

**SSR Memorial Trust's**  
**SSR College Of Arts Commerce and Science**  
**Sayli Road, Silvassa – 396 230 (UT of D & NH)**

**Department of Psychology & Guidance and Counseling Cell**

**Report- World Mental Health Day (10-10-22)**

**Date:** 11/10/2022

**Programme:** Street Play

**Occasion:** World Mental Health Day (10-10-22)

**Organized by:** Department of Psychology

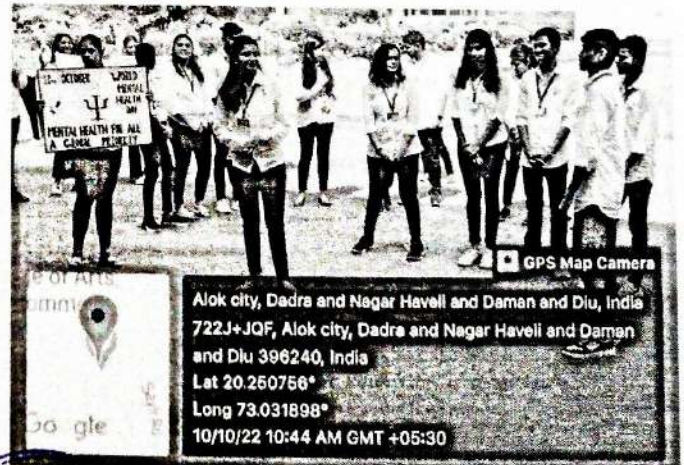
**Venue:** SSR College of ACS, SSR College of Pharmacy

The Department of Psychology & Guidance and Counseling Cell of SSR College of Arts, Commerce & Science organized a "Street Play" on "10<sup>th</sup> October 2022" on the occasion of "World Mental Health Day". The theme for street play was "**Make Mental Health and Well Being for All a Global Priority**". The street play was performed by SYBA and TYBA students of Department of Psychology. The street play was presented in front of SSR ACS College at 10:46 AM, SSR Pharmacy College at 11:40. The purpose of this street play was to spread awareness regarding mental health and its global acceptance. The street play showed the mental health problems and its solution through the medium of college student's daily life and their issues.

30 students from Department of Psychology participated in this street play. Students perform the play in presence of Principal of ACS College Dr. Rajeev Singh, Vice-Principal Dr. Alpana Sharma, Faculty Head of Arts, Dr. Tanu Sharma and staff and students of Arts, Commerce and Science.

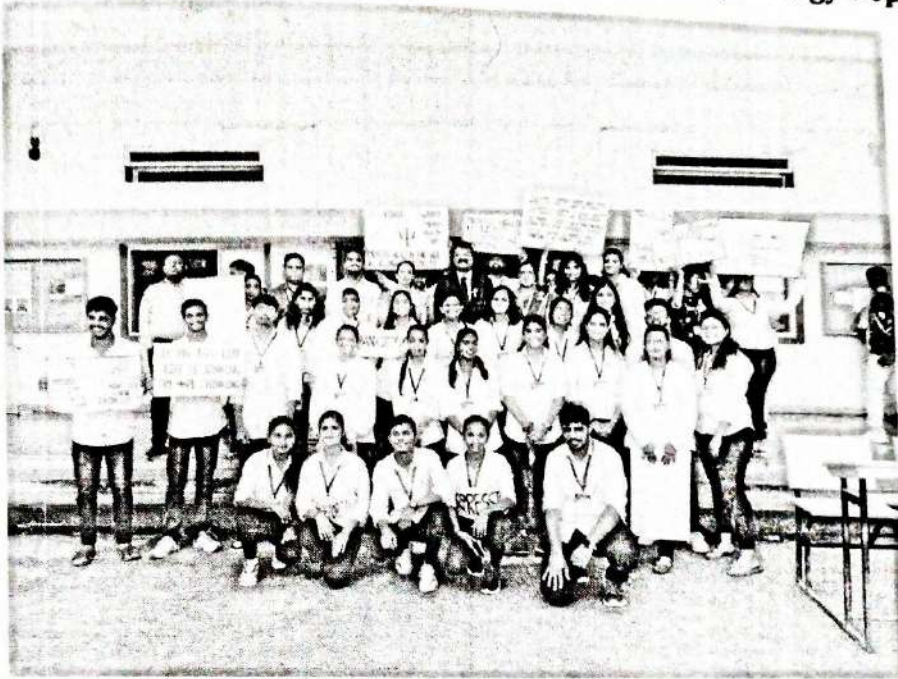
**2 - Street Play at SSR College of Pharmacy**

**1 - Street Play at SSR College of ACS**



The program was coordinated by Mr. Premraj Parate, Assistant Professor, and Department of Psychology. Principal Dr. Rajeev Singh congratulated all students and praise their efforts for the program and motivated them for organizing more programs.

### 3 - Principal Dr. Rajeev Singh Congratulating Students of Psychology Department



Around 500 students from both the colleges benefited by gaining awareness about mental health from the Street Play.

**Dr. Tanu Sharma**  
Head, Department of Psychology

**Principal**  
**Principal**  
S.S.R. College of  
Arts, Commerce & Science  
Silvassa (D&NH)



**SSR Memorial Trust's**  
**SSR College of Arts, Commerce and Science, Silvassa**

**Department of Psychology and Guidance and Counseling Cell**

**Letter for Permission**

Date: 06/10/2022

To,  
The Principal,  
SSR College of ACS,  
Silvassa - 396230

**Subject:** Permission to present "Mental Health Awareness Street Play" to student of SSR College

Respected Sir,

The students of Psychology Department and Guidance and Counseling Cell wants to present a "Street Play" for "Mental Health Awareness" to the students of SSR College. This street play will be conducted on the occasion of "World Mental Health Day on 10<sup>th</sup> October". We request you to grant us permission to present the street play. The street play will be of 15-20 Minutes. The Purpose of this street play is to spread awareness regarding the mental health.

Thanking You.



Head, Department of Psychology



Principal

Principal  
S.S.R. College of  
Arts, Commerce & Science  
Silvassa (D&NH)



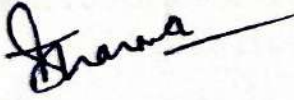
SSR Memorial Trust's  
SSR College of Arts, Commerce and Science, Silvassa

**NOTICE**

Date: 08-10-2022

**Department of Psychology & Guidance and Counseling Cell**

This is to inform all the students that on the occasion of "World Mental Health Day" the Department of Psychology and Guidance and Counseling Cell will present a "Street Play" for "Mental Health Awareness". This street play will be conducted on 10<sup>th</sup> October 2022 at 10:30 a.m. in front of the ACS building and Pharmacy College. The students and staff of the Psychology Department invite you all for the same.



Head, Department of Psychology



Principal

**Principal**  
S.S.R. College of  
Arts, Commerce & Science  
Silvassa (D&NH)



**SSR Memorial Trust's  
SSR College of Arts, Commerce and Science  
Sayli Road, Silvassa - 396230 (UT of D & NH)**

**Department of Psychology & Guidance and Counseling Cell**

**Report- Psychological Movie Presentation- Split (20-10-2022)**

**Date:** 21/10/2022

**Program:** Psychological Movie Presentation

**Movie Name:** Split

**Organized by:** Department of Psychology & Guidance and Counseling Cell

**Venue:** SSR College of ACS Classroom No.6

Department of Psychology, Guidance and Counseling Cell organized a **"Psychological Movie Presentation"** on 20/10/22 at 9:30 AM. The movie shown in was **"Split"**. This movie is based on **"Multiple Personality Disorder"**. The purpose of this movie presentation was to show student how multiple personality disorder affect person and how it turned to damage the person itself and his surroundings. It also reflects the current psychological intervention on society.

**Department of Psychology presenting the movie "Split"**



The movie conveyed the classical term of Multiple Personality Disorder. It involves demonstration of treatment and therapeutic technique for MPD. This movie also highlights the superstition about psychological disorder in society. The movie is directed by 'M. Night Shyamalan', telling story about a person suffering from MPD and has 24 alter egos, played by 'James McAvoy'.



Moments from Movie Presentation



The program was coordinated by Mr. Premraj Parate, Assistant Professor, Department of Psychology under the guidance of Dr. Tanu Sharma Head, Department of Psychology.

30 students from department of psychology benefited by gaining awareness about Multiple Personality Disorder from the Movie Presentation.

Head, Department of Psychology

Principal  
Principal  
S.S.R. College of  
Arts, Commerce & Science  
Silvassa (D&NH)



**SSR Memorial Trust's**  
**SSR College of Arts, Commerce and Science, Silvassa**

**Department of Psychology**

**Letter for Permission**

Date: 18/10/2022

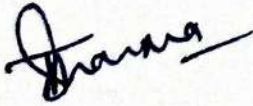
To,  
The Principal,  
SSR ACS College,  
Silvassa - 396 230

**Subject:** Permission to show "Psychological Movie" to SYBA and TYBA students of psychology department.

Respected Sir,

We want to show a "Psychological Movie" named "Split" to our SYBA and TYBA (Psychology Special) students. This movie is based on "Multiple Personality Disorder" and is very essential for students to learn about psychological disorder as they have Abnormal Psychology subject and they can gather more information through this movie. We request you to grant us permission to show students the movie. The movie will be shown in **Class Room No. 09** during the time period of **9:10 am to 12:10 am** (during scheduled classes) on **20/10/2022**. For presentation purpose we also request to provide us portable projector and extension board for the same.

Thanking You.



Head, Department of Psychology



Principal  
Principal  
S.S.R. College of  
Arts, Commerce & Science  
Silvassa (D&NH)


SSR Memorial Trust's  
SSR College of Arts, Commerce and Science, Silvassa

## NOTICE

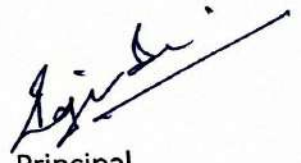
Department of Psychology

Date: 18-10-2022

This is to inform all the students of SYBA and TYBA that a movie named "Split" based on Multiple Personality Disorder will be shown on 20-10-22. The movie will be shown in Room no. 9 at 9:30 a.m. All the students have to compulsorily attend the same.



Head, Department of Psychology



Principal

Principal  
S.S.R. College of  
Arts, Commerce & Science  
Silvassa (D&NH)



SSR College Of Arts, Commerce and Science

Sayli, Silvassa

Department of Psychology

Report of Visit to Red Cross School and District Disability Rehabilitation center

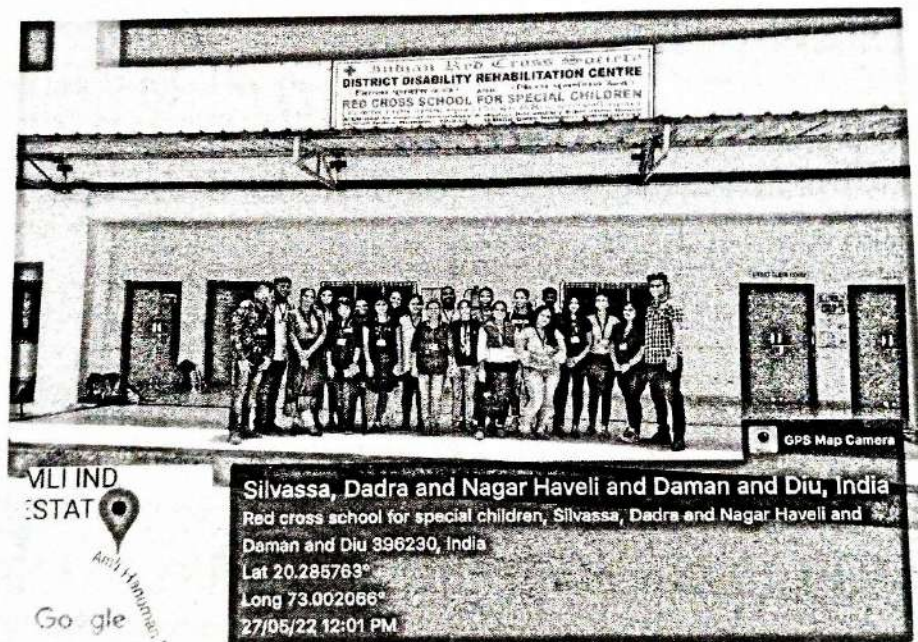
**Activity:** Visit to Red Cross School and District Disability Rehabilitation center, Silvassa

**Date:** 27th May 2022.

**Organised by:** Department of Psychology

**Objective:** To encourage and help students learn the practical application of the subject.

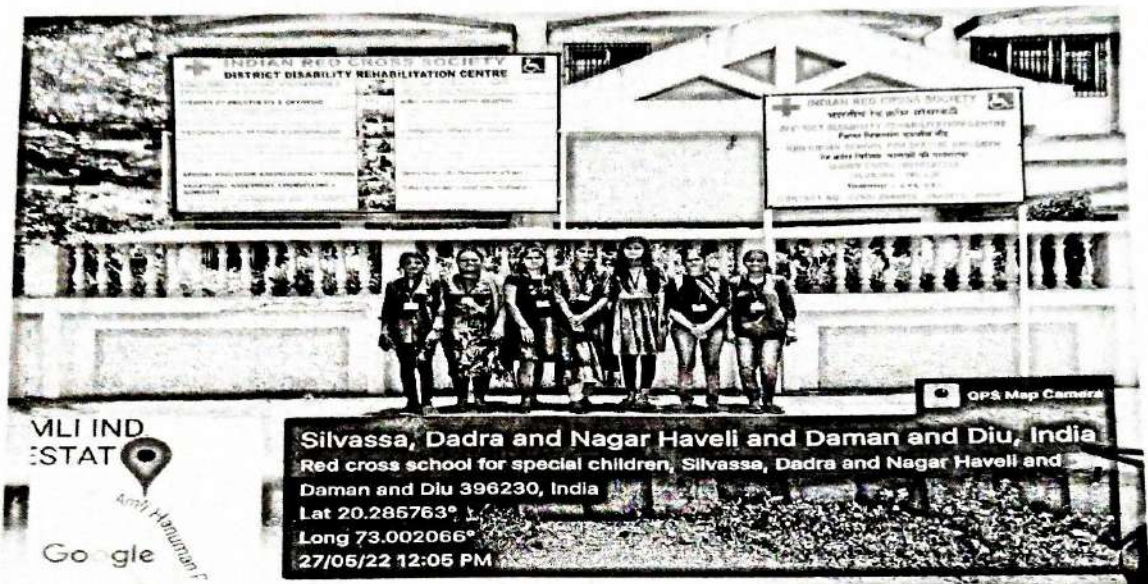
The Department of Psychology organized a visit to the Red Cross School for Special Children and Red Cross Disability Rehabilitation center located opposite Sachivalya, Silvassa for T.Y.B.A students having Psychology special. Twenty-Nine students having special psychology visited both centers on 27<sup>th</sup> May 2022.



Students interacted with children having various psychological and physical problems like Hearing impairment, Visual impairment, Mental retardation, autism and Down syndrome, etc.



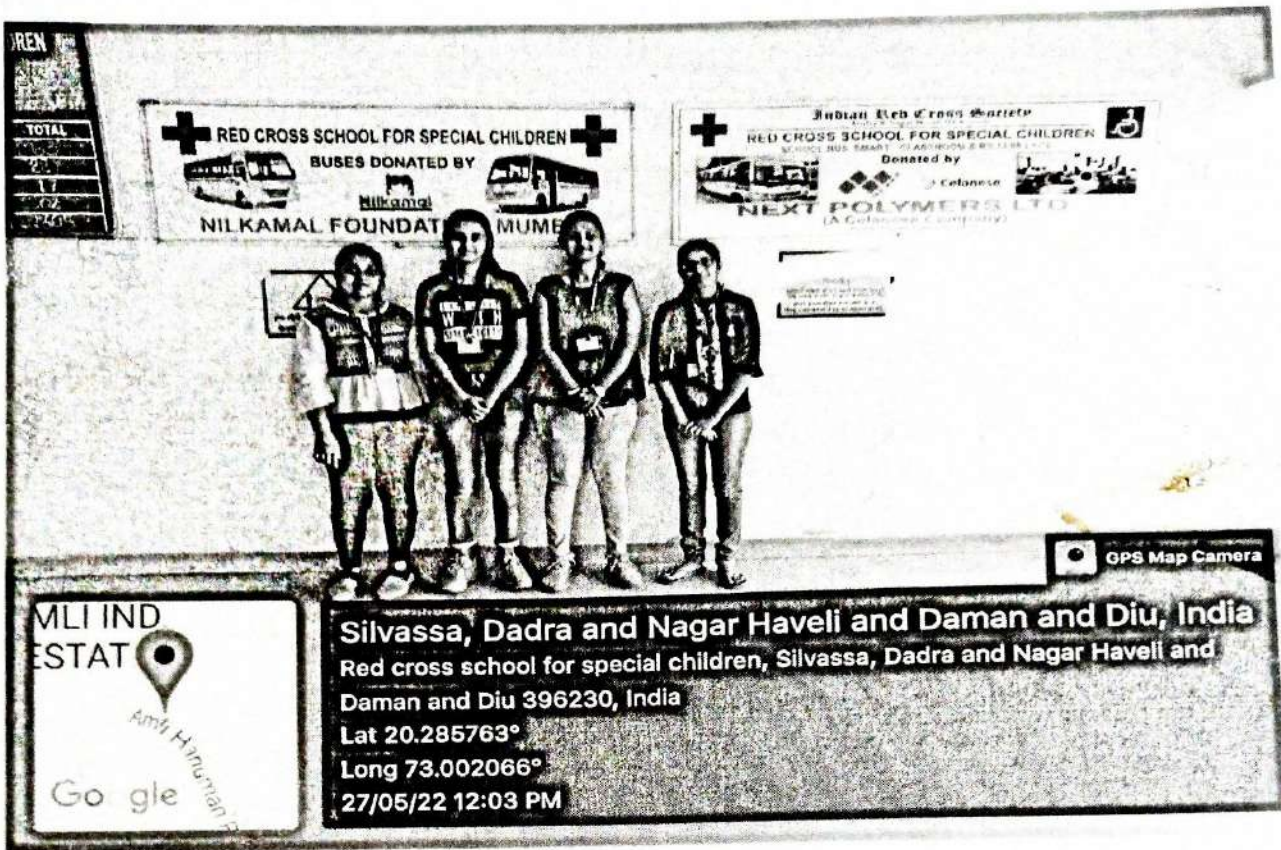
The aim of the visit was to provide practical knowledge to the students about their field and learn the techniques of complete observation and behavioral analysis. Most of the children in the school were intellectually disabled. Beginning with care group, the school has classes up to 10<sup>th</sup> std.



The Red Cross Society has a Rehabilitation center functioning for the welfare and well-being of disabled individuals. Psychological counseling, audio and speech therapy, sensory integration therapy is provided in the center. A clinical psychologist was there who gave brief knowledge about the children and the disorder they are suffering from and also shared details regarding their treatment and various improvements seen in their behavior.

Further, the students were permitted to meet all the students and interacted with them. As per symptoms studied in their special-1 Abnormal Psychology papers the symptoms of disorders and simultaneously their abnormal behavior was noticeable. Students got a good chance to have practical knowledge about the theories they studied during lectures. The students got aware of the practical aspect of the subject of psychology and gained information and knowledge about the working of these centers.





The visit was helpful to the students as they learned about the work of a psychologist and the functioning of mental health centers. The visit enhanced the knowledge of the students and helped them to see a clear picture of the theoretical things they have learned so far. They gained a deeper knowledge of mentally challenged students and gain insight into their subject.

*Sharma*

Dr. Tanu Sharma  
 Head, Department of Psychology



*Principi S.P.*

**Principal**  
**S.S.R. College of**  
**Arts, Commerce & Science**  
**Silvassa (D&NH)**

To,  
The Principal  
SSR, ACS  
Silvassa

Date: 21/05/22

Subject: Permission for a visit to Red Cross School and Red Cross Disability Rehabilitation center for TYBA Special Psychology Students.

Respected Sir,

T.Y.B.A students of Psychology special have Study tour as part of their special 4 paper syllabus. For this, we want to visit the Red Cross School for Special Children and Red Cross Disability Rehabilitation center located opposite to Sachivalya, Silvassa. There are 29 students in TYBA Psychology Batch. We wish to visit the center on Friday (27/05/22)

I request you to give permission for the visit.

Thanking You

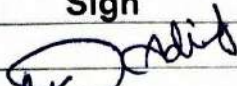


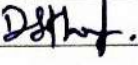
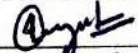
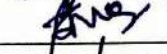


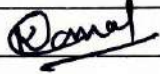

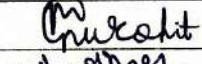

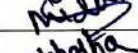


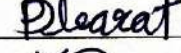



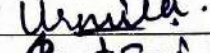
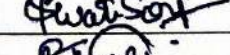
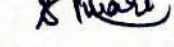


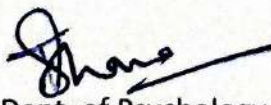
Dr. Tanu Sharma

Head, Department of Psychology

**SSR College of Arts, Commerce and Science  
Department of Psychology**

**Visit to Red Cross School and District Disability Rehabilitation center  
TYBA-Attendance (27/05/2022)**

S.No	Name of the Student	Sign
1	Adil Saiyed	
2	Akash Khandare	
3	Badal Singh	
4	Barbosa Neil	
5	Darshana Thorat	
6	Dey Devlina	
7	Divyank Surum	
8	Farheen Tawa	
9	Harsh Azad	
10	Hetal Agravat	
11	Joshi Kinjal	
12	Komal Dubey	
13	Lulua Bhanpurawala	
14	Mahto Sarika	
15	Manethodi Ardra	
16	Mansi Purohit	
17	Meghna Vadvekar	
18	Milan yadav	
19	Nehlata Jha	
20	Pankaj Sharma	
21	Panthani Prajapati	
22	Prashant Barat	
23	Rao Aparna	
24	Ravi Gurav	
25	Rinky Sonkar	
26	Suhana Sheikh	
27	Swami Urmila	
28	Swati Soni	
29	Sweety Tinsari	

  
Head, Dept. of Psychology

**SSR Memorial Trust's  
SSR College of Arts, Commerce and Science  
Sayli Road, Silvassa – 396230 (UT of D&NH)**

**Department of Psychology & Guidance and Counseling Cell**

**Report- Anti-Alcoholism Campaign- Street Play (31-12-2022)**

**Date:** 01/01/2023

**Program:** Street Play

**Occasion:** Anti-Alcoholism Campaign

**Organized by:** Department of Psychology & Guidance and Counseling Cell and Empower Foundation, Silvassa

**Venue:** Chowki Pada, Sayli Panchayat

Department of Psychology & Guidance and Counseling Cell of SSR College of Arts, Commerce and Science in collaboration with an NGO Empower Foundation organized an awareness Program on **Alcohol Use Disorder (AUD)**. SYBA students presented a "Street Play" at Chowki Pada, Sayli Panchayat at 11:30 a.m. on 31/12/22. The purpose of this street play was to create awareness about the adverse effect of alcoholism on physical and mental health and well-being. It also reflects on the social effects as aggression against others, child abuse and spouse abuse and day to day dysfunctioning. The street play showed addiction influence and treatment importance through medium of family and young generation daily life.

