

Date: 15-02-2017

The Principal,
Aditi Mahavidyalaya,
University of Delhi.
Delhi.

AO

Memorandum
16/2/2017

Subject:- Permission for Competitions by SBM

Respected Madam,

This is to state that the Committee for Swachh Bharat Mission is planning to Organize Special Lecture and Competitions for the students on 3rd March, 2017 in the College. The following Competitions would be Organized:-

- ① Poster Competition.
- ② Essay Competition
- ③ Slogan Competition.

The Proposed Budget for the event is as follows:-

① Honorarium to Resource Person (@ Rs 2,000 for 2 persons)	= Rs 4,000/-
② Chairs, Decoration, Dori/Carpet	= Rs 3,000/-
③ Certificates (@ Rs 15 for 50 students)	= Rs 750/-
④ Refreshments for Students & Guest	= Rs 2,000/-
⑤ Photographer	= Rs 500/-
⑥ Sound System with mic	= Rs 750/-
Total	= <u>Rs 11,000/-</u>

Principal,
may kindly
allow Budget
from Student Fund
only

Allowed from Cultural Fund.
Yours Sincerely
Mamta
16/2/2017
(Dr. Bhana Gupta)
Cultural Mission

To,

Date: 15/2/2017

The Principal,

Aditi Mahavidyalaya,
University of Delhi
Delhi

AO

Namika
15/2/2017

Subject : Permission for Competitions by SBM

Respected Madam,

This is to state that the Committee for Swachh Bharat Mission is planning to Organize Special Lecture / Competitions for the students on 2nd March, 2017 in the College. The following Competitions would be Organized:-

① Poster Competition. ② Essay Competition.

③ Slogan Competition

The Proposed Budget for the events are as follows:-

- | | | |
|---|---|-------------|
| ① | Prizes for Students (1500 for 3 Events) | = Rs 4500/- |
| ② | Refreshments (@ Rs 25 for 150 students) | = Rs 3750/- |
| ③ | Certificates (@ Rs 12 for 100 students) | = Rs 1200/- |
| ④ | Photographers | = Rs 500/- |
| | | <hr/> |
| | | = Rs 9950/- |

You are requested to kindly sanction the above budget at the earliest.

With Regards,

Yours Sincerely
(Dr. Bhola Singh)
Convener, SBM

अदिति महाविद्यालय
(दिल्ली विश्वविद्यालय)

औचंदी रोड, बवाना, दिल्ली- 110039
टेलीफैक्स : 27751317



Aditi Mahavidyalaya
(University of Delhi)
Auchandi Road, Bawana, Delhi- 110039
Telefax : 27751317

Ref. No.....

Dated.....

Through

The Principal
Aditi Mahavidyalaya
University of Delhi
Bawana, Delhi-39

Subject : Request for Sponsorship

Sir/Madam,

It is my privilege to introduce to you our college Aditi Mahavidyalaya located in Bawana as a premier women's institution that offers undergraduate academic and professional courses in different fields.

With this backdrop, let me take the pleasure in informing you that the Committee on Swachh Bharat Mission of the college is organizing various competitions to sensitize and motivate students about the significance of cleanliness, health and hygiene in life on 3rd March, 2017 in the college premises.

We would like to request you to kindly consider becoming one of our sponsors for the event. In this manner, you will contribute towards the great mission of cleanliness of our Prime Minister Sh. Narendra Modi. In addition, you will help the youth to put their energies towards the noble cause of cleanliness.

I wish to thank you in advance for taking the time to read our sponsorship request.

Looking forward.

Yours sincerely

(Dr. Bhawna Rajput)
Convener,
Committee on Swachh Bharat Mission
Aditi Mahavidyalaya
University of Delhi

- 54 -
(Principal)

To,

Date:- 15-02-2017

AO
Maula
16/2/2017

The Principal,
Aditi Mahavidyalaya,
University of Delhi
Delhi.

Subject :- Arrangements for Items for Commerce fest.

Respected Madam,

This is to state that the Department of Commerce is organizing its Annual fest on 28th Feb, 2017 from 10:00 am onwards in the college. The following facilities are required for the event:-

- ① College Hall. (Incharge - Ms. Shashi, Ms. Idun)
- ② Sound System with Mike. (Incharge - Dr. Paul Chel)
- ③ Projector with screen. (Incharge - Ms. Paul Chopra)
- ④ Laptop. (Incharge - Dr. Swita Debroya)
- ⑤ Stage Decoration. (Incharge - Dr. Divya Sharma)
- ⑥ Registration Desk (Incharge - Mr. Sanatan, Ms. Raashi)

Kindly provide the above facilities on the day of event and oblige
With Regards,

Care Taker
Pl. arrange the
above with Dr.
Bhawna Rajput.
Anshu

Yours Sincerely
Bpt
(Dr. Bhavna Rajput)
TIC, Commerce Deptt.

