lectures they take, alongside timely assessments and evaluations for students.
  - it is a must that all the other teachers, make it a point to bring about a change in the teaching techniques and use innovations in order to have maximum participation.
  - aim for error free work
  - attendance is a must, this determines the motifs and moves of the teacher in the long run.
5. Google Suite will require another one month, before it is made available for our use. Meanwhile, Mrs. Dhruwali and Mrs. Ulrika will train us to use Microsoft Teams.
6. Exam papers that are set for the junior college students for 50 marks should be made out of 60 marks. Add two subjective questions of 5 marks each. This will train students to comprehend the portion taught.
7. Second online Assessment for the junior college will commence between, 2nd November to 7th November. Similarly, an exam to be scheduled for SYBCOM and TYBCOM as well.
8. Mr. Nikhil Naik also showed readiness to find out more about the E- library facility provided by Microsoft Teams.
9. Points of consideration for the office staff.
  - Fee payments done in the month of July and August have not been acknowledged as yet.
  - Procurement of Caste certification, scholarship and other documents is still a matter of confusion. Please inform the students well in advance about the same and be updated about the proceedings of the same in sync with the University and Board.
  - Return of Original certificates for both junior and senior college is still pending. Look into the matter and make sure the same is done at the earliest.
  - Mrs. Prachiti to take a follow up on the result work of 2018-2019 and 2019-2020.
  - Mrs. Rajni will call Chetan Sir to college on 23rd October, 2020.

## Staff Meeting (18th November, 2020)

A joint meeting for the NGV and PBV staff was conducted. It was presided over by the Principal, Mrs. Sarika Rawat and Supervisor, Mrs. Sheetal Koradkar.

The points in discussion by the Principal were as follows:

1. The school and college have received a GR to start the offline lectures from 23rd November, 2020.

2. To get started with the work force for the preparation of offline lectures, it is a must that all safety protocols are to be followed by our Staff members. The school and college functionality will not be the same as it was in the last academic year.

3. Various committees are formed to have proper control over our working. The committees are as follows:

- a) Emergency committee
- b) Cleanliness and maintenance supervision committee
- c) Wash area and sanitization and individual care committee
- d) Awareness amplification committee
- e) Student discipline committee
- f) Infrastructure setup committee
- g) Online education committee

4. The tasks of the above-mentioned committee's will be interlinked; hence it is a must that all the work related to our reopening should be done and handled on mutual basis.

5. An undertaking form must be prepared to have parents' consent in sending their ward to college.

6. A PTA meeting must be scheduled at the earliest to take the parents view on the decision of reopening our campuses and taking offline lectures.

7. Students who wish to continue taking online lectures should be given the liberty to do so.

8. Every committee will do their working and have a joint meeting with me in the coming days to present their working and requirement list.

9. It is a must that all teachers take a Swab test for COVID-19 before we welcome students in the campus.

10. Though the safety protocols are set, students will tend to ignore the same, and as teachers, it is our duty to be vigilant that all safety measure are taken care of by us and students as well.

  
PRINCIPAL

Agashi Virar Arnala Education Society's  
Padmashree Bhausaheb Varik Collage of Commerce  
Virar (E).

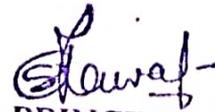
**STAFF MEETING (23<sup>rd</sup> NOVEMBER 2020)**  
**(SENIOR COLLEGE)**

The meeting was presided over by the Supervisor Mrs. Sheetal Koradkar in order to plan the proceedings of written examination for First Half (Winter Academic Year 2020-2021).