**Department of Psychology and Empower Foundation Presenting Street Play in Chowki Pada**



18 students from Department of Psychology participated in this street play. Students perform the play in presence of Project Manager of Empower Foundation Mr. Nanduri Rajgopal Rao, Faculty Head of Arts Dr. Tanu Sharma, Assistant Professor of SSR College Arts, Commerce and Science Dr. Stuti Bhrigu, Ms. Sunanda Kangane, Mr. Premraj Parate and residents of Chowki Pada, Sayli Panchayat.

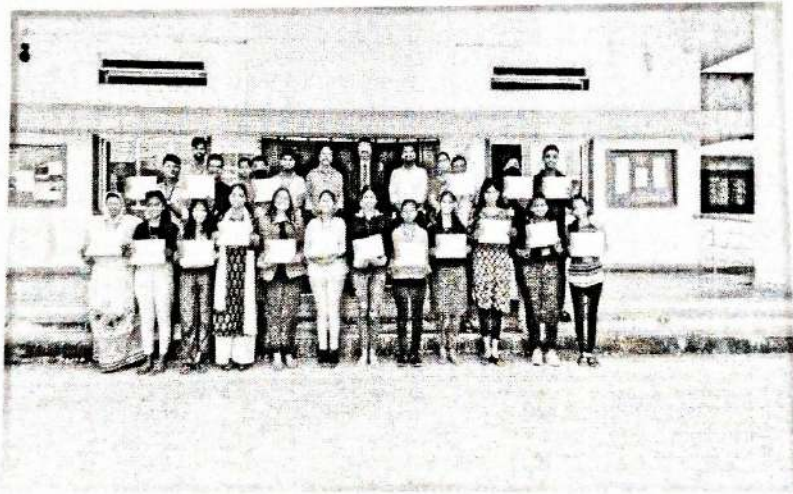


Moments from Street Play



The program was coordinated by Mr. Premraj Parate, Assistant Professor, Department of Psychology and Volunteer Team of Empower Foundation. Principal Dr. Rajeev Singh congratulated all students and praises their efforts for the program and motivated them for organizing more programs. The participants were given certificate for the same.

Principal Dr. Rajeev Singh congratulated students of Department of Psychology



Around 150 residents from chowkipada, benefited from the Street play, by gaining awareness about harmful effects and treatment for alcoholism.

Head, Department of Psychology



Principal  
Principal  
S.S.R. College of  
Arts, Commerce & Science  
Silvassa (D&NH)

**SSR Memorial Trust's  
SSR College of Arts, Commerce and Science, Silvassa**

**Department of Psychology & Guidance and Counseling Cell**

**Letter for Permission**

Date: 02/01/2023

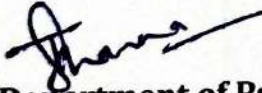
To,  
The Principal,  
SSR College of ACS,  
Silvassa - 396230

**Subject:** Permission to present "Awareness Street Play" at Chowki pada, Sayli Panchayat

Respected Sir,

Department of Psychology & Guidance and Counseling Cell of SSR College of Arts, Commerce and Science in collaboration with an NGO Empower Foundation aspire to organize an awareness Programme on Alcohol use disorder (AUD). SYBA students will be presenting a "**Street Play**" at Chowki Pada, Sayli Panchayat at 11:30 a.m. on 31/12/22. The Purpose of this street play is to spread awareness about the adverse effect of alcoholism on physical and mental health and well-being. We request you to grant us permission to present the street play. Purpose of this street play is to spread awareness.

Thanking You.



Head, Department of Psychology



Principal  
Principal  
S.S.R. College of  
Arts, Commerce & Science,  
Silvassa (D&NH)





**SSR Memorial Trust's**  
**SSR College of Arts, Commerce and Science**  
**Sayli Road, Silvassa – 396230 (UT of D & NH)**

**Department of Psychology**

**Report – Birth Anniversary of Eminent Psychologist (20-03-2023)**

**Date:** 21/03/2023

**Program:** Birth Anniversary of Eminent Psychologist and Exhibition of Psychological Drawings

**Occasion:** Birth Anniversary of Eminent Psychologist (20-03-2023)

**Organized by:** Department of Psychology, Guidance and Counseling Cell

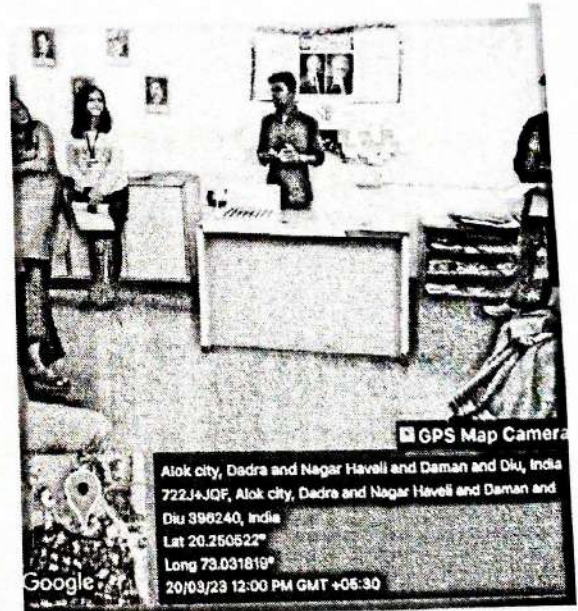
**Venue:** SSR College of ACS – Department of Psychology

The Department of Psychology organized a program and “Exhibition of Psychological Drawings” on “20<sup>th</sup> March 2023” on the occasion of “Birth Anniversary of Eminent Psychologist”. The program was organized in Department of Psychology at 11:00 AM. The student of SYBA and TYBA psychology volunteered for the activity. The purpose of this program was to acknowledge the contribution of eminent psychologist “Burrhas Fredric Skinner” and “Raymond Bernard Cattell” in the field of psychology. Department of Psychology enlightened the college students and faculty regarding the work of Learning and Personality.

**Department of Psychology Celebrating Birth Anniversary of Eminent Psychologist**

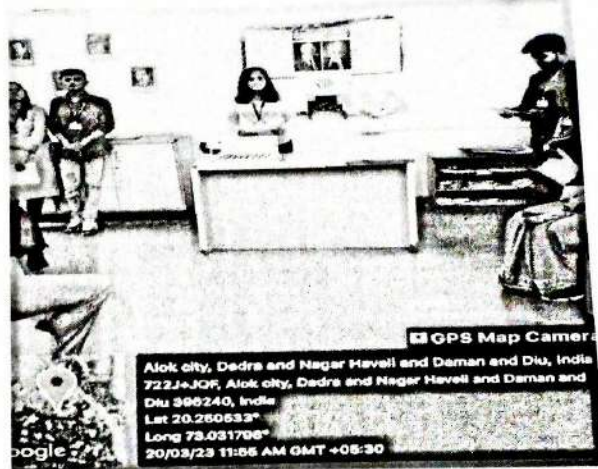


**Mr. Arbazkhan Blouch demonstrating Skinner Box**





**Ms. Mukaan Chunara giving information of Raymond Cattell**



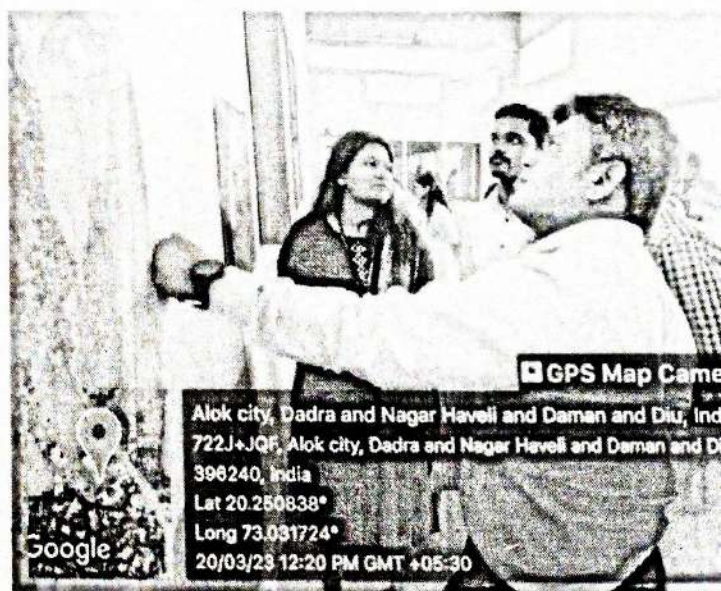
**Ms. Reha Keshwani giving information of B. F. Skinner**

Ms. Reha Keshwani from SYBA gave information about B.F. Skinner and his work in Learning and Ms. Muskaan Chunara from SYBA gave information about Raymond Cattell's contribution in Personality. Mr. Arbaaz Khan Blouch from SYBA demonstrated the "Skinner Box" experiment and gave detailed information about it.

The exhibition of Psychological Paintings was judged by Dr. Kailas Bodke and Mr. Anil Bagul. 13 students participated in the competition. In the painting competition the 1<sup>st</sup> position was secured by Ms. Muskaan Shaikh (SYBA, Economics), 2<sup>nd</sup> by Ms. Arti Sirvi (TYBA, English) and 3<sup>rd</sup> by Ms. Divya Dixit (TYBA, Econimocs).

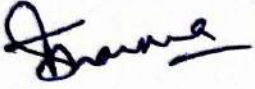
**Exhibition of Psychological Paintings**

**Dr. Kailas Bodke and Mr. Anil Bagul judging the paintings**



The program was attended by Principal of SSR ACS Dr. Rajeev Singh, Vice-Principal Dr. Alpana Sharma, Arts Faculty Head Dr. Tanu Sharma, Faculty of Arts Dr. Kailas Bodke, Mr. Nilesh Baviskar, Dr. Stuti Bhrigu, Ms. Sunanda Kangane, Mr. Anil Bagul and Mr. Premraj Parate.

The program was coordinated by Mr. Premraj Parate, Assistant Professor of Psychology and students of department of psychology under the guidance of Dr. Tanu Sharma, HOD (Psychology). Mr. Premraj Parate delivered the vote of thanks.



**Head, Department of Psychology**



**Principal  
Principal  
S.S.R. College of  
Arts, Commerce & Science  
Silvassa (D&NH)**



**SSR College Of Arts Commerce and Science**  
**Sayli Road, Silvassa - 396 230 (UT of D & NH)**

**Department of Psychology**

**Report - Department Of Psychology Study Visit (13-04-2023),**

**Date:** 15/04/2023

**Program:** Study Visit to District Science Centre and Lady Wilson Museum at Dharampur

**Organized by:** Department of Psychology

**Venue:** District Science Centre, Dharampur & Lady Wilson Museum, Dharampur

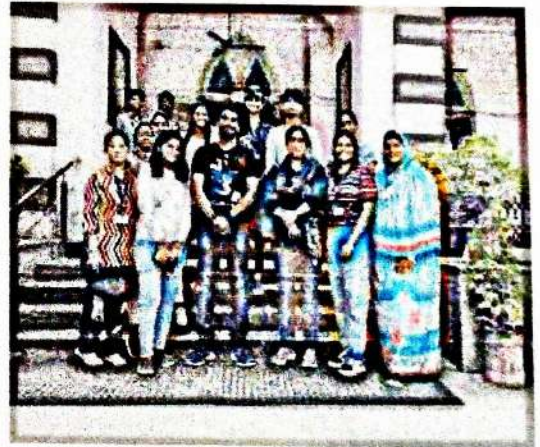
**Objective:** To enlighten the students about Scientific Research, Experiments, Demonstrations and Value of History and its Factors

The Department of Psychology organized a "Study Visit" on "13th April 2023" to "District Science Center and Lady Wilson Museum at Dharampur". The student of SYBA and TYBA psychology attended the study visit. The purpose of this visit was to enlighten the students about Scientific Research, Experiments, Demonstrations and Value of History and its Factors. Department of Psychology's students and faculty were acknowledged to the work of Psycho-physics, Learning, Memory Experimental Demonstration at District Science Center, Dharampur

**Department Of Psychology at Lady Wilson Museum  
(SYBA Students)**



**Department Of Psychology at Lady Wilson  
Museum (TYBA Students)**



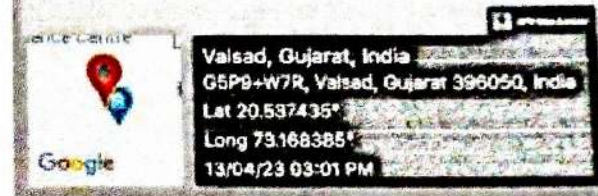
The study visit was attended by Head of the Department Dr. Tanu Sharma, Assistant Professor Mr. Premraj Parate of Department of Psychology with SYBA and TYBA Psychology Specialized Students. Total 43 students form Psychology Department attended and benefited from the visit.



**Learning, Psychophysics and Illusion Experiment  
Demonstration at District Science Center**



**Department Of Psychology (Faculty,  
SYBA & TYBA Students)**



**Psychology Department's Students Acknowledging Experiments at District Science Centre**

The visit was coordinated by Mr. Premraj Parate, Assistant Professor of Psychology under the guidance of Dr. Tanu Sharma, HOD (Psychology).

 15-4-23

Mr. Premraj Parate  
Program Coordinator



 15/4/23

Dr. Tanu Sharma  
Head, Department of Psychology



## REPORT OF "BLOOD BANK VISIT"

- 1) Date of Programme : 07/04/2022
- 2) Organisers : Dept of Microbiology, Faculty of Science,  
SSR College of Arts, Commerce and Science  
Silvassa, Dadra and Nagar Haveli
- 3) Organizing Team : a) Mr Shantanu Mishra (Head of Micro Dept)  
b) Mr Mahesh Khairnar (Assistant Professor,  
Microbiology Dept)  
c) Ms Prathamesh Kulkarni (Assistant Professor,  
Microbiology Dept)
- 5) Number of participants: 37

### 6) Introduction:

Department of Microbiology, Faculty of Science, SSR College of Arts, Commerce and Science Silvassa, had organized Blood Bank Visit on 07/04/2022 at 10am. The application of interested students were invited by providing notice dated 02/04/2022 (Annexure 1). Photoplate of the same is enclosed here with the report (Annexure 2).

The main aim of visit was to learn about the resources required for the blood bank set up and its applications in medical sector.

The objectives of the visit were

- 1) To educate the students Blood bank and its resources and their role

in medical sector.

- 2) To learn about different forms of blood components, instruments and blood testing techniques.
- 3) To increase awareness by encouraging students to participate in Blood donation drives.

7) **Outline of the Study visit:**

With Prior permission obtained from Red Cross Society Blood Bank, Silvassa, total 37 students had participated in Blood Bank study tour. The study tour commenced on 10 am and was led by Mr. Prathamesh Kulkarni (Assistant Professor, Dept of Microbiology) and Mr. Mahesh Khairnar (Assistant Professor, Dept of Microbiology). Mr. Biswa Ranjan (MLT Technician, Red Cross Society Blood Bank) explained various components of blood and techniques and instruments used to study and separate and store them. The Blood bank houses following instruments

- a) Minus 20 storage freezers,
- b) plasmapheresis unit,
- c) ELISA Plate reader,
- d) Laminar air flow,
- e) Refrigerated centrifuge.

The students visited following rooms

- a) Donor room,
- b) Transmitted disease
- c) Testing room,
- d) Storage room,
- e) Counselling room,

f) Serology laboratory

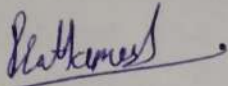
g) Blood component

h) Separation room.

Mr. Biswa Ranjan also explained various schemes under govt and also about career scope in blood banks. He also explained about importance of blood donation and its impact socially on human lives.

#### 8) Acknowledgement

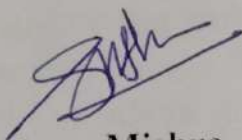
I would like to acknowledge sincere thanks to Principal, SSR College of Arts, Commerce and Science for providing necessary permission to conduct the tour. I also would like to acknowledge my sincere thanks to Mr. Biswa Ranjan (Technician, Red Cross Blood Bank, Silvassa) for his guidance and co-operation during the tour.



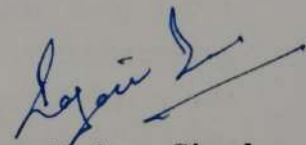
**Mr. Prathamesh Kulkarni**  
Tour Incharge



**Mr. Mahesh Khairnar**  
Assistant Professor



**Mr. Shantanu Mishra**  
Head of Microbiology Dept



**Dr. Rajeey Singh**  
Principal  
S.S.R. College of  
Arts, Commerce & Science  
Sayli, Silvassa(D&NH)



ANNEXURE 2

Photo Plate of the Program



PHOTOPLATE 1: INDIAN REDCROSS SOCIETY BLOOD BANK.



PHOTOPLATE 2: STUDENTS WITH MR BISWA RANJAN AND MR MAHESH KHAIRNAR AND MR PRATHAMESH KULKARNI IN BLOOD BANK



PHOTOPLATE 3: Mr BISWA RANJAN EXPLAINING ABOUT BLOOD COMPONENT SEPERATION



PHOTOPLATE 4: MR BISWA RANJAN EXPLAINING ABOUT ELISA TECHNIQUE

**SSR Memorial Trust's  
SSR College of Arts, Commerce & Science**

**Report on Celebration of  
National Constitution Day : 26 November 2022**

Organized  
By  
Department of Political Science  
In collaboration of IQAC and IIC

**Report**

**Date: 26 November 2022,**

**Beneficiaries: All Students of the college**

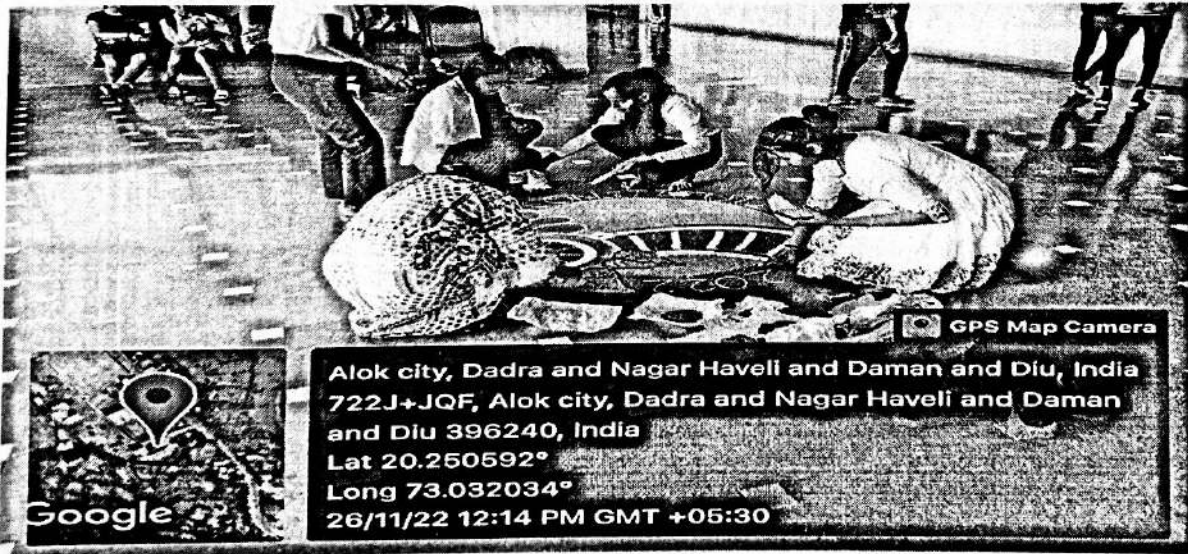
The existence and successful survival of Democracy in such diverse condition is the most celebrated fact about our country and constitution is its backbone. The Indian constitution was adopted on November 26, 1949. To reinforce the significance and importance of the constitution the Government of India Declared 26th November as Constitution Day on 19 November 2015 by a gazette notification.