अदिति महाविद्यालय

(दिल्ली विश्वविद्यालय)

औचंदी रोड, बवाना, दिल्ली- 110039

टेलीफैक्स : 27751317



Aditi Mahavidyalaya

(University of Delhi)

Auchandi Road, Bawana, Delhi- 110039

Telefax : 27751317

Ref. No.....

Dated.....

Through

The Principal
Aditi Mahavidyalaya
University of Delhi
Bawana, Delhi-39

Subject : Request for Sponsorship

Sir/Madam,

It is my privilege to introduce to you our college Aditi Mahavidyalaya located in Bawana as a premier women's institution that offers undergraduate academic and professional courses in different fields.

With this backdrop, let me take the pleasure in informing you that the Department of Commerce of the college is organizing one-Day Seminar on **Investing in Stock Markets in India : Opportunities & Challenges** on 28th February, 2017. The event will be attended by around 200 students and faculty members. The event will showcase the experience of renowned experts and professionals in this area.

We would like to request you to kindly consider becoming one of our sponsors for the event. In this manner, you will help the attendees in improving their financial literacy especially in the area of stock market investments.

I wish to thank you in advance for taking the time to read our sponsorship request.

Looking forward.

Yours sincerely,

(Dr. Bhawna Rajput)
T-I-C, Dept. of Commerce
Aditi Mahavidyalaya
University of Delhi

- Sd -
(Principal)

Aditi Mahavidyalaya

(University of Delhi)

BAWANA, DELHI-110039

Head of Exp. Deptt. of Commerce Advance Drawn

Commerce Annual fest

Name of the Applicant. DR. BHAWNA RASPUT Amount Spent

Designation Associate Professor, Over/Unspent Amount

Deptt. of Commerce. Deposited vide college Misc. Receipt No. Dated

Kindly reimburse the amount spent by me as per detail given below:

Sl.No.	Particulars	Amount (Rs.)
Pg 1 — 1.	① Honorarium for Resource Persons (No-1 to 4b) = 6,000/-	
Pg (2+3) — 2.	② Prizes for Students Events (No- 5 to 18a) = 15900/-	
Pg-43 — 3.	③ Refreshments & Lunch for Students, Teachers and Guest (No- 19 to 22) = 6,388/-	
Pg 5 — 4.	④ Banner, Standee, Certificates (No-23) = 4920/-	
Pg 6 — 5.	⑤ Tent, Chairs, Cordless Mikes & Decorating Music System (No- 24) = 11,597/-	
Pg 7 — 6.	⑥ Photographs (No-25) = 1,000/-	
Pg 8 — 7.	⑦ Mementoes (No- 26) = 3290/-	
Pg 9 — 8.	⑧ Poster, Stationery & Photostatic (No- 27 to 34) = 3645/-	
Pg 10 — 9.	⑨ Planners for Guest & Principal (No-35) = 1750/-	
Pg 11 — 10.	⑩ Decoration for Selfie Wall by the Students (No-36 to 37) = 1978/-	
11.		
12.		
13.		
14.		
15.		

Grand Total

Rs. 56,468/-

Less Advance (-)

Rs.

Balance amount to be paid/ deposit

Rs.

If any discrepancy found in the above bill/s, the sole responsibility lies with me.

SIGNATURE OF THE APPLICANT

PRINCIPAL

अदिति महाविद्यालय

(दिल्ली विश्वविद्यालय)

औचंदी रोड, बवाना, दिल्ली- 110039

टेलीफैक्स : 27751317



Aditi Mahavidyalaya

(University of Delhi)

Auchandi Road, Bawana, Delhi- 110039

Telefax : 27751317

Ref. No.....

Dated...13/2/2017


The Manager,
Yakult Danone India Pvt.Ltd.,
Rai, Sonapat,
HARYANA.

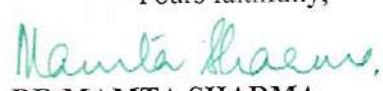
Subject: Seeking permission for industrial visit at Yakult Danone India Pvt.Ltd.,

Respected Sir,

This is to state here that as per the conversation with representative of your factory, our Commerce students want to come for industrial visit at your place for giving them the practical knowledge for the manufacturing process. Kindly give permission for industrial visit at your place on 17th February, 2017 at 10.00 a.m.. Kindly let us know regarding any other formalities to be completed before industrial visit.