The senior college staff clerk were present in the meeting. The following points were discussed in the meeting:

- 1) The exam of TYBcom will be conducted under the guidance of the Lead College (Cluster Head).
- 2) Circular regarding conduct of exam of SEM I / SEM III / SEM V by the Mumbai University to be sent to students via Whatsapp Group by Mrs. Sejal.
- 3) Mrs. Unatti (IT Projects) and Ms. Usha (FC Project) internal exam needs to be taken from 10<sup>th</sup> Dec and accordingly marks should be uploaded on portal.
- 4) Mrs. Prachiti to prepare excel sheet of students along with Seat Number which will be provided by the Mumbai University.
- 5) Office Staff to provide complete Name List of the students as on portal of FYBcom, SYBcom and TYBcom to the teachers by 5<sup>th</sup> December, 2020.
- 6) Office staff to give necessary reports regarding exam available on MKCL portal.
- 7) All the marks of the lower exam of the students are filled needs to be checked by Mr. Prasad, Mrs. Sejal, Ms. Farheen by 24<sup>th</sup> December and must report accordingly.
- 8) ATKT exams if any, need to be taken 5 days before regular exam.
- 9) Regular exam marks to be filled on portal by Mrs. Sejal with the help of subject teacher immediately on next day of the paper. After marks are filled, report need to be generated and approved and checked and signed by Mrs. Sejal and subject teacher.
- 10) 100 MCQs to be prepared by each subject teacher in excel format for regular exam and to submit the same to Mrs. Unatti by 28<sup>th</sup> November, 2020.

The meeting came to an end with a discussion and O&A session.

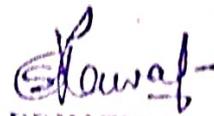
  
**PRINCIPAL**

Agashi Virar Arnala Education Society's  
Parimashree Bhausahabh Vartak College of Commerce  
Virar (E).

## STAFF MEETING (2<sup>nd</sup> January, 2020)

The meeting was presided over by the Supervisor, Mrs. Sheetal Koradkar. The points in discussion were as follows.

1. 11th STD portion to be completed by 15th March, 2021
2. TYBCOM & SYBCOM portion to be completed by 30th March, 2021
3. FYBCOM Portion to be completed by 15th April, 2021.
  - Respective class teachers should make sure the deadlines should be passed to the visiting faculty as well.
4. Date of corrected Preliminary Examination papers to be suggested and given to every subject, based on the number of papers they will get.
5. Teachers were thanked for their valuable contributions made for the betterment of the college.
6. A virtual Annual day is to be planned by Mrs. Unnati and Mrs. Rajni. The duty allocation for the same are as follows:
  - Principal and Supervisor speech (Stevina and Melvina)
  - Annual Report (Vanessa and Ulrika)
  - Extra cultural activities ( Sheetal and Farheen )
  - Our college YouTube channel needs to be renamed before 10th January (Rajni and Unnati )
  - Recent activity videos to be uploaded on the channel (Rajni and Unnati)
7. A follow up on the students belonging to the Learners and Beginners group was taken.
8. College website needs to be scrutinized thorough by the in charge Teachers.
9. Marks for Online Assessment I & II should be submitted to the respective class teachers by 10th January, 2021.
10. Instructions for the proceedings of Preliminary Examination for std XII were given by Mrs. Rajni.

  
PRINCIPAL

Agashi Virar Arnala Education Society's  
Padmashree Bhausaheb Vartak College of Commerce  
Virar (E).

The 1<sup>st</sup> Staff Meeting for the academic year 2018-19 was conducted on 20/6/2018 from 12:15 pm to 1:30 pm. The meeting was presided by principal Mrs. Sarika Rawat.

The following members attended the meeting:

1. Mrs. Sheetal Koradkar
2. Mrs. Hemangi Sawant
3. Mrs. Madhavi Mhatre
4. Mrs. Vanessa Pereira
5. Mrs. Rajni Nigam
6. Mrs. Carensa Vaz
7. Mrs. Melvina Lopes
8. Mrs. Stevina D'cunha
9. Mrs. Joyce Barboze
10. Mrs. Unnati Churi
11. Mr. Shekhar Patil
12. Mr. Nikhil Naik
13. Mr. Parshuram Dudge
14. Mr. Prasad Dandekar
15. Miss Farheen Khan
16. Mrs. Ulrika Rodrigues
17. Mrs. Dhruwali Vaxtak