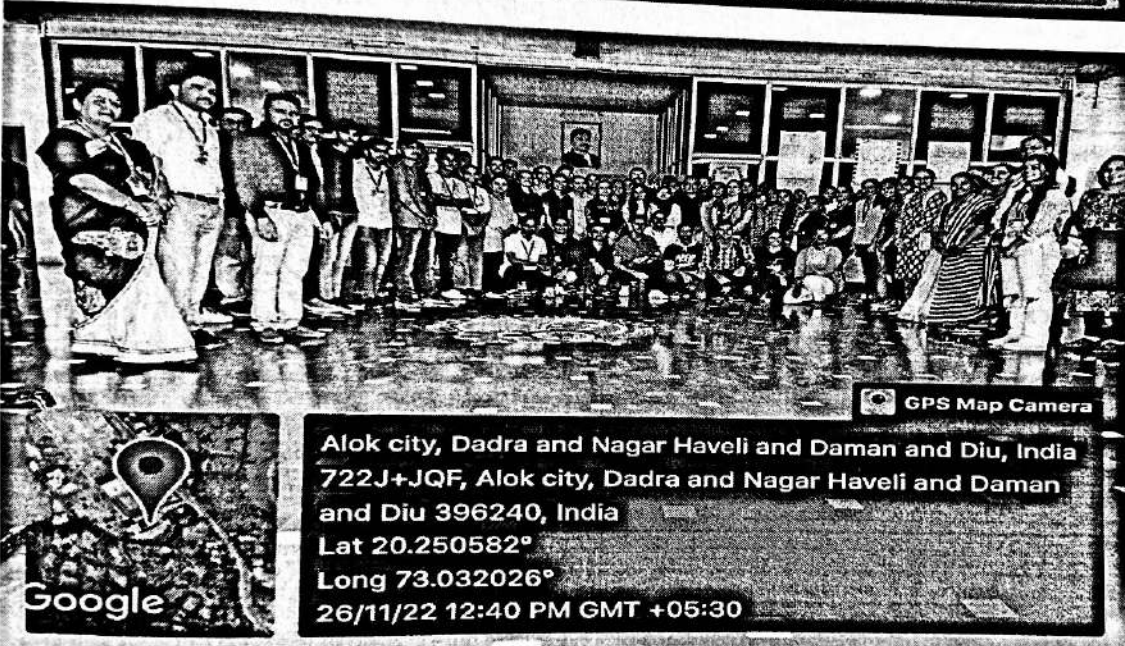
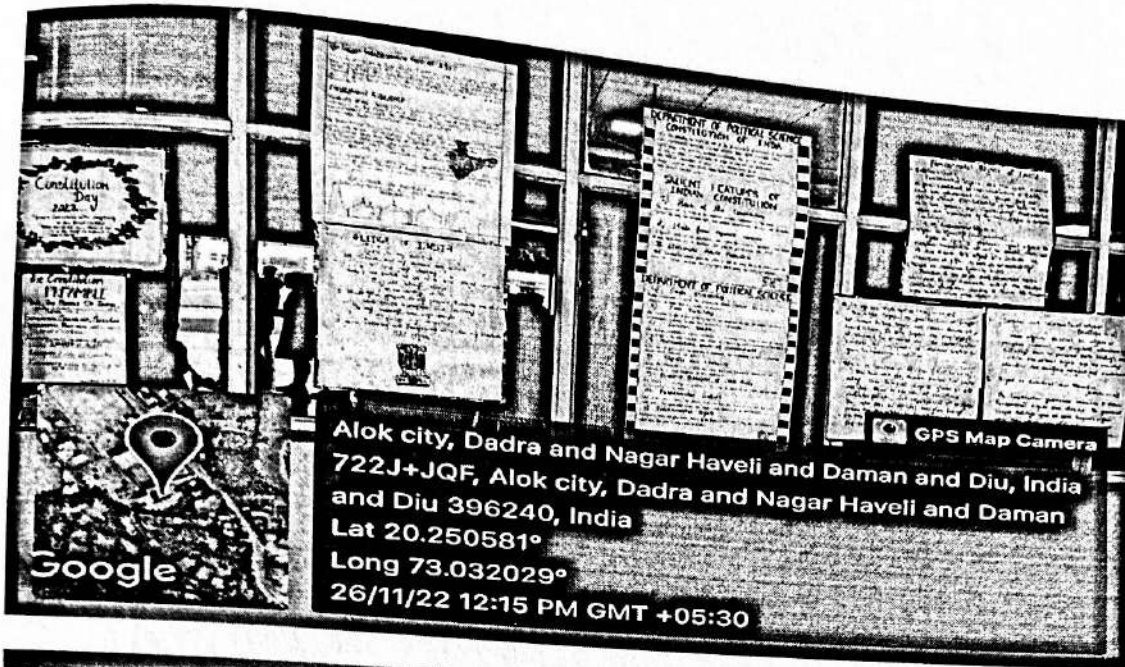
The occasion of "National Constitution day" was celebrated by the Department of Political science of SSR College of Arts, Commerce and Science in collaboration of IQAC and IIC on 26 November 2022.

In this programme, the story of the formation of the constitution was told and the pledge ceremony was conducted. Principal, Dr. Rajeev Singh, motivated students to be the worthy and responsible citizen and respect the constitution of India.



Later, a Lecture was delivered on salient features of the constitution by Dr. Alpana Sharma (Subject Expert). Students of FYBA presented their views on Preamble, Fundamental Rights, Directive Principles of the State Policy and Fundamental Duties. Students were encouraged to find out details of our constitution via poster presentation and class seminar. It was a knowledgeable and exciting day.





*Alpana*  
5/12/2022  
Dr. Alpana Sharma  
Dept. of Political Science



*Rajeev Singh*  
Dr. Rajeev Singh  
Principal  
Principal  
S.S.R. College of  
Arts, Commerce & Science  
Silvassa (D&NH)

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- Department File
  - IQAC Cell
  - IIC



## Report of "Guest lecture organized"

- 1) Date of Programme : 19/09/2022
- 2) Title of Lecture : Career Scope in field of Life sciences
- 3) Organisers : Dept of Microbiology, Faculty of Science,  
SSR College of Arts, Commerce and Science  
Silvassa, Dadra and Nagar Haveli
- 4) Organizing Team : a) Mr Shantanu Mishra (Head of Micro Dept)  
b) Mr Mahesh Khairnar (Assistant Professor,  
Microbiology Dept)  
c) Mr Prathamesh Kulkarni (Assistant Professor,  
Microbiology Dept)
- 5) Number of participants: 37 (TYBSc Microbiology)

### 6) Introduction:

Department of Microbiology, Faculty of Science, SSR College of Arts, Commerce and Science Silvassa, had organized guest lecture "Career Scope in field of Life sciences" on 19/09/2022 at 12 pm. Photoplate of the same is enclosed here with the report (Annexure 1).

The main aim of this lecture was to learn about the new emerging career opportunities in life science sector.

The objectives of the lecture were

- 1) To educate the students about opportunities in life sciences sector .

- 2) To learn about courses offered by universities and institutes and their importance in life sciences.
- 3) To increase awareness by encouraging students to participate in entrance examinations for various courses.

7) **Outline of the Guest lecture:**

With Prior permission obtained from Principal Sir, total 37 students had attended guest lecture. The lecture commenced on 12 pm by Mrs. Apexa Gajjar (Senior Research Fellow, CSIR- CSMCRI). Mrs. Apexa Gajjar explained various Streams of Life sciences and courses offered by institutes such as

- a) MSc in Public Health,
- b) MSc in Hospital Management,
- c) MSc in Human and Molecular Genetics,
- d) MSc Virology,
- e) MSc in Neurobiology.

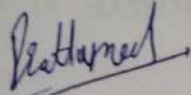
The students were made aware and encouraged to participate in various exams such as

- a) GATE
- b) ICMR-NET
- c) ICAR-NET,
- d) GAT-B,
- e) JAM,
- f) CU-CET
- g) DBT-NET

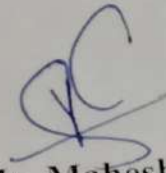
Mrs. Apexa Gajjar also explained about various govt selection exams such as FSSAI, BIS etc and also about career scope in research in Life sciences. she also explained about importance of internships and its impact on career skill development.

### 8) Acknowledgement

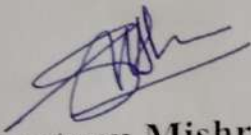
I would like to acknowledge sincere thanks to Principal, SSR College of Arts, Commerce and Science for providing necessary permission to conduct the tour. I also would like to acknowledge my sincere thanks to Mrs. Apexa Kulkarni for her guidance and valuable insights in the guest lecture.



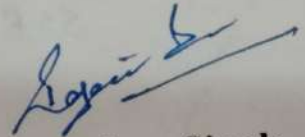
**Mr. Prathamesh Kulkarni**  
Assistant Professor



**Mr. Mahesh Khairnar**  
Assistant Professor



**Mr. Shantanu Mishra**  
Head of Microbiology Dept



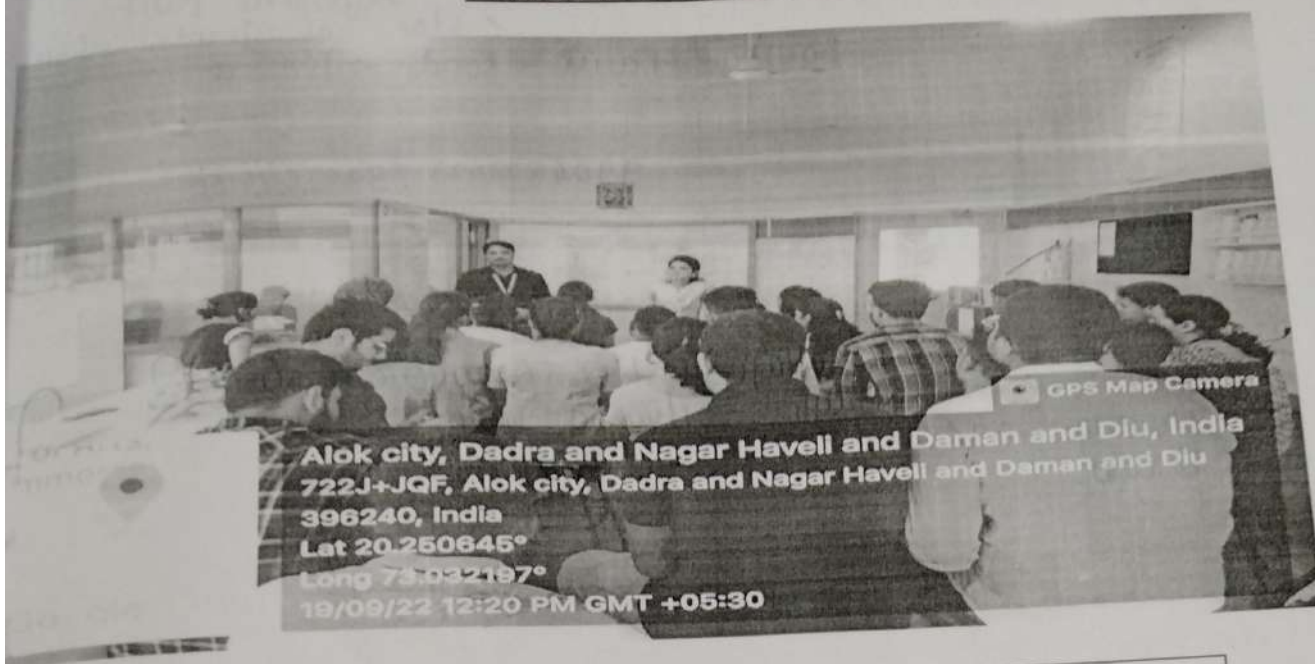
**Dr. Rajeev Singh**  
Principal  
S.S.R. College of  
Arts, Commerce & Science  
Sayli, Silvassa(D&NH)



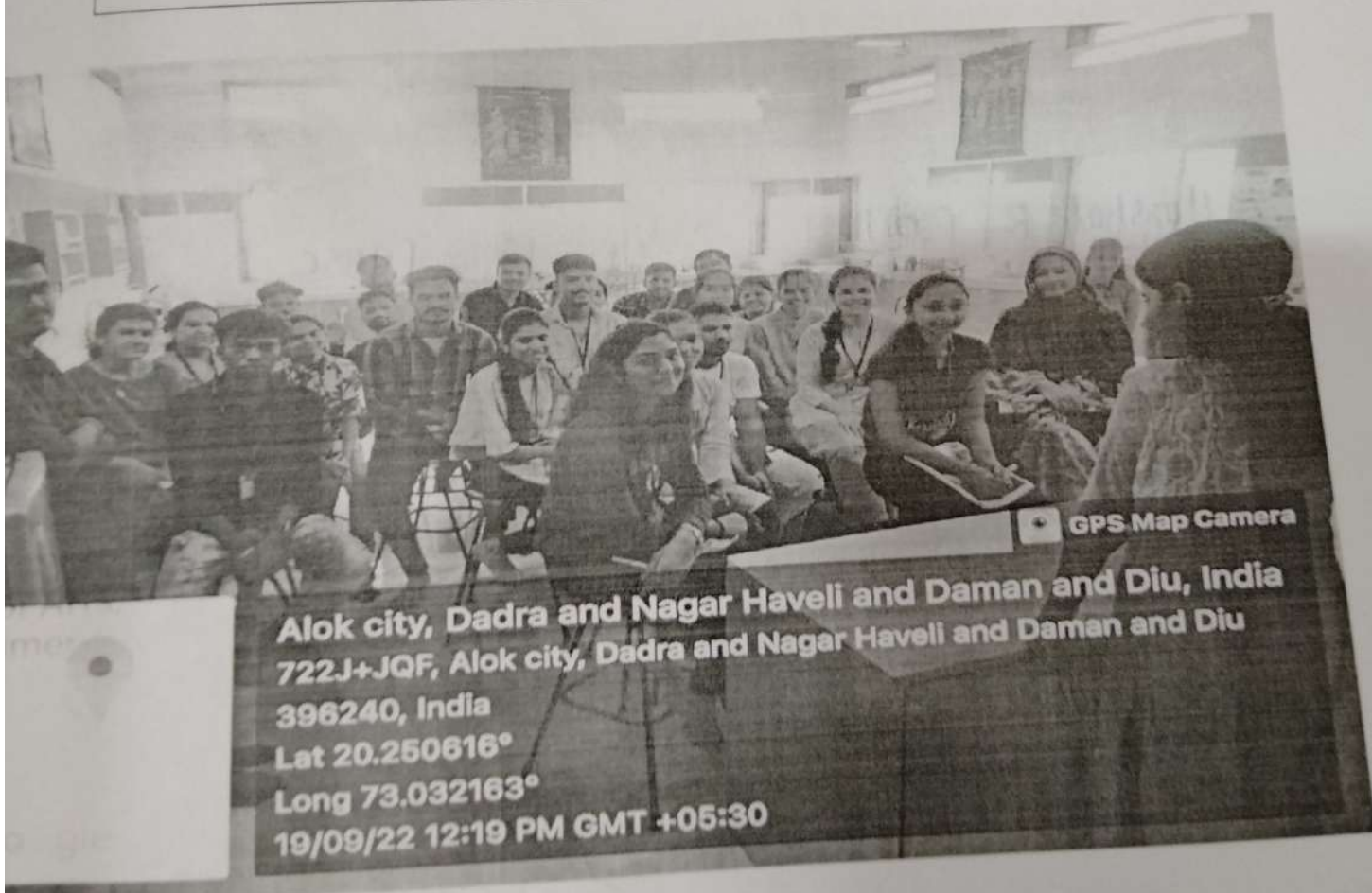


ANNEXURE 2

Photo Plate of the Program



PHOTOPLATE 1: Mrs Apexa Gajjar explaining Students about career scope in life sciences



PHOTOPLATE 2: Students Interacting With Mrs Apexa Gajjar



'SWARGEeya SANJIBHAI RUPJIBHAI MEMORIAL TRUSTS'  
**SSR COLLEGE OF ARTS, COMMERCE AND  
SCIENCE**



(AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY)

SAYLI ROAD, SILVASSA, UT OF DADRA AND NAGAR HAVELI-396230

ID No:PU/DNH/ACS/90/2016 PhNo: 0260-2681102

Website: www.ssracs.edu.in

### National Mathematics Day

#### REPORT

On the occasion of National Mathematics day on 22<sup>nd</sup> December 2022, Department of Mathematics & Statistics of SSR college of Arts Commerce and Science organized **Quiz and Poster competition**. The students of F.Y.B.Sc, S.Y.B.Sc, and T.Y.B.Sc participated in the program. The total participants were 84.

#### POSTER COMPETITION

S.NO	POSITION	NAME OF STUDENTS	CLASS
1	FIRST PRIZE	1. LALITKUMAR MALI	SY BSc
		2. AMITKUMAR MOURYA	SY BSc
2	SECOND PRIZE	1. MISHRA ABHISHEK	FY BSc
		2. SURYAPRAKASH PRAJAPTI	FY BSc
3	THIRD PRIZE	1. VISHAL SHARMA	SY BSc
		2. DHARUV PATEL	SY BSc

#### QUIZ COMPETITION

FIRST YEAR		
S.NO	POSITION	NAME OF STUDENTS
1	FIRST PRIZE	APARNA SINGH
2	SECOND PRIZE	NEHA DIGRA
3	THIRD PRIZE	SURYAPRAKASH PRAJAPTI
SECOND YEAR		
S.NO	POSITION	NAME OF STUDENTS
1	FIRST PRIZE	SHARMA SAGUN
2	SECOND PRIZE	CHOUDHARY SHIKHA
3	THIRD PRIZE	SANIKA METKAR
THIRD YEAR		
S.NO	POSITION	NAME OF STUDENTS
1	FIRST PRIZE	ISHIKA PARBATANI
2	SECOND PRIZE	SEJAL YADAV
3	THIRD PRIZE	ANASWARA BABU





**SSR Memorial Trust's  
SSR College of Arts, Commerce & Science**

**Report on Poster Competition**

**International Human Rights Day : 10 December 2022**

Organized

By

Department of Political Science

In collaboration of IQAC and IIC

**Report**

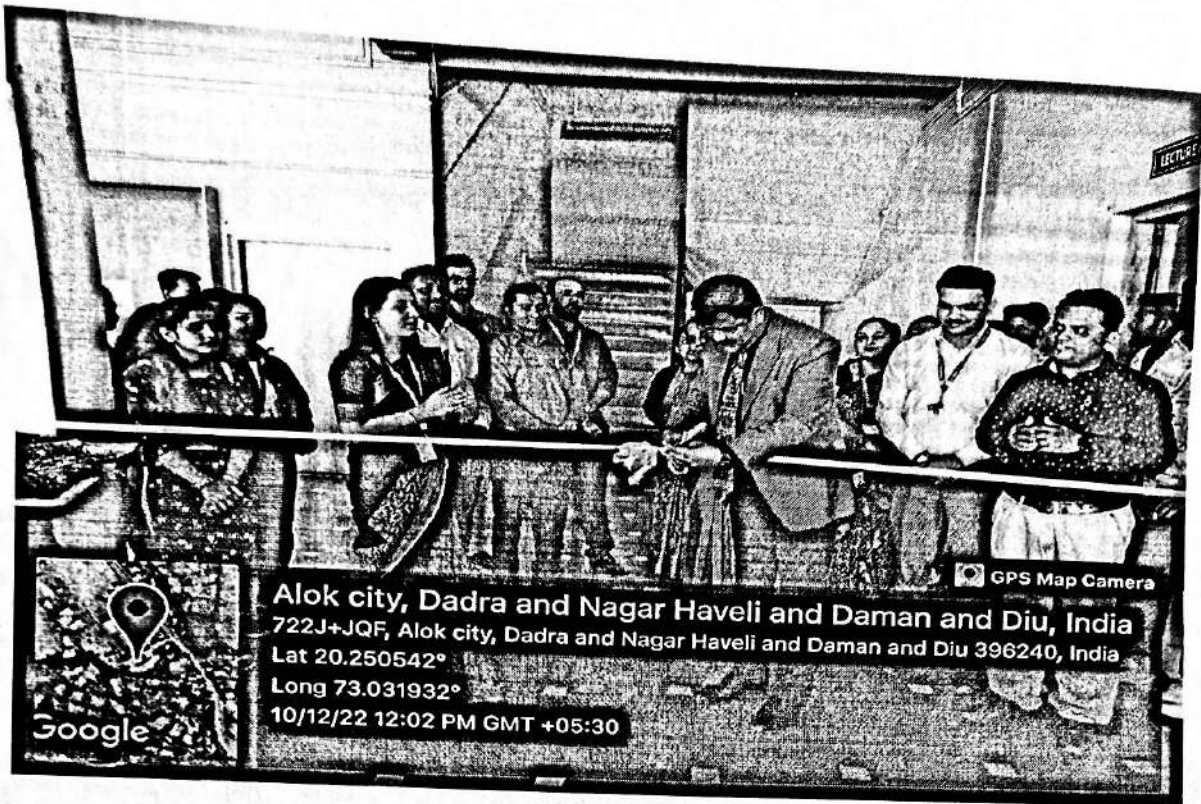
**Date: 10 December 2022**

**Beneficiaries: 48**

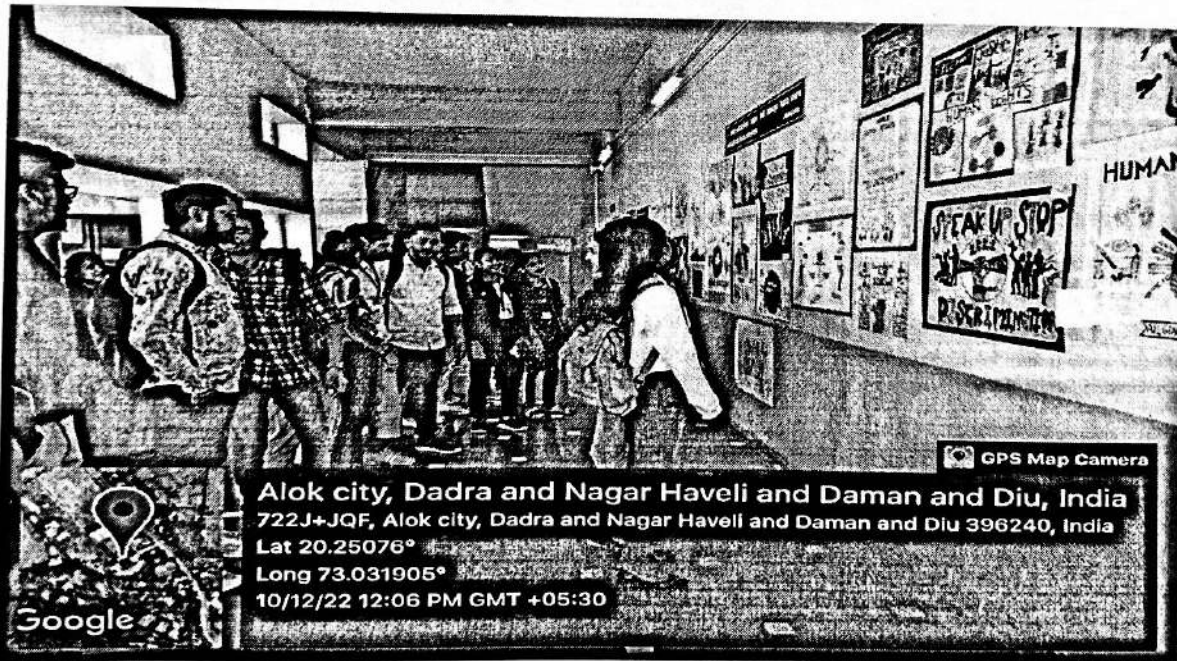
The occasion of “**International Human Rights Day**” was celebrated on 10 December 2022 by the Department of Political Science, SSR College of Arts, and Commerce & Science in association with IQAC and IIC.

On this day a poster competition was organized at the college level. In which 48 students from different faculties participated. The inauguration ceremony was inaugurated by Principal Dr. Rajeev Singh by cutting the ribbon. In this competition, students displayed their talent through poster. The concept of human rights, its importance and challenges have been depicted very well.

Students enlightened their classmates through thought provoking posters on human rights. Teachers told the students that this day is celebrated to create awareness about human rights. Apart from this, Human Rights Day is celebrated to raise awareness about the social, cultural and material rights of the people and to ensure the welfare of all. The Principal of the college remarked that the day is celebrated to empower the nations to curb inequality; Abuse and discrimination.