Thanking you in anticipation


DR.BHAWNA RAJPUT
TEACHER-IN-CHARGE
simrankrish@gmail.com
9810461345(M)

Yours faithfully,

DR.MAMTA SHARMA
PRINCIPAL

Date: 13/2/2017

The Principal,
Aditi Mahavidyalaya,
University of Delhi,
Delhi

Subject: Permission for Industrial visit

Respected Madam,

With reference to the letter dated
13/2/2017, the Deptt of Commerce is planning
for the Industrial visit to Yakult Danone
Pvt Ltd, Rai, Sonapat on 17/2/2017.

Kindly allow for the same and
arrange 2 Buses for 100 students.

With Regards,

Yours Sincerely
Apt

(Dr. Bhane Apt)
Deptt. of Commerce

Principal,
May kindly be
sanction 2 Buses
for students
On 13/2/17.

A departmental meeting was held on 3rd June 2017 to discuss the following ①

1. To report the data collected regarding options of Skill Enhancement, Discipline Specific etc.

Agenda 2. To discuss the paper allocation and Seniority list.

Agenda 3. workload to be discussed and finalised.

Agenda 4. Combinations for B.Com (H) ^{IV} semester CBCS being recommended in meeting held at D. School on 30th May 2017.

Any other Matter.

Agenda 1. It was reported in the meeting that

① In BCH Ith semester following Discipline Courses were opted by the students

1. Management Accounting - 16
2. Advertising - 27
3. Organisation Behaviour - 43

Total Students

43

Redo

② In BCH IIIrd Semester - Skill Enhancement course (SEC)

1. E-Commerce - 5
2. E-Marketing - 27

Total Students

32

10-12

③ In BCP IIIrd Sem - Skill Enhancement course (SEC)

1. Computer applications in Business - 30
2. Cyber crimes & Law - 6

Total

36

10-12

④ In BCP Vth Semester

1. Skill [Entrepreneurship
- Advertising

Sec A

B

Total

28

13

→

41

14

17

-

31

Discipline Specific course

	Section A	Section B	Total
Marketing	26	13	39
Human Resource Mgt (HRM)	16	17	33
3. Financial Management	21	15	36
4. Training & Development	21	15	36

③ Regarding data on generic, we need data from Dr. Kamlesh Thakral, (convenor CBCS) i.e. how many students of B.ACP have opted commerce generic.

Agenda 2 & 4 —

As per the telephonic conversation with the Head, Deptt. of commerce, she has suggested that the seniority list can be send at the earliest but after incorporating the option details of B.Com (H) Vth semester students.

Agenda 3 — ~~Moreover~~ Workload has to be finalised

Therefore BCH Vth semester forms need to be finalised. It was decided that Dr. Sunita Dahiya will talk to the students and finalise the day for filling forms. Vth semester forms. Following options were decided Vth sem -

Agenda 5 - Rooms for commerce, whether 1st floor or ground floor.

Agenda 6 - Reporting of admission duties.
dt. ~~Teacher's name~~

Following duties are assigned for admission work:
→ Next Page

dates

20, 21, 22, 24

26, 27, 28 and July 1

July 3, 4, 7, 8

July 10, 13

July 14, 15

July 18, 19

Teachers name

Ms. Shashi, Ms. Parul chopra

Dr. Sunita Dahiya, Dr. Parul goel.

Ms. Rashi, Ms. Indu

Ms. Rashi, Ms. Parul chopra

Dr. Sunita, Dr. Parul goel

Ms. Shashi, Ms. Indu.

Duties of Permanent Faculty (2017-18)
(Signatory Authority)

First cut-off

June 20-22, 2017

Dr. Bhawna Rappul

IInd

"

"

June 24-28, 2017

Dr. Anu Jain

IIIrd

"

"

1 July - 4 July

Dr. Hema Gupta

IV

"

"

7 July - 10 July 2017

Dr. Rajeev

V

"

"

13 July - 15 "

"

VI

"

"

18 July - 19 "

July 2017

"

Agenda NAAC work to be resumed by all the faculty members at the earliest

Members Present

Dr. Rajeev Kaur

Dr. Bhawna Rappul

Dr. Anu Jain

Dr. Hema Gupta

Ms. Parul chopra

Ms. Indu

Ms. Shashi

Anu

Parul

Indu

Shashi

TIC

04.04.18

A meeting of department of commerce was held on 04.04.18 at 10.30 am in Room No. 6. The following decisions were taken:

- 1.) It was decided that in B.Com (Hons.) and B.Com the same options will be offered in Sem III and Sem V for skill papers and Discipline Specific Elective 1 & 2, as offered in the academic year 2017-18. The students will be offered the same options in academic year 2018-19.
- 2.) The following skill based papers will be offered in 2018-19 to Commerce Based papers (ASPSM) ^{students of} B.A. Programme:
Sem III : 3(a.) Computer Applications in Business.
3(b.) Cyber Crimes & Law.
Sem V : 5(a.) Entrepreneurship.