\* Result of SYJC, FYAcom & SYBcom was declared as follows:

SYJC:

Science = 80% = 1<sup>st</sup> Rank

Commerce = 82% = 1<sup>st</sup> Rank

FYAcom:

A = 103 students passed

B = 161 students passed

SYBcom:

A = 36 students passed

\* June Test correction to be completed by 20<sup>th</sup> June 2018. On 21<sup>st</sup> June 2018 showing papers to students. 22<sup>nd</sup> June 2018 bundling. On 23<sup>rd</sup> June 2018 open house, timing 9:00 am - 10:00 am.

\* Class teachers of SYJC must give notice in writing to all the three classes about open house and P.T.A. meeting.

\* Shekhar sir and Hemangi miss must arrange the hall for meeting on 23<sup>rd</sup> June, timing 10:00 am to 10:30 am. Attendance sheet to be made and signatures of parents to be taken by Ulrika miss. Minutes of meeting in detail

to be written by Jayck.

\* SYJC coaching for learners and beginners to begin from 25<sup>th</sup> June 2018, time table to be made by madhavi miss and shekhar sir.

\* Class teachers and subject teachers should have regular attendance and maintain it.

\* Competitions to be held for the academic year 2018-19:

→ In the month of July:  
Creative Writing (English, Hindi, Marathi)  
Teachers Incharge - Carensa, Farheen (Sr)  
Ulrika, Jignyasa, Vidyawati (Jr)

→ In the month of August:  
Extempore Speech (English, Hindi, Marathi)  
Teachers Incharge - Prasad, Dhruvati (Sr)  
Shekhar, Vanessa (Jr)

→ In the month of September:  
Quiz Competition  
Teachers Incharge - Vnnati, Nikhil (Sr)  
Rajni, Shekhar (Jr)

→ In the month of October  
Science Exhibition  
Teachers Incharge - Hemangi, madhavi (Jr.)

→ In the month of November  
Solo singing  
Teachers Incharge - Carensa, Dhruwali (Sr.)  
- Joyce, melvina (Jr.)

Solo Dance  
Teachers Incharge - Farheen, sheetal vartak (Sr.)  
- Joyce, Ulrika (Jr.)

\* Examination dates for the academic year 2018-19 are as follows:

Term I -  
Sr. 18th June to 3rd Nov.  
Jr. 15th June to 3rd Nov.

Term II -  
Sr. 26th November to 4th May  
Jr. 26th November to 4th May

\* Sr. College :  
Ganpati vacation - 13th sept to 17th sept  
Diwali vacation - 4th Nov to 25th Nov.  
Christmas Vacation - 25th Dec to 1st Jan

Jr. College :  
Ganpati vacation - 13th sept to 17th sept.  
Diwali Vacation - 4th Nov to 25th Nov.

\* Log book and lesson plan  
Submission to be done on 24th  
July 2018.

\* Regular activities and Festivals:  
Gopalkala - sheetal vartak, Prasad,  
Shekhar

Ganesh Festival - Hemangi, madhavi,  
Dhruwali

Navratri and Dassara - Nikhil, Hemangi,  
Unnati

Eid - Farheen, sheetal vartak, Joyce  
Christmas - stevina, Carensa, melvina,  
Vanessa.

Activities :  
Readathon - stevina and volunteers  
Photography exhibition - Dhruwali, Prasad,  
Ulrika

Zumba - Joyce, Carensa, Ulrika  
College Festival - Joyce, Vanessa,

Carensa, Dhruwali  
Annual Day - Sheetal vartak, Carensa,  
Nikhil, Joyce, Farheen, Ulrika,  
Prasad.

Tree Plantation Rajni, Unnati, Melvina  
& Excursion (Evs) - with help of Mr.  
Ajay.