GPS Map Camera  
 Alok city, Dadra and Nagar Haveli and Daman and Diu, India  
 722J+JQF, Alok city, Dadra and Nagar Haveli and Daman and Diu 396240, India  
 Lat 20.250542°  
 Long 73.031932°  
 10/12/22 12:02 PM GMT +05:30



GPS Map Camera  
 Alok city, Dadra and Nagar Haveli and Daman and Diu, India  
 722J+JQF, Alok city, Dadra and Nagar Haveli and Daman and Diu 396240, India  
 Lat 20.25076°  
 Long 73.031905°  
 10/12/22 12:06 PM GMT +05:30

*A. Pany*



*[Signature]*

Principal  
 S.S.R. College of  
 Arts, Commerce & Science  
 Silvassa (D&NH)

दमण से प्रकाशित

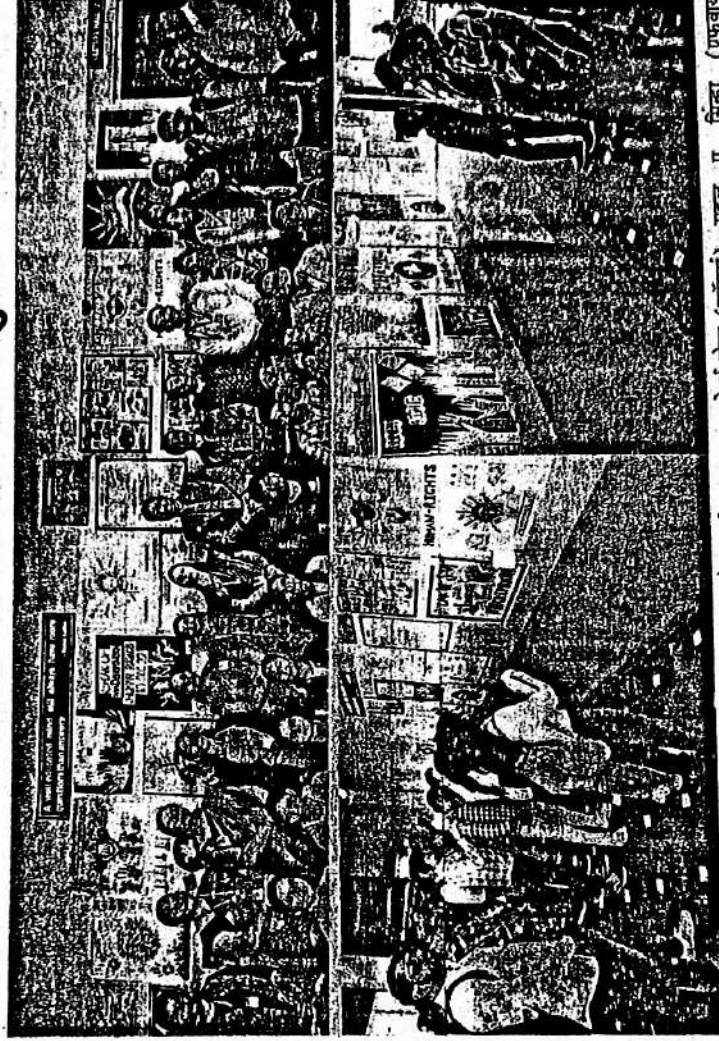
SINCE 2005

www.asliazadi.com

# आज़ादी आज़ादी

■ वर्ष: 18, अंक: 79  
■ मंगलवार 13 दिसंबर 2005  
■ पृष्ठ: 8 ■ मूल्य: 2 रु  
■ RNI NO-DDFHN/2005/11  
■ समादर- विजय जालीपुत्र

एमएसआर कॉलेज में अंतर्राष्ट्रीय मानव अधिकार दिवस पोस्टर प्रतियोगिता का हुआ आयोजन



असली आज़ादी न्यू नेटवर्क, सिलवासा 12 दिसंबर। एमएसआर कॉलेज में अंतर्राष्ट्रीय मानव अधिकार दिवस के अवसर पर पोस्टर प्रतियोगिता का आयोजन किया गया। डिपार्टमेंट ऑफ पॉलिटिकल साइंस द्वारा आयोजित इस प्रतियोगिता का उद्घाटन कॉलेज के प्राचार्य डॉ.

रानीव सिंह किया और सभी प्रतिभागियों को शुभकामनाएं दीं। सभी प्रतिभागियों ने अपने हुनर से मानव अधिकारों के महत्व को बड़े ही सुंदर तरीके से अपने पोस्टर में प्रदर्शित किया। इस प्रतियोगिता में निर्णायकगण कॉलेज के प्राध्यापक विनीत जेकारॉव (कम्प्यूटर साइंस), डॉ. गहुल ए. सिन्हा (एफवाय बीबीए सीए) ने प्राप्त किया। इस प्रतियोगिता की आवोजक एवं कॉलेज की वाइस प्रिंसिपल डॉ. अल्पना शर्मा ने कॉलेज प्रबंधन, प्राचार्य, निर्णायकगण एवं सभी प्रतिभागियों को कार्यक्रम को सफल बनाने के लिए धन्यवाद दिया।

**SSR Memorial Trust's  
SSR College of Arts, Commerce & Science  
Report on One Day Study Visit**

**On 13<sup>th</sup> April 2023**

**Organized  
By  
Department of Political Science  
Report**

**Date: On 13<sup>th</sup> April 2023**

**Beneficiaries: SYBA 18 and TYBA 15**

**Total: 33**

**Places Visited: District Science Centre, Dharampur, Lady Wilson Museum, Dharampur, Barumal Temple, Dharampur and Amra Van Near Dharampur, Gujarat**

**Escort Teacher: Dr. Alpana Sharma**

The present report is the completion of the Study Visit to District Science Centre, Dharampur, Lady Wilson Museum, Dharampur, Barumal Temple, Dharampur and Amra Van Near Dharampur, Gujarat with the aim to aid the students to acquire basic knowledge of Solar system, marine ecosystem, basic scientific knowledge and equip them with the experience about various culture so as to imbibe the society.

We started our trip at 7.30 on 13<sup>th</sup> April 2023. We first visited holy Barumal Temple, Dharampur to seek blessings from God. Then we went to district science centre to experience various objects and activities related to science. There we watched two 3D Clips on the development of our eco System and Solar System.

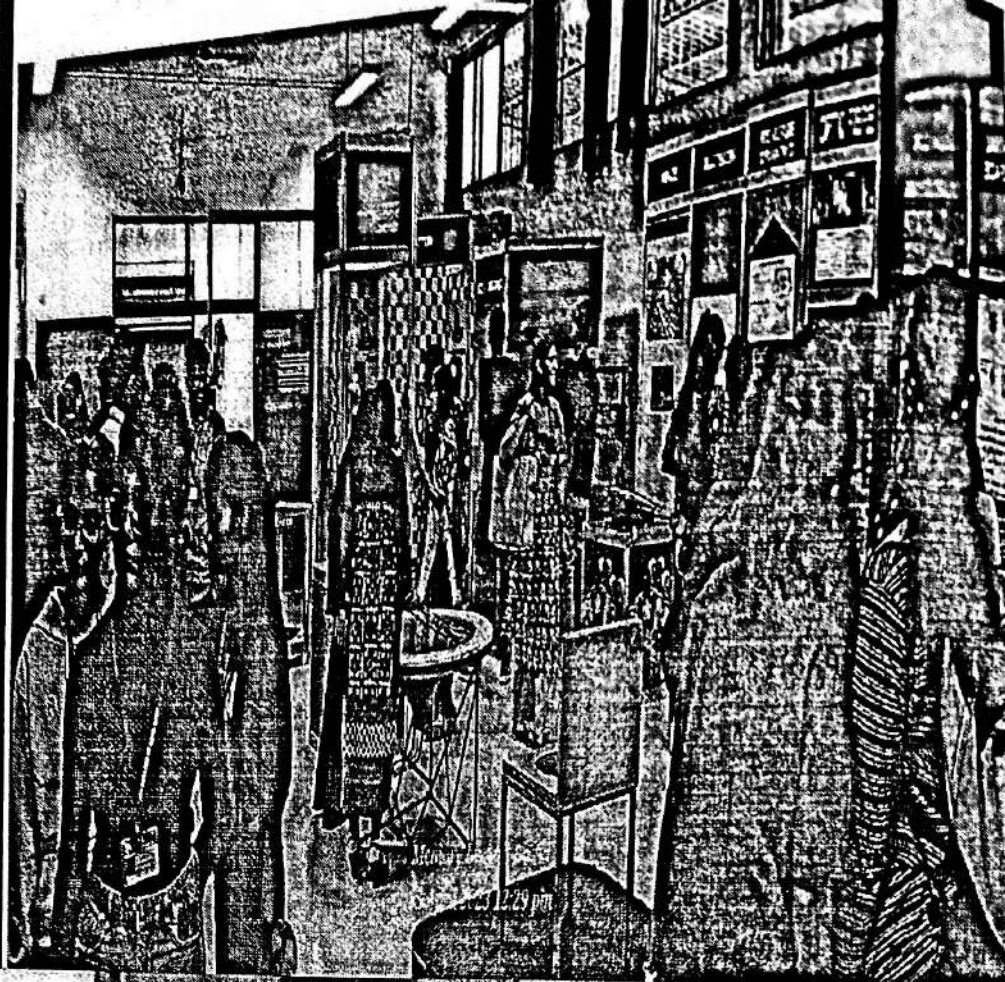
After lunch at the canteen of District Science Centre, Dharampur , we visited Lady Wilson Museum, Dharampur. It has various kind of historical items displayed.

Lastly , we visited Amra Van, where we had walk surrounded by nature away from the city life. With this the trip came to an end . It was a memorable as well as knowledgeable visit. The things we saw are imprinted in our minds. Students got benefitted in many ways.





Memory by Arief Burd  
23 April 2023 12:25 pm







We returned to Silvassa at 6.45 PM safely.

*Alpana*  
*26/4/23*

**Dr. Alpana Sharma**  
Dept. of Political Science



*Rajeev Singh*

**Dr. Rajeev Singh**  
Principal

**Principal**  
S.S.R. College of  
Arts, Commerce & Science  
Silvassa (D&NH)

**Copy to:**

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 Sayli Road, Silvassa UT of D&NH and D&D - 396230  
 Affiliated to Savitribai Phule Pune University  
 Accredited by NAAC with Grade B+

**Registration Sheet**

Sr. No.	Student Name	Class	Sign
1	ADITI BHARDWAJ	TYBBACA	<i>Aditi</i>
2	AGRI KARISHMA SHAILESH	TYBBACA	<i>Karishma</i>
3	AKASH SINGH	TYBBACA	<i>Akash</i>
4	AMAN KUMAR GUPTA	TYBBACA	<i>Aman</i>
5	ANSARI MD JUNED MD JAMSHED	TYBBACA	<i>Juned</i>
6	ARISHA KHAN	TYBBACA	<i>Arisha</i>
7	ASHISH JANGID	TYBBACA	<i>Ashish</i>
8	ASHISHKUMAR ANIL THAKUR	TYBBACA	<i>Ashish</i>
9	ATHUL AJIKUMAR	TYBBACA	<i>Athul</i>
10	AVNISH PANDEY	TYBBACA	<i>Avnish</i>
11	BERA BIPUL NIRMAL	TYBBACA	<i>Bera</i>
12	BIJAL KUMARI ROHIT	TYBBACA	<i>Bijal</i>
13	BIND VIMALVIVEK GULABDHAR	TYBBACA	<i>Bind</i>
14	CHAUHAN JULI RAMJATAN	TYBBACA	<i>Chauhan</i>
15	CHAUHAN PRERNA DIPAKSING	TYBBACA	<i>Prerna</i>
16	CHOUDHARY AMAN MADAN	TYBBACA	<i>Choudhary</i>
17	DHOLE MAVEEKESH KACHARU	TYBBACA	<i>Maveekesh</i>
18	DUBEY ASHISH VINOD	TYBBACA	<i>Ashish</i>
19	DWISHA PATEL	TYBBACA	<i>Dwisha</i>
20	EKTA JANGID	TYBBACA	<i>Ekta</i>
21	FREDDY BIJUJOHN	TYBBACA	<i>Freddy</i>
22	GIRASE PAVANRAJ MEGHRAJ	TYBBACA	<i>Girase</i>
23	GUPTA ABHISHEK TARKESHWAR	TYBBACA	<i>Abhishek</i>
24	GUPTA RAJNANDINI JAYPRAKASH	TYBBACA	<i>Rajnandini</i>
25	KADU JAIMIK PANKAJ	TYBBACA	<i>Jaimik</i>

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**Registration Sheet**

26	KESHVANI SAMEER PYARALI	TYBBACA	<i>[Signature]</i>
27	KHAN SHOHAIB AHMED ABDUL QAIUO	TYBBACA	<i>[Signature]</i>
28	KHAN SOHAIL TAHIR	TYBBACA	<i>[Signature]</i>
29	KHUSHI KAUSHAL SHRIVASTAV	TYBBACA	<i>[Signature]</i>
30	MANISHA CHAUHAN	TYBBACA	<i>[Signature]</i>
31	MANORLAL BHURARAM CHOUDHARY	TYBBACA	<i>[Signature]</i>
32	NAITIK ROHIT AGARWAL	TYBBACA	<i>[Signature]</i>
33	PALACKAL ANANDHU SIJU	TYBBACA	<i>[Signature]</i>
34	PANDORIA SANSKAR KALPESH	TYBBACA	<i>[Signature]</i>
35	PARIDA SANTOSHI ALOK	TYBBACA	<i>[Signature]</i>
36	PATEL ANKIT AMARAT	TYBBACA	<i>[Signature]</i>
37	PATEL MITALI JITENDRA	TYBBACA	<i>[Signature]</i>
38	PATEL PARTH RAMESHBHAI	TYBBACA	<i>[Signature]</i>
39	PATEL PRACHI AMRISHBHAI	TYBBACA	<i>[Signature]</i>
40	PATHAN ASHHAD ZAKIR	TYBBACA	<i>[Signature]</i>
41	PRAJAPATI VIKASH RAJARAM	TYBBACA	<i>[Signature]</i>
42	PRAMODKUMAR BHUPENDRA GEHLOT	TYBBACA	<i>[Signature]</i>
43	PRANAV MISHRA	TYBBACA	<i>[Signature]</i>
44	PREET AJAY SHARMA	TYBBACA	<i>[Signature]</i>
45	REHMAN KABIR AHMED PARVEZ	TYBBACA	<i>[Signature]</i>
46	RIDDHI PATEL	TYBBACA	<i>[Signature]</i>
47	ROHILAN VIJAY RICHHPALSINGH	TYBBACA	<i>[Signature]</i>
48	ROHIT BHAGAT	TYBBACA	<i>[Signature]</i>
49	SAIYED IBRAHIM MOHD SHAMIM	TYBBACA	<i>[Signature]</i>
50	SANYU SAJU MATHEW	TYBBACA	<i>[Signature]</i>
51	SHAH SNEHAL TUSHAR	TYBBACA	<i>[Signature]</i>

**SSR Memorial Trust's**  
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**Registration Sheet**

52	SHIVAM PANDEY	TYBBACA	<del>Shivam</del>
53	SINGH ANIKET UPENDRA	TYBBACA	Aniket.
54	SINGH PRASHANT PARMANAND	TYBBACA	Prashant
55	SINGH SHIVAMKUMAR VINODKUMAR	TYBBACA	Shivam
56	SINGH SOURAVDEEP DURGESH	TYBBACA	Sourav
57	SINGH SURAJ DADDAN	TYBBACA	Suraj
58	SNEHA SUNIL SONAWANE	TYBBACA	Sneha
59	SONTAKKE ABHISHEK ASHOK	TYBBACA	Abhishek
60	TIWARI PAWANKUMAR SHREEKANT	TYBBACA	Pawankumar
61	TRIPATHI MAMTA PRAKASHCHANDRA	TYBBACA	Mamta
62	TUWAR DNYANESHWARI BALASAHEB	TYBBACA	Dnyaneshwari
63	UPADHYAY SAKSHI RAJESHBHAI	TYBBACA	Sakshi
64	VAIBHAVI DEEPAK JAISWAL	TYBBACA	Vaibhavi
65	VENKATESHWAR YADAV	TYBBACA	Venkateshwar
66	VERMA ALOKKUMAR AMARDAYAL	TYBBACA	Alok Kumar
67	VIDHYA K S	TYBBACA	Vidhya
68	YADAV SHUBHAMKUMAR SUNIL	TYBBACA	Shubham
69	YUVRAJ BABBAN SINGH	TYBBACA	Yuvraj
70	AGRAHARI SACHIN GANGA SAGAR	TYBCS	Sachin
71	AKSHAY KUMAR	TYBCS	Akshay Kumar
72	ANJALI KIRAN YADAV	TYBCS	Anjali
73	BHATT DEEVANSHI RAMANUJ	TYBCS	Deevanshi
74	DAS RAHUL JITENDRA	TYBCS	Rahul
75	GEORGE JOSE	TYBCS	George
76	GUPTA ANKIT JAGDAMBIKA	TYBCS	Ankit
77	KAMLI KRISH NATRAJ	TYBCS	Kamli

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**Registration Sheet**

78	KURKUTIYA SAGAR SANDIP	TYBCS	<i>Kurkutiya Sagar Sandip</i>
79	KUSHWAHA AMAN SHREEKRISHNA	TYBCS	<i>Aman K.</i>
80	LASHKARI PRIYANKA HARIOM	TYBCS	<i>Priyanka</i>
81	MAHATO GAUTAM DHARAMPAL	TYBCS	<i>Gautam</i>
82	MISHRA PRANAY	TYBCS	<i>Pranay</i>
83	NAIK KHYATI RAJAN	TYBCS	<i>Khyati</i>
84	NAYAK SATYAM ASHTHBHUJA	TYBCS	<i>Satyam</i>
85	PAGAR AKASH VILAS	TYBCS	<i>Akash</i>
86	PANCHAL PARSHURAM BALAJI	TYBCS	<i>Parshuram</i>
87	PANKAJ KUMAR	TYBCS	<i>Pankaj Kumar</i>
88	PATEKAR ATHARV ATUL	TYBCS	<i>Atharv</i>
89	PATEL DIVYANSHU HITESH	TYBCS	<i>Divyanshu</i>
90	PATEL KENIL MANOJ	TYBCS	<i>Kenil</i>
91	PATEL VICKY DEVANAND	TYBCS	<i>Vicky</i>
92	PATIL YOGESH GULABRAO	TYBCS	<i>Yogesh</i>
93	PHEGADE RASHMI CHANDRAKANT	TYBCS	<i>Rashmi</i>
94	PINKI KUMARI	TYBCS	<i>Pinki</i>
95	SADA PRANAV VIJAYSHANKAR	TYBCS	<i>Pranav</i>
96	SAKSHI KAILASH SOLAT	TYBCS	<i>Sakshi</i>
97	SANKPAL RAJESH TUKARAM	TYBCS	<i>Rajesh</i>
98	SINGH BANTIKUMAR SANTOSH	TYBCS	<i>Bantikumar</i>
99	SINGH SASHIRANJAN MAHARAJ	TYBCS	<i>Sashiranjana</i>
100	SURYA PARKASH	TYBCS	<i>Surya</i>
101	UPADHYAY HIMANSHU SANJAYKUMAR	TYBCS	<i>Himanshu</i>
102	VISHWAKARMA ANSHU YOGENDRA	TYBCS	<i>Anshu</i>
103	YADAV VIVEKKUMAR VINOD	TYBCS	<i>Vivek</i>

Date: 07/12/2022

To,

**The Principal,**  
SSR College of Arts, Commerce & Science,  
Silvassa,  
UT of Dadra & Nagar Haveli and Daman & Diu

**Subject: Permission to organize “Workshop on Cyber Security – A Practical Aspect” on Dec 19, 2022.**

Respected Sir,

Institution’s Innovation Council (IIC), IQAC, Startup Innovation Cell and Department of Computer Science and Computer Application of SSR College of Arts, Commerce and Science, Silvassa in collaboration with **Faculty of Computer Applications, Marwadi University** is planning to organise “Workshop on Cyber Security – A Practical Aspect” on Dec 19, 2022 for students of final year BBA(CA)/BSC(CS) in Arts, Commerce and Science. The consent for the same from the Authorities of **Faculty of Computer Applications, Marwadi University** was received through telephonic conversation. The Rules and Regulations of the events are attached in the document. The complete details of the workshop are as follows:

- 1) Date of Event : 19/12/2022
- 2) Name of Expert : Dr. Ravirajsinh Vaghela (Assistant Professor, Faculty of Computer Applications, Marwadi University)
- 3) Organizer : (a) Department of Science, SSR College of Arts, Commerce and Science, Silvassa  
(b) Faculty of Computer Applications, Marwadi University
- 4) Organizing team : (a) Dr. Rajeev Singh (Principal)  
(b) Mr. Vishal Langaliya (Convener)  
(c) Mr. Imtiyaz Padarshi (Co-ordinator)  
(d) Mr. Gajul Bhasara (Member)  
(e) Mr. Dharmesh Patel (Member)

- 5) Who can participate : Students of final year BBA(CA)/BSC(CS)
- 6) Tentative Programmes : 09:30AM – 10:00AM: Inauguration  
10:00AM – 11:30AM: Technical Session
- 7) Requirements : 1) Space for Workshop  
2) Stationary
- 9) Tentative expenditure : 1) Certificate Printing: Rs.1000/-  
2) Memento for Expert: Rs. 1000/-  
3) Miscellaneous: Rs. 500/-

Kindly consider the request and allow us to organize the same.

Thanking you.

Yours sincerely,



**Vishal Langaliya**  
SSR College of ACS, Silvassa



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**DEPARTMENT OF COMPUTER SCIENCE AND APPLICATION**

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Ref. No.:

Date:22/12/2022

**WORKSHOP ON  
CYBER SECURITY - A PRACTICAL ASPECT**

**REPORT**

1. **Date of the Workshop** : December 19, 2022
2. **Organizers** : (1) Department of Computer Science and Application, IQAC Cell, Startup Innovation Cell & Institution's Innovation Council, SSR College of Arts, Commerce and Science, Silvassa, Dadra and Nagar Haveli  
(2) Faculty of Computer Applications, Marwadi University
3. **Organizing team** : (a) Dr. Rajeev Singh (Principal)  
(b) Mr. Vishal Langaliya (Convener)  
(c) Mr. Imtiyaz Padarshi (Co-ordinator)  
(d) Mr. Gajul Bhasara (Member)  
(e) Mr. Dharmesh Patel (Member)
4. **Venue** : Smart Room No -5, SSR College of Arts, Commerce and Science.
5. **Mode** : Hybrid (Online + Offline)
6. **Resource person** : **Dr. Ravirajsinh Vaghela** (Assistant Professor, Faculty of Computer Applications, Marwadi University)
7. **No. of beneficiaries** : **103 (Annexure 1)**





## 8. Introduction

The Department of Computer Science and Application, SSR College of Arts, Commerce & Science in collaboration with Faculty of Computer Applications, Marwadi University, Rajkot had organized **Workshop on CYBER SECURITY – A PRACTICAL ASPECT** on **19<sup>th</sup> December, 2022** for students of final year BBA(CA)/BSC(CS). The main purpose of this workshop was to give technological knowledge related to the concepts of Cyber Security and their Practical Implementation.

## 9. Objectives of the Workshop

- a) To create awareness in students about Cyber Security.
- b) To motivate students towards Cyber Security and its Awareness.
- c) To show practical exercises on subjects like steganography, IP address verification, location validation, and password security for Wi-Fi.
- d) To provide practical knowledge regarding the application of the same mentioned above.
- e) To provide an expert guidance from the eminent personalities and guests.

## 10. Outline of Workshop

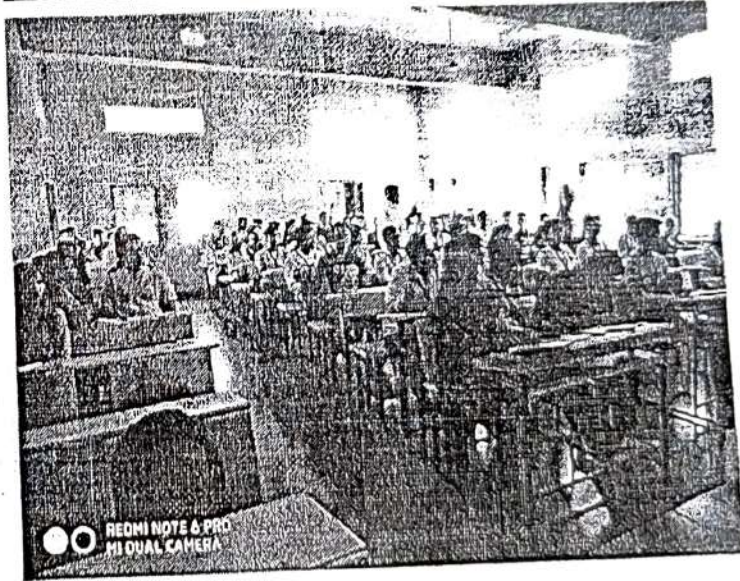
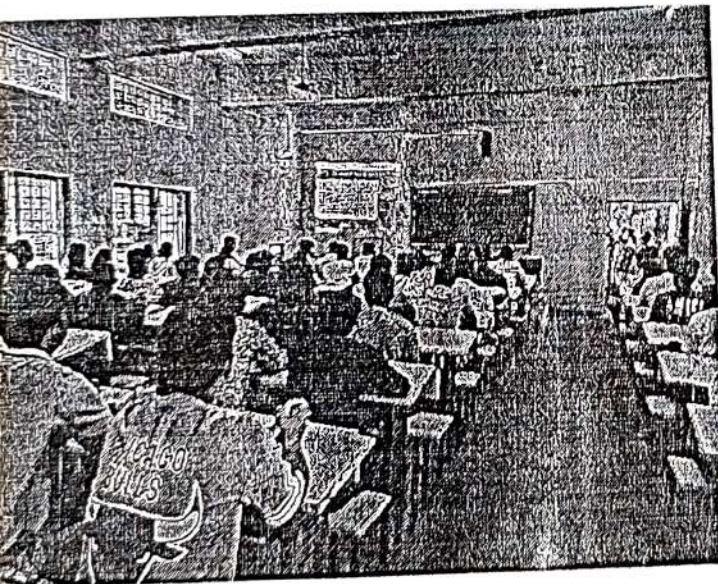
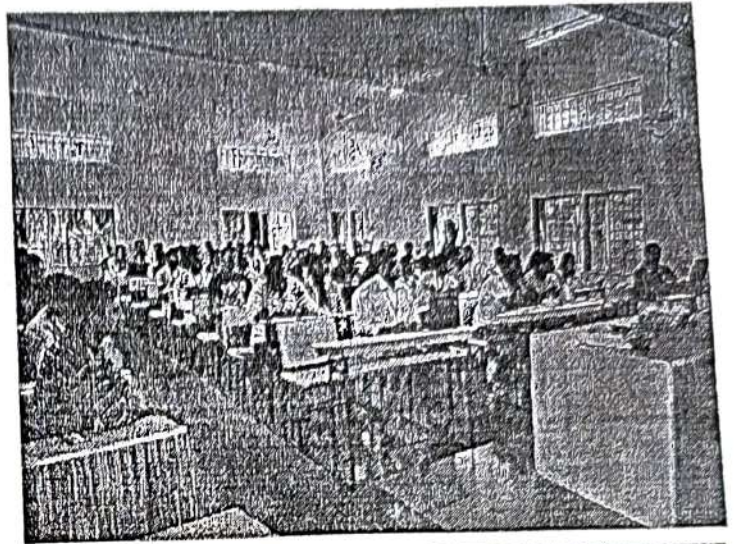
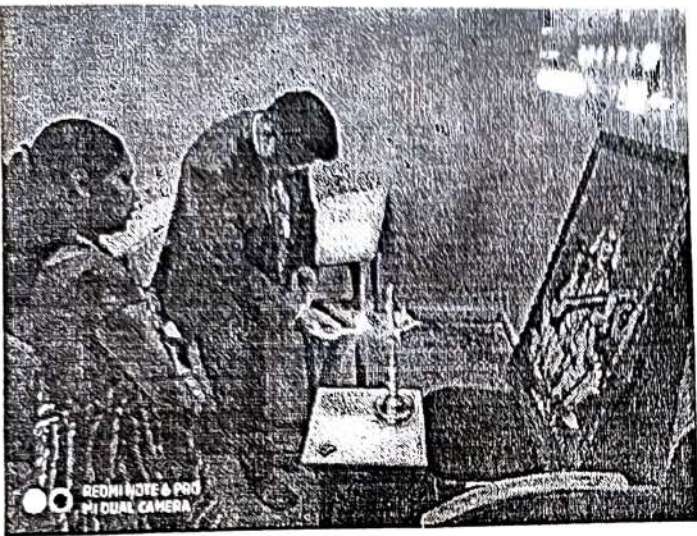
The Inauguration program started at 9.30 AM with the speech of Principal Dr. Rajeev Singh sir. Mr. Vishal Langaliya (Convener) introduce the theme of the workshop and also introduce the session expert Dr. Ravirajsinh Vaghela (Assistant Professor, Faculty of Computer Applications, Marwadi University)

In the Workshop, introduction to Cyber security, different Types of Hackers were very well explained by Dr. Ravirajsinh Vaghela. He has also demonstrated Practical exercise on topics like wi-fi password protection, IP address checking, Location validation and its checking and steganography and much more.

At the end of the Program, Mr. Imtiyaz Padarshi (Co-ordinator) Express the vote of the thanks to management, all supporters and students. To make the workshop successful Mr. Gajul Bhasara (Member) and Mr. Dharmesh Patel (Member) have provided the technical support.



**EVENT PHOTOS:**



# Certificate of Participation:



## Certificate of Participation

This is to certify that Mr./ Ms. RIDDHI PATEL has attended the  
Student Empowerment webinar on Cyber Security and Ethical Hacking  
organized by Faculty of Computer Applications Marwadi University, Rajkot on 19th December, 2022  
in collaboration with IIC, SSR College, Silvassa.

Dr. R. Sridaran

Mr. Vishal Langaliya  
Convener

Dr. Atul Babar  
IIC Coordinator



Mr. Imtiyaz Padarshi  
Coordinator

Dr. Rajeev Singh  
Principal

Principal  
S.S.R. College of  
Arts, Commerce & Science  
Silvassa (D&NH)

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Registration Sheet

Sr. No.	Student Name	Class	Sign
1	ADITI BHARDWAJ	TYBBACA	<i>Aditi</i>
2	AGRI KARISHMA SHAILESH	TYBBACA	<i>Karishma</i>
3	AKASH SINGH	TYBBACA	<i>Akash</i>
4	AMAN KUMAR GUPTA	TYBBACA	<i>Aman</i>
5	ANSARI MD JUNED MD JAMSHED	TYBBACA	<i>Juned</i>
6	ARISHA KHAN	TYBBACA	<i>Arisha</i>
7	ASHISH JANGID	TYBBACA	<i>Ashish</i>
8	ASHISHKUMAR ANIL THAKUR	TYBBACA	<i>Ashish</i>
9	ATHUL AJIKUMAR	TYBBACA	<i>Athul</i>
10	AVNISH PANDEY	TYBBACA	<i>Avnish</i>
11	BERA BIPUL NIRMAL	TYBBACA	<i>Bera</i>
12	BIJAL KUMARI ROHIT	TYBBACA	<i>Bijal</i>
13	BIND VIMALVIVEK GULABDHAR	TYBBACA	<i>Bindu</i>
14	CHAUHAN JULI RAMJATAN	TYBBACA	<i>J Chauhan</i>
15	CHAUHAN PRERNA DIPAKSING	TYBBACA	<i>P. Prerna</i>
16	CHOUDHARY AMAN MADAN	TYBBACA	<i>A. Choudhary</i>
17	DHOLE MAVEEKESH KACHARU	TYBBACA	<i>M. Dhole</i>
18	DUBEY ASHISH VINOD	TYBBACA	<i>A. Dubey</i>
19	DWISHA PATEL	TYBBACA	<i>Dwishra</i>
20	EKTA JANGID	TYBBACA	<i>Ekta</i>
21	FREDDY BIJUJOHN	TYBBACA	<i>Freddy</i>
22	GIRASE PAVANRAJ MEGHRAJ	TYBBACA	<i>Girase</i>
23	GUPTA ABHISHEK TARKESHWAR	TYBBACA	<i>Abhishek</i>
24	GUPTA RAJNANDINI JAYPRAKASH	TYBBACA	<i>Rajnandini</i>
25	KADU JAIMIK PANKAJ	TYBBACA	<i>J. Kadu</i>

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**Registration Sheet**

26	KESHVANI SAMEER PYARALI	TYBBACA	<i>[Signature]</i>
27	KHAN SHOHAIB AHMED ABDUL QAIUO	TYBBACA	<i>[Signature]</i>
28	KHAN SOHAIL TAHIR	TYBBACA	<i>[Signature]</i>
29	KHUSHI KAUSHAL SHRIVASTAV	TYBBACA	<i>[Signature]</i>
30	MANISHA CHAUHAN	TYBBACA	<i>[Signature]</i>
31	MANORLAL BHURARAM CHOUDHARY	TYBBACA	<i>[Signature]</i>
32	NAITIK ROHIT AGARWAL	TYBBACA	<i>[Signature]</i>
33	PALACKAL ANANDHU SIJU	TYBBACA	<i>[Signature]</i>
34	PANDORIA SANSKAR KALPESH	TYBBACA	<i>[Signature]</i>
35	PARIDA SANTOSHI ALOK	TYBBACA	<i>[Signature]</i>
36	PATEL ANKIT AMARAT	TYBBACA	<i>[Signature]</i>
37	PATEL MITALI JITENDRA	TYBBACA	<i>[Signature]</i>
38	PATEL PARTH RAMESHBHAI	TYBBACA	<i>[Signature]</i>
39	PATEL PRACHI AMRISHBHAI	TYBBACA	<i>[Signature]</i>
40	PATHAN ASHHAD ZAKIR	TYBBACA	<i>[Signature]</i>
41	PRAJAPATI VIKASH RAJARAM	TYBBACA	<i>[Signature]</i>
42	PRAMODKUMAR BHUPENDRA GEHLOT	TYBBACA	<i>[Signature]</i>
43	PRANAV MISHRA	TYBBACA	<i>[Signature]</i>
44	PREET AJAY SHARMA	TYBBACA	<i>[Signature]</i>
45	REHMAN KABIR AHMED PARVEZ	TYBBACA	<i>[Signature]</i>
46	RIDDHI PATEL	TYBBACA	<i>[Signature]</i>
47	ROHILAN VIJAY RICHPALSINGH	TYBBACA	<i>[Signature]</i>
48	ROHIT BHAGAT	TYBBACA	<i>[Signature]</i>
49	SAIYED IBRAHIM MOHD SHAMIM	TYBBACA	<i>[Signature]</i>
50	SANYU SAJU MATHEW	TYBBACA	<i>[Signature]</i>
51	SHAH SNEHAL TUSHAR	TYBBACA	<i>[Signature]</i>










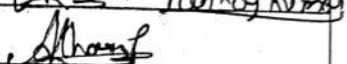


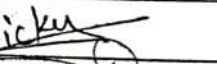
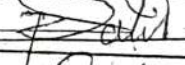
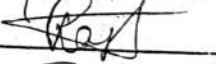
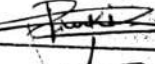


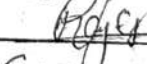

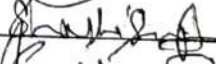
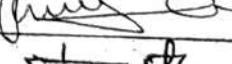
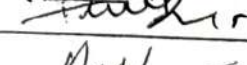



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**Registration Sheet**

52	SHIVAM PANDEY	TYBBACA	<i>Shivam</i>
53	SINGH ANIKET UPENDRA	TYBBACA	<i>Aniket.</i>
54	SINGH PRASHANT PARMANAND	TYBBACA	<i>Prashant</i>
55	SINGH SHIVAMKUMAR VINODKUMAR	TYBBACA	<i>Shivam</i>
56	SINGH SOURAVDEEP DURGESH	TYBBACA	<i>Sourav</i>
57	SINGH SURAJ DADDAN	TYBBACA	<i>Suraj</i>
58	SNEHA SUNIL SONAWANE	TYBBACA	<i>Sneha</i>
59	SONTAKKE ABHISHEK ASHOK	TYBBACA	<i>Abhishek</i>
60	TIWARI PAWANKUMAR SHREEKANT	TYBBACA	<i>Pawankumar</i>
61	TRIPATHI MAMTA PRAKASHCHANDRA	TYBBACA	<i>Mamta</i>
62	TUWAR DNYANESHWARI BALASAHEB	TYBBACA	<i>Dnyaneshwari</i>
63	UPADHYAY SAKSHI RAJESHBHAI	TYBBACA	<i>Sakshi</i>
64	VAIBHAVI DEEPAK JAISWAL	TYBBACA	<i>Deepak</i>
65	VENKATESHWAR YADAV	TYBBACA	<i>Venkateshwar</i>
66	VERMA ALOKKUMAR AMARDAYAL	TYBBACA	<i>Alok K.</i>
67	VIDHYA K S	TYBBACA	<i>Vidhya</i>
68	YADAV SHUBHAMKUMAR SUNIL	TYBBACA	<i>Shubham</i>
69	YUVRAJ BABBAN SINGH	TYBBACA	<i>Yuvraj</i>
70	AGRAHARI SACHIN GANGA SAGAR	TYBCS	<i>Sachin</i>
71	AKSHAY KUMAR	TYBCS	<i>Akshay Kumar</i>
72	ANJALI KIRAN YADAV	TYBCS	<i>Anjali</i>
73	BHATT DEEVANSHI RAMANUJ	TYBCS	<i>Deevanshi</i>
74	DAS RAHUL JITENDRA	TYBCS	<i>Rahul D.</i>
75	GEORGE JOSE	TYBCS	<i>George Jose</i>
76	GUPTA ANKIT JAGDAMBIKA	TYBCS	<i>Ankit</i>
77	KAMLI KRISH NATRAJ	TYBCS	<i>Kamli</i>

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102	VISHWAKARMA ANSHU YOGENDRA	TYBCS	
103	YADAV VIVEKKUMAR VINOD	TYBCS	



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Date: 22/12/2022

To,  
**Dr. Ravirajsinh Vaghela,**  
Assistant Professor,  
Faculty of Computer Application,  
Marwadi University,  
Rajkot, Gujarat360003.

**Subject: Appreciation for Conducting a Workshop on 19/12/2022.**

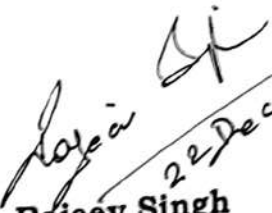
Dear Sir,

Please accept our sincere thanks for Conducting a **Workshop on Cyber Security, A Practical Aspect** at 19/12/2022. We would also like to thank **Dr. Ravirajsinh Vaghela** and his team for providing the excellent support and demonstrating practical exercises on subjects like steganography, IP address verification, location validation, and password security for Wi-Fi.

Session has also motivated students towards Cyber Security and its Awareness. We appreciate your sincere affects towards the same.

Thank you for your Sharing the precious knowledge with us.



  
22 Dec 22  
**Dr. Rajeev Singh**

(Principal, SSR College of ACS, Silvassa)  
Principal  
S.S.R. College of  
Arts, Commerce & Science  
Silvassa (D&NH)



01/05/23

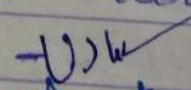
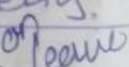
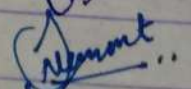
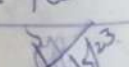

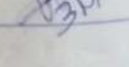
### Minutes of Meeting

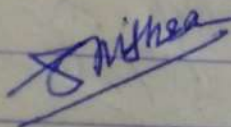
A meeting was held on 01/05/23 with all heads of Science departments at 1:45 pm in Science department.

Following points were discussed in meeting.

- 1) As per circular received from SPPD & as per instructions received from Principal, it was commonly decided that practical examination of Sem-II / ~~III~~ / VI of ~~the~~ FY / SY / TY will be conducted from 08/05/23 to 13/05/23.
- 2) Practical examinations of FY & SY will be conducted during their regular practical schedule.
- 3) All heads of departments were requested to prepare the timetable for ~~the~~ practical examination of their department & submit the copy of same before 08/05/23, 2:30 pm.
- 4) All heads of department were requested to submit the course completion status of their department by tomorrow i.e. 02/05/23.
- 5) Question papers & answer sheets can be taken from examination department by filling requisition form.

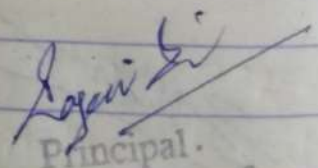
Following members were present for meeting.

- |                       |   |                      |   |
|-----------------------|---|----------------------|---|
| 1) Dr. Vishwash Khare |  | 2) Dr. Swati Desai   |  |
| 3) Dr. Sapan Icharrat |  | 4) Ms. Pooja Abraham |  |
| 5) Ms. Dixita Parmar  |  | 6) Mr. Amol Pahl     |  |



Head,  
Faculty of Science





Principal,  
S.S.R. College of  
Arts, Commerce & Science  
Sihassa (D&NH)

Minutes of Meeting

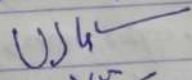
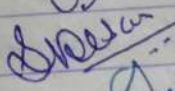

27/4/23

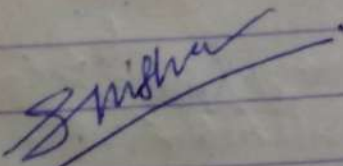
A meeting was held on 27th April 2023 with all heads of Science departments in conference room at 12:15 pm.

Following points were discussed in the meeting.

- 1) As per the information received from all HODs it was commonly decided that syllabus of all courses of FY, SY & TY will be completed by 15/05/2023.
- 2) Prospects of upcoming academic year 2023-24.
- 3) Class in-charges of FY, SY & TY for 2023-24.
- 4) All heads of department are requested to ask the teachers of their department who have not filled the attendance & internal marks to complete it by today.
- 5) Second continuous assessment test.
- 6) Summer vacation slot.

Following members were present to the meeting

- 1) Dr. Vishwash Ichane - 
- 2) Dr. Swarn Debi - 
- 3) Dr. Sopan Khorat - 
- 4) Ms. Pnima Abraham - on leave
- 5) Ms. Dixita Patmar -
- 6) Mr. Anmol Patil - Not present.





  
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Silvassa (D&N)

Minutes of Meeting with HoDs.

06/04/2023

A meeting was held in conference room on 6th April 2023 with heads of department at 12:15 pm.

Following points were discussed in the meeting.

- 1) Planning of continuous assessment test-2
- 2) It was commonly decided that a common continuous assessment test shall be conducted for PG, B.T & TYBSc.
- 3) The test shall be of 20 marks
- 4) All heads of department are requested to prepare & share the line table of CAT for TYBSc students of their department.
- 5) All heads of departments were requested to submit the updated line table of TYBSc.
- 6) After CAT, teachers will be required to fill the marks of CAT & attendance list in of till 8/4/23 in the links prescribed format. The link for the same will be shared with them in whatsapp group.

Following members were present for the meeting

- 1) ~~Dr.~~ Dr. Vishwas Chavhan USG
- 2) Dr. Swati Desai
- 3) Dr. Sopan Kharat
- 4) Ms. Phiza Abraham
- 5) Ms. Dixita Poomar
- 6) Mr. Amol Pahl.



*[Signature]*  
Principal  
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Arts, Commerce & Science

*[Signature]*  
Head,

13/03/23

## Minutes of Meeting - with Science HOD's.

A meeting was held on 13 March 2023 with heads of department in conference room at 1:15 pm.

Following points were discussed in the meeting -

- Timing & room allotment for FY, SY & T.Y.B.Sc.
- commencement of FYBSC
- Academic planing of term II.

Following members were present for the meeting

- 1) Mr. Vishwash Khane
- 2) Dr. Swati Dasai
- 3) Mr. Jitendra Rajput
- 4) Dr. Sopan Choral
- 5) Ms. Priya Abraham
- 6) Ms. Dixita Parmar

USB

~~Speaker~~

LEFT

~~Commit~~

~~Track~~

~~[Signature]~~

Head,

Faculty of Science



~~[Signature]~~

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Silvassa (D&NH)

31/01/23

A meeting was held in Science department with  
All HODs on 31st Jan 2023 at 2:30 pm.

Following points were discussed in meeting.