Guidance lectures - Madhavi, Vanessa (Sr)  
Farheen, Nikhil (Sr)

Student Council Elections - Shekhar,  
Madhavi, Prasad, Nikhil

Sports week - Sheetal, Sachin Vaity,  
Shekhar, Prasad

Seminars - (Jr) Joyce, Melvina  
(Sr) Stevina, Dhruwali

Committees:

1) Magazine - Carensa, Vidyawati,  
Jidnyasa, Ulrika, Stevina

2) Website - Unnati, Vanessa, Farheen

3) Discipline - Sheetal, Shekhar, Prasad,  
Nikhil.

4) Cleanliness and  
decoration - Rajni, Melvina, Sheetal,  
Vartak, Stevina.

5) Canteen Committee - Joyce, Vanessa,  
Hemangi

6) English Literary  
Committee - Ulrika, Carensa,  
Vanessa, Stevina

7) Marathi Literary  
Committee - Sheetal, Jidnyasa,  
Nikhil

8) Examination  
Committee - Hemangi, Madhavi, Joyce  
(Sr)  
Prasad, Dhruwali, Nikhil (Sr)

9) Hindi Literary  
Committee - Vidyawati, Rajni, Farheen

10) Computer related  
work - (Jr) Unnati and class  
Tvs.

(Sr) Rajni and class Tvs.

\* Data, UDISE, Result, sms, Attendance  
sheet - Rajni, Jidnyasa, Unnati

XI - XI (Sci) - Unnati, XII Com - Rajni, XI C - Jidnyasa.

11) Exam Dates for Jr. College:  
10, 11, 12 September - XI - XII - I<sup>st</sup> Unit Test  
22<sup>nd</sup> - 27<sup>th</sup> October - XI - XII - I<sup>st</sup> Semester  
7, 8, 9 January - XI - II<sup>nd</sup> Unit Test  
2<sup>nd</sup> - 12<sup>th</sup> January - XII Prelims  
5<sup>th</sup> March - 13<sup>th</sup> March - XI<sup>th</sup> - Finals

12) Submission of Question papers date  
9<sup>th</sup> August - I<sup>st</sup> Unit Test

14th September - I<sup>st</sup> Semester

6<sup>th</sup> December - II<sup>nd</sup> Unit test

6<sup>th</sup> December - Prelims

30<sup>th</sup> January - Finals

Paper submission to be done in the first period itself to Hemangi Miss.

13) Catalogue work and Attendance sheet should be done neatly. Information will be written in capital only. Girls name to be written with red ink. [Surname + Father's name in blue ink only] Avoid use of eraser or whitener. Marking holidays and calculation of working days must be done correctly and neatly.

14) Senior college teachers will get subject wise attendance sheet every end of the month. Class teachers have to check all the sheets and prepare a black list monthly. Those students whose names are in black list will not be allowed in class until they meet Sheetal Ty. with their parents.

15) Senior College teachers need to complete term wise portion one month before exam.

16) Classroom teaching should be dynamic. Every lecture should be delivered with grace and determination. No taking textbooks to classrooms, no sitting and teaching, no monotonous teaching.

17) Teachers' lessons will be observed and accordingly will be guided.

18) Register, log book, seminar reports etc should be in detail, without any spelling mistakes.

19) Teachers should not request to change the work assigned to them.

20) Library visits are must atleast once a week.

21) Following teachers were appreciated for their extra efforts in academic year 2017-18:

Dhruwali miss, Shekhar sir.

*Shweta*  
PRINCIPAL  
Padmashree Bhambhani, Varad College of Commerce  
Warananagar, Mumbai

The 2nd staff <sup>month end</sup> meeting for the academic year 2018-19 was conducted on 3<sup>rd</sup> July 2018 from 9.30 a.m to 10.00 a.m. The meeting was presided by Principal Mrs. Sarika Pawar.