- Academic calendar for term II (Sem-IV, VI & II)
- Date of commencement & conclusion for FY, SY & TY
- It was commonly decided that course completion date for FY & SY shall be ~~29/04/23~~ 31/05/23 & for TY shall be 29/04/23. So all teachers shall prepare their lesson plan accordingly.
- It was commonly decided that 2 Internal Exam test, 2 Assignments shall be conducted per Subject & result of the same along with attendance shall be displayed timely.
- All HODs were of the opinion that Internal marks shall be strictly given on the basis of performance of students in above mentioned two internal exam test, assignments & attendance.
- ~~It~~ All heads of departments suggested that a common policy for all faculties shall be followed with respect to academic calendar & internal assessment & same should be discussed with Principal Sir.
- Practicual exams shall be planned & conducted for the backlog students of FY SSC Sem-I & Sem-II by the concern department.

Following members were present for the meeting.

- 1) Mr. Vishwas Khare -
- 2) Mr. Titendra Rajput -
- 3) Dr. Swati Desai -
- 4) Dr. Sapan Kharat -
- 5) Ms. Pnyra Abraham -
- 6) Ms. Dixita Parmar -

Exam  
Out



Head, faculty of Science

Principal  
Arts, Commerce & Science  
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21/01/23.

Meeting with Principal Sir of Micro & physics HOD.

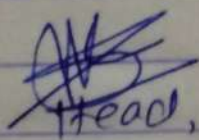
A meeting was held on 21<sup>st</sup> Jan 2023 in Principal Sir's cabin with head of Microbiology & physics dept. at 4:30 pm.

Following issues were discussed in meeting.

- 1) Follow up of instrument requirement file of physics department by head of physics dept.
- 2) Follow up of Faculty & Lab assistant requirement for the department of Microbiology.
- 3) As practicals of FYBSc have commenced, head of microbiology dept. requested Principal Sir to kindly do the needful for the repairing of gas connection system in microbiology lab. ~~As~~ without which microbiology practicals cannot be performed.
- 4) Internal marks only for EVS subject of SYBSc.

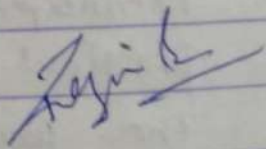
Following members were present for the meeting.

- 1) Mr. Shantanu Mishra.
- 2) Ms Dixita Parmar
- 3)

  
Head,  
Faculty of Science

Faculty of Science



  
Principal  
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6) All heads of departments were requested to ask the teachers of their department to prepare the lesson plan for the subject/courses they teach. → all heads of departments shall check the course completion status ~~every~~ monthly basis.

7) In case of intimation duty concern faculty members shall inform the students → if possible can adjust their lecture with other faculty members.

8) All heads of departments were requested to communicate the details of meeting to the faculty members of their departments.

head's of depts  
Following ~~faculty members~~ were present for the meeting.

- |                        |           |                         |
|------------------------|-----------|-------------------------|
| 1) Mr. Vishwas Khare   | USBL      |                         |
| 2) Mr. Jitendra Rajput | - Absent  | Exam duty (2:00 - 5:00) |
| 3) Dr. Swati Desai     | - Present |                         |
| 4) Dr. Sopan Kharat    |           |                         |
| 5) Ms. Pinya Abraham   |           |                         |
| 6) Ms. Dixita Parmar   |           |                         |

Head  
Faculty of Science



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Meeting with Heads of Science Depts. 19/01/2023

A meeting was held at 2:45 pm in Science Department with all heads of Science Department on 19th Jan 2023.

Following points were discussed in the meeting.

- 1) All heads of department were requested to submit the following documents till 25<sup>th</sup> Jan 23.
  - a) First term end report along with the copy of report of any activity conducted by the department.
  - b) Subject distribution for term II in prescribed format signed by concern teacher & head of dept.
- 2) Heads of depts are requested to prepare & submit the time table of TYBSc for Sem-VI as soon as possible & submit the hard copy signed by HOI.
- 3) As per instructions received from principle sir, theory & practical classes of FY & SI BSc will be commencing from 20/01/2023 → TYBSc from 01/01/23 except maths which will commence from 27/01/23.
- 4) Room no 4, 5, 6, 7 are allotted for FY & SI BSc.
  - o FY Bio - 4, Maths group - 5 / SI B group - 6 & maths gr 7.
  - TYBSc - 200 Bed - 3.
  - Chem - Audi<sup>o</sup>
  - Bot - MBA 1st - 1
  - Physics - 8A.
  - Math - Maths Lab / Science dept.
- 5) All heads of departments were requested to verify the internal marks of all the courses/subject taught by their department for FY, SI & TYBSc & ensure that internal marks finalisation & marks only shall be done before the end date given by SPPU.



shall be verified from Vice principal & madam & Principal sir & shall be brought to the notice of students.

- common internal class test is planned to be conducted in second term.

Following heads of Science departments were present for the meeting.

- 1) Mr Vishwas Phane
- 2) Mr. Jitendra Rajput
- 3) Dr Swati Desai
- 4) Dr Sopan Kharat
- 5) Ms. Priya Abraham
- 6) Ms. Dixita Parmar

~~UJG~~  
~~Rajput~~  
~~Desai~~  
~~Kharat~~  
~~Abraham~~  
~~Parmar~~

~~Head,~~  
Head,  
Faculty of Science



~~Principal~~  
Principal  
S.S.R. College of  
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Meeting with HoDs + Principal Sir.

18/01/2023.

A meeting was held with all heads of Science departments by Principal Sir in conference hall at 11:45 am on 18th Jan 2023.

Following points were discussed in meeting.

- As per instructions received from Principal Sir, second term for FY, SY & TY BSc shall be started as per below schedule.

FY BSc - 20th Jan 23

SY BSc - 20th Jan 23

TY BSc - 1st Feb 2023 (Maths - 25/01/23)

- Principal Sir instructed to prepare the planning of second term.
- A Those students who did not appear in practical examination shall be considered as absent ~~except~~ except for the students who have granted prior permission under unavoidable circumstances. Concern department shall conduct practical examination for such students as per their convenience in stipulated time.

- As University examinations are going on & invigilation duties will be assigned. Concern Teachers shall engage their lectures & practicals before or after invigilation duty.

- As per decision taken in HoD's meeting held on 02/12/22. Internal marks shall be finalised on the basis of class test (5m), Attendance (5m) & Assignments (5m)

- It was commonly decided by HoD's that those students whose internal marks (calculated as per above basis) are less than passing marks, shall be given additional assessment work (eg. note preparation, custom solving etc.) to get

Passing marks.

- Internal marks shall be finalised & verified

15/12/22

Meeting with Principal Sir & head of Mathematics Dept.

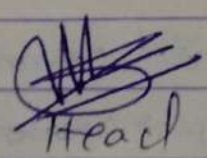
A meeting was held on 15 Dec 2022 at 12:15 pm with head of Maths & Stat department at Principal Sir's cabin.

Following points were discussed in meeting.

- Non Submission of lesson plan & course completion report & attendance registers on time.
- Timings of teachers of ~~Maths~~ Stat. dept forpracub.
- Issue of Board at Bed classroom & Pharmacy lab.

Following members were present for the meeting.

1. Mr. Vishwakh Khore USK

  
Head

Faculty of Science



Principal  
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Silvassa (D&NH)

For Process -

- 12) All heads of department were ~~later~~ requested to process the files of their requirements with complete details ~~or~~ ~~regular~~ & take regular follow up of the same timely.
- 13) All heads of department were requested to take a meeting at departmental level with all faculty members of their department & have a discussion on their problems
  - a) motivate & encourage them, to follow regular timing for lecture & practicals, to submit the details as & when required.
  - b) Attendance record, daily diary, course completion date & report - plans of remaining syllabus.
  - c) Also make them aware that college authorities may take disciplinary action if some one fails to regularly fulfill to ~~perform~~ perform his duty.
- 14) It is a responsibility of individual faculty member to identify irregular students & take necessary steps against it to improve their attendance ~~of~~ of students. They can share a notice of the irregular students in students & faculty groups.
- 15) All ~~faculty~~ heads of department shall communicate the details of meeting to the faculty members of their department & do the needful.

Following heads of Department were present for the meeting

1) Mr. Vishwas Chare. USB

2) Dr. Swati Desai Dr. Desai

3) Ms. Priya Abraham Ms. Priya

4) Ms. Dixita Parmar Ms. Dixita

2) Mr. Jitendra Pappu - Mr. Pappu - NTAAC meeting on leave

4) Dr. Sapan Kharul - Dr. Kharul - leave



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members that they should submit the information/documents as when required by concern Authority.

7) A common format of course completion report will be prepared & shared to HoD's group. At

- All heads of departments are requested to distribute to the notice of faculty members of their departments & ask them to fill it properly & submit it timely.

- All heads of departments were requested to collect the course completion report & verify it properly.

8) It was commonly decided that, All heads of departments ask the faculty members of their department - to

a) update their attendance registers in prescribed format.

b) make a proper planning of remaining syllabus so that it can be completed by 24th Dec 2022.

c) keep separate record of attendance for each theory course as well as practical course.

9) ~~All heads of~~ It was commonly decided that All heads of department will submit following doc on 8th Dec 2022

a) completely checked attendance registers & daily diary of faculty member of their department.

b) verified course completion report <sup>fill till 7th Dec 2022</sup> & planning of remaining syllabus of the courses taught by their department.

- ~~above~~

10) It was commonly decided that, the faculty member taking leave shall adjust their leaves & if not possible he/she shall communicate it to students & faculty group.

- All heads of Departments shall sign the leave form of concern faculty member only after adjustment of lecture ~~done~~ done by that faculty members.

11) It was a common complaint ~~received~~ from Head's of

OPPO F17 physics, chemistry & zoology that files of requirements & related file's take time

Meeting with Science Head of Departments. 02/12/22

A meeting was held at 11:10 am in Science department with heads of Departments.

Following points were discussed in the meeting.

- 1) Even after several notices some faculty members of some departments were not engaging their students from 8:00 am.
- 2) All heads of departments were requested to see to it that a) all the practical courses of their department should be commenced from 8:00 am.  
b) ~~Get the~~ ~~the~~ ~~the~~ Practical Incharge shall instruct the students to get inside by 8:00 am only.  
c) No student shall be allowed to go for the practical after 8:10 am.  
d) In a genuine case student can be allowed for practical as per verification by Practical Incharge.
- 3) ~~It~~ It was commonly decided that ~~the~~ remaining portion of the ~~the~~ practical shall be completed by 24th Dec 2022. i.e. course completion date 24/12/22.
- 4) Internal marks can be given on the following basis.

- two 10 M tests.	convert it to marks out of 5. (5M)
- one Assignment of 5 M	(5M)
- Attendance	(5M)
	Total 15 M.
- 5) A common format of Attendance will be prepared & shared to heads of Department.
  - All heads of department are requested to bring it to the notice of faculty members of their dept & ask them to maintain attendance record in their format only.
- 6) Some faculty members have not submitted their attendance registered on 30th Nov 2022.  
All heads of departments are requested to take a follow up for the same & inform faculty

Meeting with Principal Sir.

23/11/2022

Agenda of Meeting.

Timings of lectures & practicals of various departments of Science

A meeting was held with Principal Sir on 23/11/2022 at 12:30 pm in Principal Sir's office.

Following points were discussed in meeting.

- Even after the clear instructions given by Principal Sir in the meeting held on 15 Nov 2022. Many departments of science are not engaging their practical on time i.e. at 8:00 am & leaving the students before 11:00 am.
- Chemistry practicals are getting over before the time (15-20 minutes before the time)
- Srasthi's department practicals in charges are not engaging practicals from 8:00 am they are getting 15-20 minutes late for practicals  $\Rightarrow$  leaving the students ~15 minutes before
- Zoology practical in charges are giving 10-15 minutes break between regular practicals. About which no intimation is given to concern authority.
- Principal Sir inquired about the practical engagement status of Microbiology department.
  - It was clarified by the head of Microbiology Science Faculty that after 15 Nov 2022, Micro. depts practicals are conducted on time.
- Principal Sir instructed to issue letter to departmental heads & ask for explanation separately for same



16/11/2022

Meeting with Department of Microbiology

A meeting was held with Department of Microbiology on 16th Nov 2022 at 11:00 am in dept. of Microbiology.

Following points were discussed in meeting

- 1) All departmental staff members are get informed to strictly follow the ~~hour~~ timing of college & their time table
- 2) They shall report to college on time & shall conduct their lectures & practicals on time
- 3) Status of quotations received for glasswares & chemicals.
- 4) cleaning & maintenance of microscopes.

Following members were present for the meeting.

- 1) Mr. Shantanu Mishra (HOD)
- 2) Mr. Prathamesh Kulkarni.





25/11/22.

## Meeting with Principal Sir & Science Staff

A meeting was called by principal sir on 15th Nov 2022 at 9:30 am in conference hall with Science (UUTPA), Arts, Comp Sci & BCA dept.

Following are points discussed in meeting

- All staff members are instructed to follow the timing of college & the timings of theory & practical classes.
- All staff members shall come to college at 8:00 am or 9:00 am as per their schedule & engage their classes at a given time only.
- It has been observed that some teachers are conducting theory classes & practical by just sitting on chair only.
- Some teachers are not properly involved in theory or practical classes.
- All faculty members shall engage / should involve themselves in classes & practicals.
- A discussion was also done regarding Freshers party event to be held on 18th & 19th Nov 2022.
- Principal sir asked the faculty members to encourage the students to get actively participated in event.
- All Heads of the departments were informal to ~~submit the~~ suggest the events to be organised for Freshers party.

# Meeting with Microbiology Department

A meeting was held with department of Microbiology on 8th Nov. 2022 at 11:00 am in department of Microbiology.

Following points were discussed in meeting

- 1) As some of the instruments in the lab are not working, Mr Prathamesh Kulkarni was assigned responsibility to prepare & put the up the file for repairing of instrument at the earliest by tomorrow.
- 2) All faculty members of the department shall submit the <sup>final</sup> requirement of chemicals & glasswares to Mr. Mahesh Khairnar by tomorrow along with quantity mentioned in the list.
- 3) Mr Mahesh Khairnar was assigned responsibility to get the quotations for chemicals & glasswares required & prepare the file regarding the same by Saturday 12/11/2022.
- 4) As there is requirement of one faculty member & lab assistant in our department, Mr. Shantanu Mishra was assigned responsibility to put up & process the file regarding same by tomorrow.
- 5) All faculty members shall complete their syllabus by 10 Dec. 2022.

6) Practical timing of 8:00 am to 11:00 am should be followed

Following members were present for the meeting

- 1) Mr Shantanu Mishra
- 2) Mr Mahesh Khairnar
- 3) Mr. Prathamesh Kulkarni

*[Handwritten signatures]*

*[Handwritten signature]*

OPPO F17  
Head  
Dept. of Microbiology



*[Handwritten signature]*  
Principal

Meeting with chemistry department 03/10/22.

The meeting was held on 3rd Oct-2022 at 2:00 pm in science departments with chemistry department.

Following points were discussed in meeting & following decisions were made.

- 1) The teaching workload of U.G & P.G. shall be distributed separately.
- 2) It was unanimously decided that Mr. Dr. Jigar Patel & Mr. Khanderao Pogar Sir will take the workload of P.G. department (M.Sc. Chem<sup>o</sup>m).
- 3) and Mr. Sadiq Pawar, Dr. Pravin Pahl, Ms. Pinya Abraham & Ms. Anita Nayak will take the workload of U.G. (FY.SY & TYBSC Chemistry).
- 4) M.Sc. I lectures will be engaged in M.Pharm classroom from 04/10/2022.
- 5) Room No. 13 is available after 11:55 am to engage TYBSC chemistry classes.
- 6) Heads of U.G & P.G. chemistry are requested to submit the time table accordingly.

Following members were present for the meeting.

- 1) Dr. Jigar Patel
- 2) Ms. Pinya Abraham
- 3) Mr. Sadiq Pawar
- 4) Ms. Anita Nayak
- 5) Dr. Pravin Pahl
- 6) Mr. Khanderao Pogar



*[Signature]*  
Principal  
S.S.R. College of  
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Shivajinagar  
1998

01/10/2022

The meeting was held with all heads of department on 1st Oct-2022 at 12:00 pm in Science department.

Following points were discussed in meeting

- 1) Updates in FY + 5th BSc timetable to be implemented from 3rd Oct 2022 (Monday) onwards.
- 2) Room Allotment for FY, 5th + 7th BSc classes.
- 3) Lab allotment for Maths & Stat. (FY, 5th) (Practicals)
- 4) All heads of department are requested to ask their departments faculty member to submit the lesson plan in a prescribed format before 08/10/2022, 2.00 pm.
- 5) All heads of departments are requested to check the information submitted in lesson plan properly.
- 6) course completion date should be mentioned in lesson plan.
- 7) All heads of department shall communicate the details of meeting to their departments faculty members.

Following members were present for the meeting.

- 1) Mr. Vishwas Khare
- 2) Mr. Jitendra Rajput
- 3) Dr. Swati Desai
- 4) Dr. Sopan Khosla
- 5) Ms. Pinya Abraham
- 6) Mr. Vipul Pradyuman Chaudhary

~~VJL~~  
~~Jyoti~~  
~~Shruti~~  
~~Chaitanya~~  
~~...~~

Vipul  
 [Signature]  
 Principal

[Signature]  
 03/10/22  
 Head



S.S.R. College of  
 Arts, Commerce & Science  
 Silvassa (NH)

Following members were present for meeting.

- 1) Mr. Vishwas Khane
- 2) Mr. Jeetendra Rajput
- 3) Dr. Atul Babar (Zoology dept.)
- 4) Dr. Jigar Patel
- 5) Dr. Sapan Kharat
- 6) Mr. Jeetendra Wagh (Geography dept.)

U.S.B.  
~~Signature~~  
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Signature

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Head  
Faculty of Science



Signature  
Principal  
S.S.P. College of  
Arts, Commerce & Science  
Sayli, Silvassa (D&N)

27/08/22

The meeting was held with heads of department with on 27th Aug 2022 in Science department at 2:30 pm.

Following points were discussed in meeting.

- All heads of department are informed to submit Subject distribution & workload information by ~~wednesday~~ Thursday 30/08/22 before 2:30 pm.
- Heads of Botany & Zoology department are informed to check & confirm the status of TYBsc & finalise it by 30/08/22.
- Subject wise distribution of FY, SI & TY students.
- Practical batches of FY, SI & TY Students (Subject-wise).
- All heads of department are requested to adjust the lectures in case any member of their department is on leave.
- It was decided that Practicals of FYBsc & theory, Practicals of SI & TYBsc will commence from 5th Sept 2022.
- All heads of department are informed to process the requirement of chemicals, instruments, glassware, computer etc as early as possible so that Practicals can be conducted timely & smoothly.
- All heads of department are informed to submit Annual academic calendar & lesson plan & time table of TYBsc before 2nd Sept 2022, 2:00 pm.
- Distribution of work for credit evaluation of FY, SI & TY Bsc Students.

22/08/22.

## FY BSc class incharge meeting.

The meeting was held at Science department with FY BSc class incharge on 22nd Aug 2022 at 2:00pm.

Following points were discussed in meeting.

- Admission Status of FY BSc.
- Post Payment Status of FY Students
- Subject wise student distribution
- theory & practical time table
- Eligibility for FY students.
- It was decided that further admission process & eligibility of FY students will be look after by Mr. Akash Chaudhary.
- It was decided that preparation of practical batches, schedule of practicals & Post-payment follow up will be done by Mr. Vipul Chaudhary.

Following FY class incharges were present - for meeting

1) Mr. Vipul Chaudhary

2) Mr. Akash Chaudhary

Vipul  
AK

AKS

Head,

Faculty of Science.

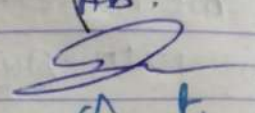


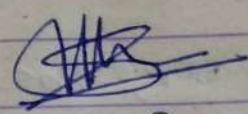
Rajiv

Principal

Principal  
College of  
Arts, Commerce & Science  
Sayli, Silvassa (D&N)

- 1> Mr. Vishwash Khane
- 2> Mr. Jitendra Rajput
- 3> Dr. Swah Desai
- 4> Dr. Jigar Patel
- 5> Dr. Sopan Charat
- 6> Dr.  $\phi$

UJI  
~~Rajput~~  
 Ab.  
  
 Count



Head, faculty of Science)



  
 Principal  
 S.S.R. College of  
 Arts, Commerce & Science  
 Sayli, Silvassa (D&NH)



2022-23.

12/08/22.

### Minutes of Meeting.

The meeting was held with heads of department on 12<sup>th</sup> Aug 2022 at Science department at 1.00 pm.

Following points were discussed in meeting.

- 1) As per instructions received from principal sir, the commencement of classes (theory) of FYBSc shall be done from 17<sup>th</sup> Aug 2022.
- 2) Time table of FYBSc theory classes & Room Allotment will be prepared & shared in H.O.D whatsapp group.
- 3) All heads of department are informed to process their requirement of chemical, glassware, & instruments, computer lab etc so that practicals of all classes can be conducted smoothly & timely.
- 4) All heads of department were requested to take a respective departmental meeting with their faculty member & regarding workload / subject distribution & academic planning of first term of 2022-23.
- 5) All heads of department were informed to submit the subject distribution & workload information in prescribed format before 18<sup>th</sup> Aug 2022, 2:00 pm to Mr. Pranamesh Iulkarni Sir.
- 6) As CAP & University examinations are going on & faculty members may be having CAP or examination duties so. All heads of department are requested to co-ordinate with department staff members & adjust their lectures accordingly.
- 7) All heads of department are requested to communicate the details of meeting to their departmental staff members.

Date:- 01/06/2022

Department: Commerce & Mgmt.

Time:- 2:00 pm

### \* AGENDA OF THE MEETING.

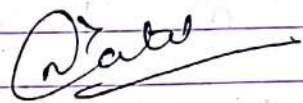
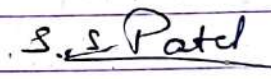
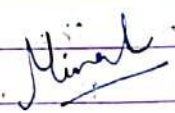
- 1) Completion of Internal Examination (30 Marks) (7<sup>th</sup> June 2022)
- 2) Completion of Syllabus. (4<sup>th</sup> June 2022)
- 3) Pre-University Examination to be scheduled on 09/06/2022 onwards.

### \* MINUTES OF THE MEETING.

- 1) 70 Marks Pre-University Examination for B.Com & BBA to commence on 9/06/2022.
- 2) Question papers to be handed to CMA Vipin Mishra by 7/06/2022 (Soft copy) in the email ID:
- 3) Stationery will be provided by Exam Dept.
- 4) All the Teacher's will be given by Invigillation Duty.
- 5) Teacher's should complete the 30 MCQ Internal Exams by 7/06/2022 & checked the papers and Upload it on the given link by 13/06/2022.
- 6) Question paper (30 Marks) to be upload in the google link provided previously.

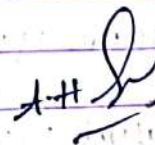
7) Time - Table of 70 Mks. ple - University Examination to be displayed on Notice Board on 2/06/2022, and forwarded to examination Dept.

### Signature

- 1) HOD      Nabir Patel      
- 2) HOD      Shrawaz Patel      
- 3) HOD      Minal Jhela      

### Name :-

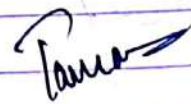
Dr. A.H. Sonai Sheikh



Mr Sanjay Singh

SASMM

Tamanna Patel



Mr. Akash R. Chaudhari



Date: 09/06/2022  
Dept: Commerce  
Time: 08:45 am.

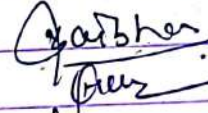
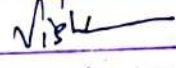


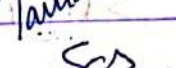

### Agenda:-

Absent students for viva voce exam in sem I to sem VI B.A. B.Com.

### Minutes:

1) Those who were absent in sem I, III & V viva and also remained absent in this term of F.Y., S.Y. & P.Y. B.Com viva will be considered absent only for II, IV, VI of F.Y., S.Y. & P.Y. B.Com for previous (sem I, sem II & sem IV) term they will be considered absent for sem I, III & V of B.Com.

### Signature:

- 1) - HOD - Nalini Patel
- 2) - HOD - Shiraz Patel
- 3) - HOD - Miral Thale
- 4) - Mr. Veibhav Jadhav - 
- 5) CMA VIPIN MISHRA - 
- 6) Mr. Vishal H. BALDANIYA - 
- 7)
- 8) Mr. Rahul D. Gandhi - 
- 9) Tananna Patel - 
- 10) Sanjay Singh - 

Minutes of the meeting <sup>Register</sup> handed over to Mr. Rahul Gandhi Sir.

Date:- 26/08/2022

Dept - Commerce & Management

Time- 12:30 p.m.

Agenda:-

- 1) Classes for 1st year B.com to be conducted as per temporary time table
- 2) Update on BBA Marks entry.
- 3) Submission of Old Academic Diary
- 4) Paper checking for FY & SY Bcom & BBA ..
- 5) Submission of Activities to be included in Academic Calendar
- 6) Placement Report to be finalised.

\* Minutes of the meeting:-

- 1) All the class teachers & subject teachers are instructed to conduct the lectures of F.Y. Bcom & F.Y. BBA on regular basis as per the time table.
- 2) Teachers are also instructed to keep a record of Attendance of students & to feed it in the register as and when available.
- 3) Leave applications for F.Y. Bcom & F.Y. BBA to be handed over by students to respective class Incharges & Incharges to maintain a record of the same.
- 4) Teachers to plan academic activities for this Academic year and submit the details by Monday.

5) Teachers are required to submit Diary & Attendance registers of previous academic year. This academic year diary to be filled manually.

6) Teachers are requested to update the NNAC files upto previous year.

7) Admissions of SY & TY to be started on basis of Sem-I marksheet for SY & Sem-I, II & III marksheet for TY.

8) Class Incharge of F-Y. Bloom are to guide Mr. Nilash for career counselling session to be held on Monday at 9:30 am.

9) Placement report of last two placement drives to be submitted at the department.

→ SIGNATURE:

H.O.D. Nalini Patel Nalini

H.O.D.

H.O.D. MINAL JHALA Minal

CMA Vipin Mishra Vipin

Mr. Vishal Baldaniya Vishal

Dr. A.H. Sonai Surikha AH

Tamanna Patel Tamanna

Vaibhav Joshi Vaibhav

Mr. Rahul D. Gandhi

Ra

My Sanjay Singh

Sas

Ujali Patel

Ujali

Shalu sharma

h

Date: 8/9/22

Department → Commerce and Management

Time: → 11:10 am.

\* Agenda:

1) First year progress and Roll numbers for First year B.Com & BBA.

2) To discuss marks entry status.

3) Placement report

\* Minutes of the meeting:

1) All subject teachers are instructed to submit their Teachers Diary of previous academic year.

2) Students of FY B.Com & BBA are allotted roll numbers and the list to be circulated in student group.

3) All teachers are instructed to complete the University Paper checking and also to co-ordinate with respective moderators for the purpose.

4) Any marks entry pending for B.B.A to be completed at the earliest.

5) All teachers are required to fill the activities in given form for current academic year. Academic calendar for current year is circulated in group.

\* SIGNATURE:

1) H.O.D. - Nalini Patel (Patel)

2) H.O.D. -



3) H.O.D →

4) Mich. Patel

Mich

5) CMA. Vipin K. Mishra

Vipin

6) Shalu Sharma

Shalu

7) Dr. A.H. Sonai Sheikh

A.H.

8) Sanday Singh

Sanday

9) Tamanna Patel

Tamanna

Date → 22/9/22

Department → Commerce & Management

Time → 12:30 p.m.

### \* Agenda

1) Update regarding Pre-University marks entry.

2) Admission data of BT & TY B.Com/BBA.

3) To discuss the records to be maintained by class incharges.

4) Maintaining reports for Activities.

5) NAAC files updation.

6) Teachers diary updation

7) Students record for Academic year 2021-22

### \* Minutes of the Meeting:-

1) The class incharges shall submit the following records for previous year - 2021 - 2022

- a) Name of the students along with contact number.
- b) <sup>Number of students in each subject in each class.</sup> Name of subjects taken by students each class.

2) Same data to be collected by class incharges from students for current Academic session. - 2022 2023

3) Admission incharges should submit data regarding Admission & fees payment status.

4) All teachers are informed to submit their Activity records for the month ~~at~~ by the end of <sup>every</sup> month.

5) All teachers should update the NMAC files & for previous year by 20/10/22.

6) Teachers diary to be submitted at the end of every month.

7) All subject teachers are informed to check the University Marks entry status by tomorrow.

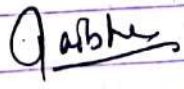
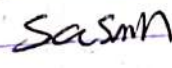
8) Class teachers should collect application from students who are appearing for professional exams.

9) In case if a student is irregular, engaged in part time/full time job, class Incharge should collect a copy of appointment letter from respective student.


10) Teachers are instructed to complete the Pre-university marks entry.

Signature


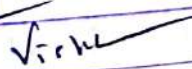

H.O.D Nalini Patel   
H.O.D Minel Thala   
H.O.D Shiraz Patel 

~~H.O.D~~ N.K. Tadhw   
Sanjay Singh 

Rahul D. Grandhi 

Vishal Patel 

Tamanna Patel  
Shaloo shome  
Vishal H Baldaniya  
Vipin K. Mishra

Date: 12/10/22

Department → Commerce and Management

Time → 1:30 p.m.

### \* Agenda:

- 1) Submission of Admission data of SY & TY (BCom & BBA).
- 2) Students record for academic year 2021-2022 to be submitted by class Incharge.
- 3) Last months subject activity report.
- 4) Submission of Teachers diary.
- 5) List of students pursuing Professional courses.
- 6) List of students with appointment letter in case of if the student is engaged in part time or full time job.
- 7) Discussion Plan → Discussion
- 8) Departmental Activity

### \* Minutes of the Meeting:-

- 1) TY & SY BCom & BBA Admission data to be completed by today.
- 2) Hard copy of last years data of students to be submitted.
- 3) Report of the Activity to be submitted by today. Placement & seminar report.
- 4) List of students who are pursuing professional course to be submitted in soft copy. Name of student & course.

5) List of students engaged in any job should submit their copy of appointment letter to be submitted before Diwali vacation, Name of the student & name of the firm. (for soft copy)

6) Lesson plan to be prepared by individual teachers. Format will be circulated for soft copy.

7) Departmental activity for students of Bcom BBA & M.com to be conducted before Diwali vacation. Following activities are planned:

1) Rangoli competition → (Max 5 students)

Incharge → Minal Mam & Louai Sir

2) Diya Decoration → Shiraz Mam

3) Lantern Making → Sanjay Sir & Anshu Mam

\* Stage and Certificate → Nirali Mam, Vipin Sir & Rahul Sir.

\* Report to be prepared by Vishal Sir along with photograph. Jadhav Sir should assist Vishal Sir.

Signature:

H.O.D.

Nalini Patel

Patel  
12/10/22.

H.O.D.

Shiraz Patel

S.S. Patel  
12/10/22

Vishal H Baldaniya

Rahul D. Gandhi

Vishal  
12/10/2022

R.G.

Sanjay Singh

Shelvi Sharma

Sasmita

S.

Tamanna Patel

Dr. A.H. Sonai Shaikh

Vishal Patel

Tamanna  
A.H.  
Vishal

\* After the meeting it was decided that all the faculty who are not submitting the allotted

1) Rahul Gandhi ⇒ Report for data of Past year students will be submitted by tomorrow as I have doubt have some data.

Sansay Singh + GI Teacher's diary will be submitted on 13/10/22 directly from my side

Report on Career counselling will be submitted on 13/10/22 as correction and Feed back was pending

Report on Seminar will be submitted on 13/10/22 as students have not

Filled Feed back Form  
Admission Data submitted Galbraith  
with Discusively EMA Mr Vipin Sir etc Final  
Admission Data of T.Y. B.Com will be in soft copy submitted in soft copy by 20/10/2022. Due to missing due to missing pending list will be submitted on 20/10/22 Galbraith

3) Tamanna Patel - Failed to submit subject wise data due to lack of few data. It will be

submitted by tomorrow i.e. 13/10/22 ~~Tamara~~ 12/10/22  
4) Vinali Patel - List of student 2021 & list of  
subject will be submitted by tomorrow  
as I donot have some data (information)

Submitted on 13/10/2022 - ~~Vinali~~ 13/10/2022

~~Vinali~~  
12/10/2022

Submitted on 13/10/2022 ~~Tamara~~ 14/10/22

5) Ganjay Singh.  
Teacher's diary submitted on 14 Oct 22 SA SUN,

Remark :

1) Ganjay Singh sir has not submitted the  
report on Career Counselling on the  
said date inspite of reminding.  
- He has also not submitted the report

~~Patel~~  
14/10/22.

Date:- 13<sup>th</sup> December, 2022

Department → Commerce & Management

Time →

\* Agenda:

- 1) Internal Exam for B.Com & BBA
- 2) Allocation of Duties to various teachers
- 3) Discussion of Paper Pattern for Internal Exam.

\* Minutes of the meeting:-

1) Paper Pattern for compulsory papers should be as follows:

- a) Objectives - 5 marks
- b) Long Answers - 15 marks (Any one)
- c) Short notes - 15 marks (Any three)

2) following is the list of duties allotted to the faculties:

- a) B.Com - Co-ordinator → Ms. Malini Patel
- b) BBA - Co-ordinator → Ms. Suiraz Patel
- c) Question Paper Coll<sup>n</sup> & dist<sup>n</sup> → Mr. Vishal Baldaniya  
Mr. Shalu Luema  
Ms. Tammama Patel

- d) Answer Paper Collection & Distribution → Mr. Vipin Meeha  
Mr. Rahul Gendhi  
Mr. Abu Hasan Lonai  
Shikh

- e) Seating Arrangement and Attendance → Ms. Nivali Patel  
Ms. Minal Jhala

3) Teachers Diary and Attendance register should be submitted by the end of the term.



4) Internal Exam for SY & TY Bcom & BBA to be held from 19/12/22 to 24/12/22

5) Internal Exam for FY Bcom & BBA to be held from 26/12/22 to 31/12/22.

6) Respective teachers to submit syllabus completion report in the prescribed format shared in group.

7) All the class Incharges to submit the data of students along with their contact numbers for academic year 22-23.

8) If any teacher has conducted any activity during the month, report of the same to be submitted accordingly.

Signature:

1) HOD

Ms. Nalini Patel

(Date)

2) HOD

Shiraz Patel

S.S. Patel

3) HOD

Vinali Patel

Vishal

Vishal H Baldaniya

Vishal

Date: 17<sup>th</sup> April, 2023.  
Department: - Commerce & Management  
Time: - 1:30 p.m.

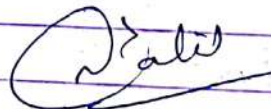
\* Agenda:-

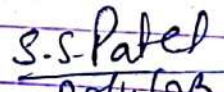
- 1) Submission of Placement reports.
- 2) Syllabus completion status.
- 3) Discussion on Internal Exam for B.Com & BBA.


\* Minute of the Meeting:-

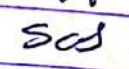
- 1) All those papers of 70 marks external will be of 35 marks in Internal Exam.
- 2) Papers of 50 marks in External exam will be of 30 marks in Internal Exam.
- 3) Minimum 3 units to be covered in Internal test paper.
- 4) All the teachers are requested to complete & submit their Teacher diary by 30<sup>th</sup> April, 2023.
- 5) All the teachers are required to submit the ~~the~~ syllabus completion status by 22<sup>nd</sup> April.
- 6) Teachers who are in charge of placement activities should submit the placement report.
- 7) Internal test should be conducted by respective subject incharge during their sessions.

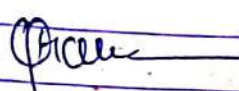
\* Signature:

H.O.D. Nalini Patel 

H.O.D. Shiraz Patel   
S.S. Patel  
20/4/23

H.O.D. Minal Thala   
Minal  
20/4/23

Jansay Singh   
SOS / 20/04/23

CMA Vipin Kumar 

Nishal H. Sardani

Tanayana Patel

Michi Patel

~~Tanay~~  
Michi

\* Date:- 20<sup>th</sup> April, 2023  
Department:- Commerce & Management  
Time:- 1:30 p.m.

\* Agenda:-  
1) Discussion on Time Table for Internal Exam.

\* Minutes of the meeting:-

- 1) Time table will be shared in group for review & finalisation.
- 2) Teachers are required to maintain a separate attendance sheet for all the subject test.
- 3) Teachers are required to print the exam paper well in advance from exam dept.
- 4) Answer sheet should be collected by respective teachers from exam dept.

HOD Nalini Patel Nalini Patel

HOD Shiraz Patel S.S. Patel  
20/4/23

HOD

Rahul D. Gandhi R.D. Gandhi  
20/4/23

Nishi Patel Nishi Patel

\* Date - 26/04/2023.

Department :- Commerce and Management.

Time :- 1:30 p.m.

\* Agenda:-

- 1) Industrial Visit for students of T.Y. B.Com & T.Y. BBA.
- 2) Result declaration for Internal Marks.
- 3) Syllabus completion status of all faculties.
- 4) Submission of Teachers diary & Attendance register.
- 5) Planning of Farewell for last year students.
- 6) Discussion of VIVA-VOCE exam for 1st year students.

\* Minutes of the meeting:-

- 1) All the teachers should complete the syllabus by 5th May, 2023.
- 2) Industrial visit is organised for the third year students on 13th May, 2023.
- 3) All the teachers should complete the paper checking of internal tests & submit the soft copy in the link provided. by 12th May 2023.
- 4) Farewell should be planned for the students of last year on 15th May 2023 in college Premises.
- 5) All the faculties should submit respective teachers diaries & Attendance registers by 12th May, 2023.
- 6) VIVA-VOCE exam for F.Y. B.Com to be conducted after the seat no of F.Y. B.Com.

Nalini Patel

Nalini

Minal Thakur

Minal  
26/4/23

Valbhav Dabhar

Valbhav

Om Vipin K. Mishra

Om

Rahul D. Gaudhari

Rahul

Sanjay Shrivastava  
Shalu Shrivastava  
Tanuima Patel  
VISHAL H BALDANIYA

Scs  
Janna  
Vishal

\* Date: 08/05/2023.

Department: Commerce and Management

Time: 1:30 p.m.

\* Agenda:

- 1) Submission of various certificate for add-on courses.
- 2) Preparation of NIVA-VOLE files.

\* Minutes of the meeting:

1) All the teachers are required to collect the soft copy of certificates received from their Internship company.

2) Teachers should create a google form and collect the data from students.

3) Teachers are required to prepare the NIVA-VOLE files before 10<sup>th</sup> May, 2023.

Sign:

HOD

Nalini Patel

Patel

HOD

Shiraz Patel

Patel

HOD

Minal Thale

Minal  
08/5/23

Varbhav Joshi

Joshi

Vishal H Baldaniya

Vishal

Vipin Mishra

Vipin

Shalu Sharma

Lalini Gaudhari

Sanday Singh

Shalu

Lalini

Sanday

Tamanna Patel

Tamanna

\* Date: 10/5/2023.

\* Department: - Commerce and Management.

\* Agenda:-

- 1) VIVA-VOCE exam for students of Professional Exam.
- 2) List of Revised duty for VIVA-VOCE exam.
- 3) Submission of Teachers Diary & Attendance register
- 4) List of Absent students

\* Minutes of the Meeting:-

1) All the subject teachers are instructed to take VIVA VOCE exam of CA appearing students before or after the VIVA-VOCE date.

2) VIVA-VOCE for 12<sup>th</sup> May 2023 is revised & new schedule will be circulated after the meeting.

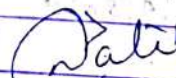
3) Teachers should submit the teachers diary & attendance register before last day of the current term.

4) All the teachers are required to submit the absent list of students by last day of VIVA-VOCE exams.


5) Due to exams of some students, their journals will be submitted by Principal Sir, to H.O.D and HOD will give the files by last day of VIVA VOCE. Subject teachers are required to give marks to those students on basis of Journal.

Sign.

HOD

Nalini Patel 

HOD

Shiraz Patel 

HOD

-



Rahul D. Gandhi

PLP

Sanjay Singh

SOO

CMA Vipin Michea

-

Nishal H. Baldaniya

-

Tammana Patel

~~Tamman~~

Vivali Patel

-

Shalu Sharma

~~Sh~~

Dr. A.H. Lonai Sheikh

-

Date: - 15/10/2022

## Minutes of the Meeting

A meeting of Department of Computer Science & Computer Application was held on 15/10/2022 at 12:00 noon in Computer Science Lab.

The following points were discussed: -

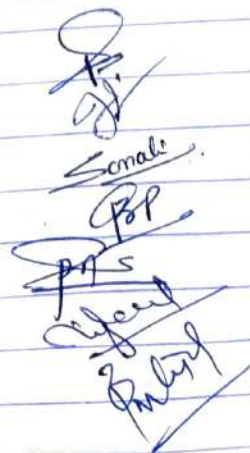
- ① Regarding Syllabus completion & Lesson plan.
- ② Discussion on departmental activities to be held in month of November 2022 & duties allocation.

### Duties allocation:-

- 1) Department activity for First year Computer Science & application Incharge. © Mrs. <sup>Sonali Kharade</sup> Prakash Patil  
© Mrs. Kanita Saptasagar  
© Mrs. Jinil Jacob
- 2) Department activity for Second year Computer Science & application Incharge © Mr. Vishal Langaliya  
© Mr. Imtiaz Padarshi
- 3) Department activity for Third year Computer Science & application Incharge © Mr. Prakash Patil  
© Mr. Pravin Chaudhary

### Following Members Present during meeting:-

1. Mrs. Kanita Saptasagar
2. Mrs. Jinil Jacob
3. Mrs. Sonali Kharade
4. Mr. Prakash Patil
5. Mr. Pravin Chaudhary
6. Mr. Vishal Langaliya
7. Mr. Imtiaz Padarshi

  
Sonali  
Prakash  
Pravin  
Vishal  
Imtiaz

Date : 13/12/2022

## Minutes of the meeting

Meeting of faculty members of Computer Science & Computer Application Department was held in B.Sc (Cs) Lab at 12.00 PM on 13/12/2022

The following points were discussed

- 1) The Internal Examination for classes of BBA (CA) & B.Sc (C.S) will be held from 20/12/2022 onwards
- 2) Related work distribution as follows

- |  |  |
|--|--|
| 1) Time-Table Preparation                          | ] Mr. Prakash Patil<br>Pr<br>Mrs. Kavitha S<br>K |
| 2) Notice  |  |
| 3) Requisition                                     |  |
| 4) Collection Duty Allocation & Result Preparation |  |

- |                           |                                     |
|---------------------------|-------------------------------------|
| 5) Seating Arrangement    | ] Mr. Vishal L<br>Mr. Imtiaz P<br>P |
| 6) Attendance Preparation |                                     |

- |   |   |
|---|---|
| 7) Answer Sheet Distribution & Record Keeping | ] Mr. Pravin C<br>Pr<br>Mrs. Jinit J<br>J<br>Mrs. Sonali K<br>K |
| 8) Question Paper Collection & Printing       |   |

*[Signature]*  
13 Dec 22

## Minutes of the Meeting

Date - 20/1/2023


Agenda:- Regarding Even Semester Timetable and Workload

Points Discussed during Meeting:-

- ① Distribution of workload and timetable.
- ② Discussion of Syllabus
- ③ Commencement of even semester
- ④ Subject distribution ~~of~~ to the faculty members
- ⑤ Internal Marks entry.

Following members were present during meeting:-

- 1 Mrs. Kanita Saptasagar
- 2 Mrs. Sonali Khopade
- 3 Mr. Prakash Paril
- 4 Mr. Imtiaz Padarshi
- 5 Mr. Vishal Langaliya
- 6 Mr. Pravin Chaudhari

  
Sonali  
Pr  
Pravin  
Pravin  
Pravin

28/04/2023.

## Minutes of the meeting

A meeting of staff members those who are teaching in FY and SY BSc (CS) was held in CS lab on 28/04/2023 at 12:00 pm.

The following points were discussed.

- 1) Syllabus completion status.
- 2) Second unit test planning.