The following members attended the meeting:-

- 1) Mrs. Sheetal Koradkar
- 2) Mrs. Hemangi Sawant
- 3) Mrs. Madhavi Mhatre
- 4) Mrs. Joyce Barboze
- 5) Mrs. Unnati Churi
- 6) Mrs. Melvina Lopes
- 7) Mrs. Stevina D'cunha
- 8) Mrs. Vanessa Pereira
- 9) Mrs. Dhruvalli Vastak
- 10) Mrs. Rajni Nigam
- 11) Mrs. Ulrika Rodrigues
- 12) Mrs. Carensa Vaz
- 13) Miss. Farheen Khan
- 14) Miss. Gauzi Patil
- 15) Mr. Shekhar Patil
- 16) Mr. Prasad Dandekar
- 17) Mr. Parshuram Dudge
- 18) Mr. Nikhil Naik

Supervisor Mrs. Sheetal Koradkar welcomed all and started with last meeting. Following points were discussed:-

- 1) Competitions in the month of July a) 9<sup>th</sup> July 2018 - Creative writing b) 10<sup>th</sup> July 2018 - Investiture ceremony (Students & Teacher's meeting)

2) Class teachers have to come up with an innovative ideas to increase attendance in respective classes.

3) For current year magazine articles have to be collected from students & teachers. Teachers have to encourage students for good articles so that they will get good exposure.

4) For clever students & for weak students the teaching methods should be different.

5) Log books & Lesson plans have to be submitted on or before 24<sup>th</sup> July 2018.

6) Freshers party for XI<sup>th</sup> class & F.Y.B.com students will be arranged in the last week of July 18. College festival re-inter college will be celebrated with the help of teachers and leaders who have taken initiative. (The idea came from Mr. Prem Mehra S.Y.B.com A' division). There is need to take meetings with students.

7) Senior college results to be collected from office and give to each & every student.

8) On "21<sup>st</sup> June 2018" yoga Day was celebrated in our college with great zeal. Thanks to Mr. Shekhar Patil for taking initiative and successfully organising the programme.

9) Thanks to Rajni Tri, Prasad sir & Caransa miss for filling the F.Y.B.com students marks on university postal.

10) Number of visits by teachers in the library have been increased and the same should be continued through-out the year.

11) Felicitation given to Mr. Shekhar Patil & Mrs. Dhruvalli D. Varkh for XII<sup>th</sup> maths (Sci) students by the principal madam<sup>at</sup> "Token of appreciation."

12) First merit list of std XI<sup>th</sup> has been declared and 159 were admitted in commerce section which can be extend to 200. For science section 67 students admitted. For F.Y.B.com 130 forms already issued and soon we will get the intake of 240 students.

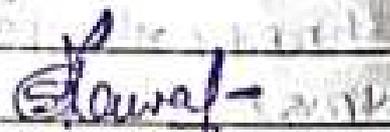
13) Temporary stage provision has been done on 2<sup>nd</sup> floor with 250 chairs in the hall. But soon on 3<sup>rd</sup> floor concrete stage will be build.

14) If teachers have their own plans then that will be implemented but need to take approval from our Principal madam.

15) We got N.C.C. permission for 10 students this year and staying with N.C.C. in our college.

16) For senior college students there should be 6 months short courses so that our students will graduate with one small course and that will help students to get job in market. Course material need to search and implement soon.

"Thank you"

  
PRINCIPAL

The Staff meeting for the month of December was conducted on 28<sup>th</sup> Dec, 2019 at 10:30 am in the college hall. The meeting was presided over by the Supervisor Mrs. Sheetal Koralkar.

\* Teachers in attendance:

- 1) Mrs. Sheetal Vartak
- 2) Mrs. Prachi Mhatre
- 3) Mrs. Jyostna Varik
- 4) Mrs. Aparna Kove
- 5) Mrs. Ulrika Rodrigues
- 6) Mrs. Vanessa Pereira
- 7) Mrs. Unnati Churi
- 8) Mrs. Joyce Barboze
- 9) Mrs. Merrangi Sawant
- 10) Mrs. Rajni Nigam
- 11) Mrs. Jidnyasa Tadhar
- 12) Mrs. Madhavi Mhatre
- 13) Mrs. Melvira Lopes
- 14) Mr. Shekhar Patil
- 15) Mr. Parbhuram Dudge
- 16) Mr. Nikhil Naik
- 17) Mr. Prasad Dandekar
- 18) Mr. Sachin Vaity
- 19) Mrs. Stevina D'cunha
- 20) Mrs. Dhurvali Vartak
- 21) Ms. Farheen Khan
- 22) Mr. Vishal Singh

\* Following points were discussed in the course of the meeting.