The following members were present:

1. Mrs. Kavita Saptasagar
2. Mr. Vishal Khare.
3. Mrs. Varsha Rajput
4. Ms. Manita Solanki
5. Mr. Anmol Patil

~~Mr. Anmol Patil~~  
✓  
Manita  
#patil

28/04/2023

# Dept. of Computer Science

## Syllabus Completion Report

TYBSc (CS)				
No. Surname	Faculty Name	No. of units Completed	Syllabus Completion %	Incomplete Syllabus %
<b>TYBSc (CS)</b>				
1. OS-II	Mr. Sonali	4 1/2	90%	10%
2. DA	Mr. Jitil	3 1/2	90%	10%
3. Web Tech II	Mr. Kavita	3	90	10%
4. Java II	Mr. Parvati	4 1/2	80	20%
5. C.C.	Mr. Pravin	3	70%	30%
6. S.T.	Mr. Indiyar	3 1/2	80%	20%
7. S.T.T.	Mr. Vishal k	4 1/2	80%	20%

SYBSc (CS)				
No. Surname	Faculty Name	No. of units Completed	Syllabus Completion %	Incomplete Syllabus %
<b>SYBSc (CS)</b>				
1. Comp I	Mr. Sonali	3	75%	25%
2. Comp II	Mr. Jitil	3 1/2	90%	10%
3. Maths-I	Mr. Ashish	4	100%	0%
4. Maths-II	Ms. Mamta	2 1/2	60%	40%
5. Elect-I	Mr. Anil patil	2 1/2	70%	30%
6. Elect-II	Mr. Anil	4	90%	10%
7. English	Mr. Anil	4	100%	0%
8. EVS	Dr. Sapan	4	100%	0%

FYBSc (CS)				
No. Surname	Faculty Name	No. of units Completed	Syllabus Completion %	Incomplete Syllabus %
<b>FYBSc (CS)</b>				
1. Comp I	Mr. Jitil	4 1/2	90%	10%
2. Comp II	Mr. Kavita	4	90	10%
3. Maths I	Ms. Mamta	3	80%	20%
4. Maths II	Mr. Ashish	4	100%	0%
5. Elect I	Mr. Anil patil	3	75%	25%
6. Elect II	Mr. Ashish	4	100%	0%
7. Stat I	Ms. Varsha Rajur	4	100%	0%
8. Stat II	Ms. Varsha Rajur	6	75%	25%

No. of lectures Regd.	Date of Completion (approx)	Signature.
02	5 may	<u>Sonal</u>
03	02/05/2023	<u>JA</u>
04	10/5/23	<u>JA</u>
08	15/04/2023	<u>JA</u>
08	15 may	<u>JA</u>
08	15 may - 2023	<u>JA</u>
03	10 may - 2023	<u>JA</u>
05	10 may	<u>Sonal</u>
<del>03</del> 03	<del>03</del> may	<u>JA</u>
—	—	<u>JA</u>
10	13/05/23	<u>Mamta</u>
07	14/05/23	<u>JA</u>
03	10/05/23	<u>JA</u>
03	02/05/2023	<u>JA</u>
03	06/05/23	<u>JA</u>
06	9/05/23	<u>Mamta</u>
0	—	<u>JA</u>
06	10/05/23	<u>JA</u>
0	—	<u>JA</u>
10	15/05/23	<u>JA</u>

28/04/2023

Department of Computer Applications  
Syllabus Completion Report

Sno	Subject name	Faculty name	No. of units completed	Syllabus Completion %
FYBBA(CA)				
1.	Web Tech	Mr. Praico	4	90%
2.	RDBMS	Mr. Prakash	3 1/2	80%
3.	OB & HRM	Mr. Veerbhau	4	100%
4.	Fin Acc	Dr. Sonai	2 1/2	70%
5.	Business Maths	Mr. Ashish	6	95%

SYBBA(CA)

1.	CPP	Mr. Indiyar	06	75%
2.	Adv PHP	Mrs. Jini	06	98%
3.	OS	Mrs. Kavita	08	90%
4.	N/W	Mr. Vishal L	05	80%

TYBBA(CA)

1.	Adv. Java	Mr. Praico	6	100%
2.	RTI	Mr. Indiyar	06	90%
3.	Dot Net	Mr. Vishal L	6	100%
4.	S.T	Mrs. Sonali	3	50%



Incomplete  
Syllabus %

No. of lectures  
Required

Appropriate  
date of completion

Signature

10%.

03

10/05/23

Pras

20%.

06

15/05/2023

P.P

0%.

0

-

Pras

30%.

~~08~~ 08

13/05/2023

AH

5%.

02

30/05/2023

Pras

25%.

08

15/05/2023

Pras

10%.

02

01/05/2023

Pras

10%.

03

05/05/2023

Pras

20%.

04

15/05/2023

Pras

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Pras

10%.

04

15/05/2023

Pras

-

-

-

Pras

50%.

08

13/05/2023

Sonali

29/04/2023

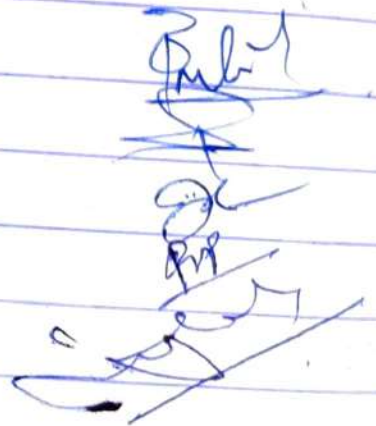
# Minutes of meeting.

A meeting of faculty members of Computer Science & Computer Application was held on 29/4/2023 in C.S Lab

The following points were discussed

- 1) Syllabus Completion Report
- 2) Second Unit Test Planning

The following members are Co-Prelex

- |    |         |           |   |
|----|---------|-----------|---|
| 1) | Imtiyaz | Padarsh   |  |
| 2) | Kavita  | Saptarago |   |
| 3) | Jini    | Jacob     |   |
| 4) | Prakash | Patil     |   |
| 5) | Vishal  | Langaliya |   |

\* MEETING DATE: 04/03/2022.

\* DEPARTMENT:- M.Com I & II.

\* TIME:- 11:00 am to 11:45 am.

### \* AGENDA OF THE MEETING:

- 1) Starting the lectures of M.Com I & M.Com-II for 2nd sem & IV<sup>th</sup> semester.
- 2) Research paper to be prepared by students under the guidance of teachers.

### \* Minutes of the Meeting:-

→ Meeting was conducted by Principal Sir, & the following points were discussed.

- 1) Regular Offline class of M.Com I & M.Com II to start from 5<sup>th</sup> March, 2022 as per the tentative time-table circulated in the group.
- 2) All subject teachers are instructed to prepare a lecture plan for all the topics and maintain teachers diary accordingly.
- 3) Teachers are given a tentative target of 31st May, to complete the syllabus.
- 4) Apart from academic lecture teachers should also form a group with students & assist to students to prepare research paper.
- 5) Teachers should record video lectures for their subjects.
- 6) Formation of SSR Research cell to assist students for preparation of Research Papers.
- 7) All the documentation work will be governed by Asst. Prof. Sanjay Singh along with Asst. Prof. Rahul Gandhi.
- 8) Arrange Placement opportunities for Post-graduate students.

\* Signature of the Participants.

1) Dr. Rajeev Singh (Principal).

2) Ms. Minal Thala (H.O.D - M.com).

3) Dr. A.H. Louai - Sheikh

4) Asst. Prof. Sanjay Singh

5) CMA Vipin Mishra

6) Asst. Prof. Vishal H. Baldaniya.

7) Asst. Prof. Tamanna Patel.

8) Asst. Prof. Ms Jinal Jacob.

9) Asst. Prof. Rahul Gandhi.

*Signature*

Minal  
4/3/22

A.H. Sheikh  
4/3/22

SASMA

*[Signature]*

Vishal  
04/03/2022

*[Signature]*

*[Signature]*

Rahul  
4/3/22

\* MEETING DATE: 14/03/2022

\* DEPARTMENT → M.COM I & M.COM II

\* TIME → 2:00 PM

\* AGENDA OF THE MEETING:-

- 1) Discussion of Syllabus Progress & tentative Completion date
- 2) Planning for Activity for M.COM I & M.COM II.
- 3) Collecting leave application from students those are working either on part time or full time Basis.
- 4) Meeting to be held by Principal Sir with all core subject teachers.

\* MINUTES OF THE MEETING:-

- 1) All the core subject teachers are requested to prepare a Unit wise Plan
- 2) Core subject teachers are required to complete maximum Syllabus by 30<sup>th</sup> April, 2022.
- 3) Respective subject teachers to conduct one class test at the end of every unit.
- 4) The class test would be in offline mode.
- 5) Mid Term Internal Exam. to be conducted in first week of May, 2022.
- 6) All the teachers are required to maintain teachers diary for all the lecture related and also other activities.
- 7) Students should be given assignment work from time to time & the same to be submitted in hard copy.

\* Signature of the Participants:

SIGN

1) Dr. Rajeev Singh (Principal)

2) Ms. Minal Jhala (H.O.D. M.COM)

3) Dr. A.H. Anwar Sheikh

4) Asst. Prof. Sanjay Singh

5) Asst. Prof. Nalini Patel (H.O.D. B.COM)

Rajeev Singh

Minal Jhala

A.H. Anwar Sheikh  
15/3/2022

Sanjay Singh

Nalini Patel

b) CMA Vipin Mishra

Devs

\*) Acct- Prof. Nishal -H. Baldaniya

Nishal  
15/03/2022

\*) Acct- Prof. Rahul Gandhi

Rahul  
15/3/2022

Rajendra  
15/03/22

\* MEETING DATE: 21/04/2022.

\* DEPARTMENT: M.COM I & M.COM II

\* TIME: 11:30 AM - 12:00 PM.

\* AGENDA OF THE MEETING:

- 1) Status of syllabus completion
- 2) Discussion on fixation of date for Internal Exams.
- 3) Internal Marks distribution for core and special subjects.

\* MINUTES OF THE MEETING:

→ Meeting was conducted by Principal sir & the following points were discussed.

- 1) All the teachers are required to inform about their syllabus completion status. The report is attached in next page.
- 2) It is decided to start M.COM I & M.COM II internal exams from 4<sup>th</sup> May, 2022. In offline mode.
- 3) The internal exams would include 2 units from each subject. & the time will be 1 Hour for every paper.
- 4) Internal Marks distribution is presented to Principal sir & approved by sir. Internal exam paper will be of 30 marks.

\* Signature of the Participants:

1) Ms. Minal Thala (H.O.D. M.COM)

Minal  
21/4/22

2) Dr. A.H. Sonai srukh

A.H.S  
21/4/22

3) Asst. Prof. Sanjay Singh

Sanjay Singh

4) Asst. Prof. Nalin P Patel (H.O.D. Bcom)

N.P. Patel  
21/4/22

5) C.M.A Vipin Mishra

*[Signature]*

6) Asst Prof Vishal H. Baldaniya

Vishal  
21/04/2022

7) Asst. Prof Rahul Gaudhi

Rahul  
21/4/22

8) Dr. Rajeev Singh (Principal)

Rajeev Singh  
21/04/22

### M.Com Part I Sem II

CP Date \_\_\_\_\_  
Page No. \_\_\_\_\_

Sr.no.	Subject Name	Teacher Name	Conf Status	Sign
1	Elements of Knowledge Managed	Dr A.H. Sonu Sheikh	70%	<i>[Signature]</i> 21/4/2022
2	Industrial Economics	Rahul Gaudhi	50%	Rahul 21/4/2022
3	Financial Analysis	Sangay	40%	Sangay
4	Business ethics and Professional values.		30%	Rahul 21/4/2022

### M.Com Part II Sem IV

Sr.	Subject Name	Teacher Name	Conf Status	Sign
1	Recent Advances in Project work			
1	Capital mkt & fin. sec.	C.M.A Vipin Mishra	75%	<i>[Signature]</i>
2	Industrial Economic Environment	Minal Thale	75%	Minal
3	Recent Advances in Business Administration	Vishal Baldaniya	85%	Vishal



## MINUTES OF THE MEETING.

Date:- 22/08/2022 (Monday)      Venue:- Conference Hall  
Time:- 12:30 pm.

- 1) Teacher's should reach the class room in time.
- 2) Syllabus completion to be done by 31<sup>st</sup> Oct 2022.
- 3) Diary to be submitted after every 30 days.
- 4) Internal Exam to be scheduled tentatively by 1<sup>st</sup> week of November.

### Signature of Faculties.

1) Minal Thala

Minal  
22/8/22

2) Dr. A.H. Saneer Sheikh

AH  
22/8/22

3) Tanvina Patel

Tanvina  
22/8/22

4) CMA. Vipin K. Mishra

Vipin

## MINUTES OF THE MEETING

Date:- 25/11/22 (Friday)

Venue:- Principal office

Time:- 11:30 Pm

- 1) Timely ~~to be~~ Course Completion.
- 2) Internal Exam to be Commenced from ~~07~~<sup>07</sup>/12/22 tentatively. (Pre-Univ. Exam) till 10/12/22.
- 3) ~~Assign~~ Submission of Assignment for the subject of Cyber Security HRD Skill Development
- 4) Stationery Requirement to be Submitted to Principal Sir.
- 5) Vishal Baldaniya appointed as the Exam Co-ordinator.
- 6) Max. Marks :- 60 for compulsory Subject
- 7) Custom paper to be submitted on or before 05/12/22.
- 8) Research paper to be published by Post-graduate students along with Project work.

### Signature of Faculty.

1) DR. RAJEEV SINGH (Principal)

2) DR. A.H. SONAI SHEIKH

A.H.S.  
25/11/22

3) MS. MINAL JHALA

Minal  
25/11/22

4) MS. TAMANNA PATEL

Tanna  
25/11/22

5) CMA VIPIN MISHRA

Vipin  
25/11/22

Rajiv S.

Principal  
S.S.P. College  
Arts, Commerce & Science  
Silvassa (Dadra)

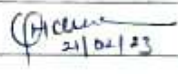
Minutes of the meeting.

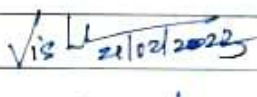
Date: 21/2/23 Time: 1:00 pm - 1:15 pm. Venue: Principle Sir office  
Meeting conducted by principal along with HOD & Research Guide

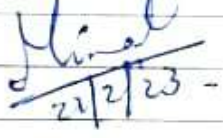
- 1) Project should include hypothesis
- 2) Project guide encourage students for good research and publish their research paper.
- 3) Presentations for project to be conducted in systematic manner.

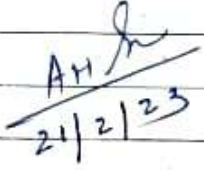
Signature of faculties.  
Present.

1) Dr Rajeev Singh 

2) CMA Vipin Mishra 

3) Mr. Vishal Baldaniya 

4) Ms. Minal Jhala   
Absent

5) Dr AH Sonai Sheikh   
Reason: 1:15, FYBCA  
lecture for Fin. Acc.

## M. Com Part I Sem II

Sr. no.	Subject Name	Teacher Name	Comp. Status (%)	Sign.
1	Elements of Know. Mgt.	Taruna Patel	70%	Taruna
2	Industrial Eco.	Rahul Gandhi	60%	Rahul
3	Financial Analysis	Sanjay Singh	60%	Sanjay
4	Bus. Ethics & Prof. Values.	Ms. Minak Jhala	85%	Minak
5	HR II			
6	Cyber Security II			

## M. Com Part II Sem IV

Sr. no.	Subject Name	Teacher Name	Comp. Status (%)	Sign.
1	Capital Mkt & Fin.	CMA Vipin K. Mishra	100%	Vipin
2	Ind. Eco. Enviro.	Dr. A.H. Sonali Shinde	100%	AH. Sonali
3	Recent Adv in Bus. Admin.			
4	SD IV			
5	CS IV			

Date:- 18/04/2023 Time:- 1:00 PM Venue:- Principal's office.

### MINUTES OF THE MEETING.

- 1) Deadline for the Syllabus Completion: 6<sup>th</sup> May 2023
- 2) Exam to be conducted from 10<sup>th</sup> May 2023 onwards to 13<sup>th</sup> May 2023.
- 3) Exam to be conducted for 30 marks, from 8:45 am to 10:15 am for 1 1/2 HS.
- 4) Paper Print to be taken/submitted to CMA Vipin Mishra.
- 5) Project presentation to be conducted on 5<sup>th</sup> from 02/05/2023 to 04/05/2023 from 8:30 am to 10:30 am (Pre-viva)
- 6) Meeting with Principal and M.com-II students on 20/04/2023 at 10:00 am. Compulsory attendance of all the students is must.

Signature of Faculties Present

- 1) Dr. Rajeev Singh
  - 2) Ms. Minal Thala
  - 3) Dr. A.H. Sonai Sheikh
  - 4) CMA Vipin Mishra
  - 5) Mr. Rahul Gandhi
  - 6) Mr. Sanjay Singh
  - 7) Ms. Tamanna Patel
- Absent:
- 1) Mr. Vishal Baklaniya

Jayanti  
Minal 18/4/23

A.H. Sonai  
18/4/23

Vipin  
18/4/23

Rahul  
18/4/23

Sanjay  
18/4/23

## Final Practical Exam duty list 8:30 am onwards

1	I	14	Internal External	Tamanna Patel Mr. Vishal Gadgil Dr. A. H. Sarai Sheikh.	Sigra Vishal Gadgil 4/5/23
2	II	15	Internal External	Ms. Minal Jhala CMA Vipin Mishra	Minal 4/5/23 Vipin

24/05/2022

## Faculty of Arts.

### Agenda - Arrangements for Term 2 Internal Exams.

A meeting regarding conducting Internal Exam of FY, SY & TIBA students was held on 24/5/22 at the Faculty of Arts.

The following points were discussed during the meeting.

- Planning for University Internal Examination timetable and paper pattern.
- It was decided that the Internal University exams will be held from the 1<sup>st</sup> of June till 6<sup>th</sup> of June for FY, SY, TY BA students.
- Ms. Surandana Kangere & Ms. Anil Bagul were given the task to prepare the time-table.
- As per the University norms 20 marks internal exams (4 questions of 5 marks each) and 10 marks assignment were to be taken.
- Ms. Nilesh Barikar was instructed to collect the required stationery (Answer sheet & attendance sheet) from the exam section.
- All ~~staff~~ faculty members were directed to give the number of answer sheets required.
- Faculty members were asked to submit the syllabus completion status via a google form.
- It was also decided to complete the remaining syllabus after the exams would have concluded.
- The last date for syllabus completion was 10<sup>th</sup> of June 2022.



score/20/1/23

Following members were present for the meeting

1. Dr. Alpana Sharma -
2. Dr. Kailash. Boddke
3. Dr. Taree Sharma -
4. Dr. Nilesh Bariskar -
5. Ms. Sunanda Kargane
6. Dr. Stuti Bhriugu
7. Ms Anil Bagul

~~Sharma~~ 21/5/22  
Do - 10/6/22  
Doalk  
SBheigu





02/06/2022

## Faculty of Arts

## Agenda - Pre-University Exams.

As per the instructions of the Management of the College and Principal, it was decided that pre-University examination would be held so that the students get familiar with the paper pattern. The main aim of conducting these exams was to help give writing practice to the students for their Main University Exams.

The students were to be allotted 1 week preparation time after the completion of the syllabus.

The exam time table <sup>was</sup> to be made accordingly. The teachers were duly instructed to prepare question papers of 70 marks each and the same were to be submitted to Ms. Sunanda ~~or~~ before 11/06/22.

The teacher's responsibility of collecting the stationery from the exam section was designated to Mr. Nilesh Bariskar.

The teachers were instructed to get their diaries & attendance registers verified by the Faculty head on or before 10/06/22.

The following members were present for the meeting.

1. Dr. Arpana Shama
2. Dr. Kailash Bodke
3. Dr. Tarek Sharma
4. Dr. Sudh Bhatnagar
5. Mr. Nilesh Bariskar
6. Ms. Sunanda Kangane
7. Mr. Arid Bagul



*Nilesh*  
Sharma 02/06/22  
SBhatnagar  
10/06/22

14/10/2022

## Faculty of Arts

A meeting was held on 14<sup>th</sup> October 2022 at 12:10 pm at the Faculty of Arts.

The following points were discussed during the meeting.

- Submission of syllabus completion report till 21<sup>st</sup> October (before Diwali vacation)
- Submission of diaries and attendance registers.
- Calls were to be made to the students for admission in FYBA. List was provided to all faculty members in this regard.
- Dr. Kailash Bodke was appointed as the co-ordinator for SYBA MIL papers.
- Mr. Nilesh Bariskar was appointed as the coordinator for TYBA GE paper.

Members present in the meeting -

Dr. Alpana Sharma

Dr. Kailash Bodke

Dr. Tanu Sharma

Dr. Stuti Bhurige

Mr. Nilesh Bariskar

Ms. Suranda Kangane

Ms. Anil Bagul

Ms. Purnag Parate



*[Signature]*

Sharma  
Bhurige  
14/10/22

*[Signature]*  
17/10/22

*[Signature]*

15/10/22

10/08/22

9/11/22

## Faculty of Arts

A meeting was held on ~~9~~ October 9<sup>th</sup> November 2022 at 11:30 a.m. at the Faculty of Arts Department.

The following points were discussed during the meeting-

- A discussion was held with regard to lesser number of students attending the lectures.
- Teachers were told to identify the irregular students and instruct them to be regular for the classes.
- Strict action was told to be taken against the defaulters.
- All the departments were asked to plan study tour/educational visit for their respective departments.
- The teachers were also instructed to complete their syllabus by the 2<sup>nd</sup> week of December.

Following members were present in the meeting-

Dr. Alpana Shasman

Dr. Kailash Bodke

Dr. Tanu Sharma

Dr. Stuti Bhargu

Mr. Nilesh Barikar

Ms. Surarda Kangane

Mr. Anil Bagul

Mr. Premraj Parati



9/12/22

## Faculty of Arts.

Agenda: Internal Evaluation / Examination

A meeting was held on 9<sup>th</sup> December 2022 at 10:30 a.m at the Faculty of Arts

Planning for internal exam were strategized.

Discussion was held regarding conducting the mid-term internal exam of FY, SY and TYBA.

Syllabus completion status was discussed for each subject and accordingly the exam schedule was finalized.

Some percentage of the syllabus was left to be completed in few subjects. The concerned subject teachers were instructed to complete the same within one week time before the commencement of exams.

It was decided unanimously by all the members present that exam will be taken as per the "University Norms".

So, as per the norms 20 marks examination was decided to be held. The paper pattern was also finalized during the meeting.

The responsibility of preparing the Time-table was assigned to Dr. Tani Sharma and Mr. Anil Bagul.

The responsibility of collecting the



Stationary from the examination department was given to Mr. Premraj Parate.

The seating arrangement was also decided and Ms. Suranda Kanganare and Dr. Stuti Bhriugu were given responsibility to look after the seating arrangements.

The schedule for exam duty was also communicated to the faculty members.

The following members were present for the meeting:

Dr. Alpara Sharma

Dr. Karlesh Bodke

Dr. Tare Sharma

Dr. Stuti Bhriugu

Mr. Nilesh Barikar

Ms. Suranda Kanganare

Ms. Anil Bagul

Ms. Premraj Parate

Apurva 9/12/22

VilCP 9/12/22  
Sane 9/12/22

S Bhriugu 9/12/22

Agarwal

06/9/12/22