1. All practical journals, Seminar books to be kept duly signed.
  2. Special attention to be given to subjects like - PT, IT, EVS, Sc, Maths (Books to be completed and checked).
  3. External examiners are very particular about journal submission.
  4. Students to be trained for PT practicals by Mrs. Sheetal Vartak.
  5. Circular regarding the board date is expected to come by 21<sup>st</sup> January.
  6. T.Y. Bcom / SY. Bcom / FYBcom mark-sheets to be prepared by Mrs. Dhurvali and Mr. Prasad with the help of class teachers.
- Important Dates for Sr. College  
15<sup>th</sup> Jan - FYBcom correction deadline.

20th Jan - Result work  
21st Jan - Display of results  
22nd Jan - Print from Subodh Patil

23rd + 24th Jan - Cross checking by class teachers.

25th Jan - Results to be handed to the students.

\* Minimum errors.

\* Errors if any to be rectified in advance.

7) Important dates for Jee College

28th Jan - Submission of Question Paper

19th Jan - Open house (11th/12th)

17th Jan - Bundling

16th Jan - Deadline for Correction

12th Jan - Submission of consolidated sheet with analysis.

28th Feb - Completion of Revision for 11th std.

19th Feb onwards - Correction of books + Submission

(Mrs. Madhavi and Mrs. Vanessa to prepare a timetable for the same)

8) Senior college teachers to conduct and arrange guidance lectures for TYBcom and SYBcom students.

9) Prelims to be conducted for TYBcom.

10) Supervisor congratulated Mrs. Vanessa, Mrs. Madhavi for the excellent arrangement of guidance lectures for HSC students.

11) Students attendance to be taken seriously. Absentism, bunking of lectures strictly prohibited.

12) Working for the extra coaching of weaker and learner students.

13) The Supervisor instructed all teachers to keep themselves updated with their subject knowledge and to put in their heart and soul into this noble profession of teaching. We as teachers are answerable for our students future.

14) A counsellor is appointed for the college, so teachers to stay in sync with her to have in-depth knowledge of your students.

15) Log books to be completed and submitted in time.

16) Special circular regarding the leaves to be taken by teachers was circulated among the teachers.

17) Activity register to be completed.

- Minutes written by Mrs. Ulrika Rodrigues.

~~Ulrika Rodrigues~~  
08/01/2019

*Shawaf*  
PRINCIPAL

Agachi Vihar Amata Education Society's  
Padmeshree Bhausaheb Vartak College of Commerce  
VIREP (E).

The staff meeting for the month of April 2019 was conducted on 10<sup>th</sup> April 2019 at 7:00 am. The meeting was presided by the supervisor Mrs. Sheetal Korackar.

The following members attended the meeting:

1. Mrs. Hemangi Sawant
2. Mrs. Madhavi Mhatre
3. Mrs. Vanessa Pereira
4. Mrs. Joyce Barboze
6. Mrs. Melvina Lopes
7. Mrs. Rajni Nigam
8. Mrs. Ulrika Rodrigues
9. Mrs. Sheetal Vartak
10. Mrs. Unnati Churi
11. Mrs. Stevina D'cunha
12. Mrs. Jidyasa Gadhav
13. Mr. Shekhar Patil
14. Mrs. Shruwali Vartak
15. Miss. Farheen Khan
16. Mr. Basod Dondekar
17. Mr. Nikhil Nail
18. Mr. Vishal Singh
19. Miss. Nikita Patil

Following points were discussed in the meeting