The option 5(b) Advertising in Sem V of SEC will not be given as the students of ASPSM had already studied this paper in Sem II.

- 3.) It was decided that the generic to be offered to B.A. Prog. Sem V students is Modern Business Organisation for the year 2018-19.
- 4.) All the members present in the meeting also decided that if the permission for the Farewell of Final year students is not granted by the college then a lunch and few events will be organised.
- 5.) In the meeting the suggestions and the feedback for the papers of CBCS was also taken from all the teachers present in the meeting as same is to be submitted to the department of Commerce, Delhi School of Economics before 6th April 2018. (copy attached).

Pitru Rakesh Kaen

Indy Pavul

Sunil

Lakshy

Rajendra

Bpr

04.04.18

Shashi

05.02.18

A departmental meeting was held in room no. - 5 on 5 Feb, 2018 at 12.30 pm.

An Industrial visit is planned for the semester -VI students of B.Com (Hons.) and B.Com. on 9 Feb, 2018. The budget for the same was discussed in the meeting.

The following decisions were taken :-

- 1.) The refreshment to the students going to the industrial visit to NSIC (Okhla) will be given.
100 students @ 25 = Rs 2,500. — (1)
- 2.) Entry ticket for the INA Delhi Haat will also be provided to the students. (If time permits then students will be taken there also).
100 students @ 30 = Rs 3,000. — (2)
- 3.) 2 Buses will be provided by the college.

So Total Budget = (1) + (2)
= Rs (2,500 + 3,000)
= Rs 5,500.

Pankaj
Hansir

Pitru

Rajendra

Ranipalwal
Shankar

Rajendra

Shankar

Shankar

①

A meeting of the department was held on 5th July, 17 in the Principal's office to discuss the following.

- 1) To discuss the letter uploaded on department's website where it is mentioned that generic papers of department of economics opted by the students of B.Com(H) and B.Com should preferably be taught by the teacher of economics in commerce department.
- 2) In B.Com IIIrd Sem, out of 36 students, 30 students opted for Computer applications in Business and Only 6 students opted cyber crime & law. As per the recommendations of joint meeting of CBCS and workload committee, held on 4th July, 17, at least 10 to 12 students should have opted for any paper to start the paper. If department wants to open this paper without workload then it is upto the department to decide.
~~Hand~~
- 3) To introduce Skill enhancement course (SEC) to B.A.(Prog) students who are studying ASPSM as discipline.

A mail was sent to the department for seeking clarification regarding SEC for B.A.(Prog) commerce based Papers. After telephonic conversation with the HOD, deptt. of Comm. Prof. Kavita Sharma conveyed that ~~(Skill EC~~ SEC's offered to B.Com students ~~and~~ ^{can} also be offered to B.A.(Prog) students (Commerce students). She also assured that details of the same will also be uploaded on the website very soon. So after the department upload this information, can we start these courses to B.A.(Prog) students?

②

To decide about the ^{3rd} cutoff

- ① After discussion on agenda #1 i.e. teaching of ew. paper, it was decided that a meeting with ew. deptt & workload committee should be planned.
- ② #2. It was decided that SEC for IIIrd semester of B.A(P) should be opened this year & not for IVth semester. Moreover (a) Computer app. in bus. Paper, only 10 seats are there otherwise lab./practical issues will crop up. (b) In case of cyber crimes & laws there is no limit as this is theory paper.

Agreed

5/7/17.

W/6/17
05/07/17

23/5/17

08.02.18

A meeting of the Department of Commerce was held on 8th Feb, 2018 at 10 am in Room No.5.

The agenda was to discuss about the Commerce Fest Vanijyam 2018. The following decisions were taken :-

The Commerce Fest Vanijyam 2018 will be organised on 20th, 21st and 22nd Feb, 2018. On 20th Feb, 2018 the event will be 'SPORTS FOR ALL'. In sports Kabbadi, Kho-Kho and Human ludo will be organised for the students of B.Com (Hons.), B.Com. and B.A. (Prog) commerce based discipline students only). Business Quiz will also be organised on the same day.

On 21st Feb, 2018, lectures will be organised. The tentative schedule is.

Technical Session I :- "Happiness : Key to Success"*

by Dr. A.K. Singh (Professor, Department of Commerce, Delhi School of Economics and President Indian Commerce Association Delhi Chapter).

Technical Session II :- 'Practical Application of GST and Budget' by Dr. S.B. Rathore (Associate Professor, Shyam Lal College).

On 22nd Feb, 2018 one lecture will be organised on Banking Sector Opportunities by Ms. Manisha Rana (Branch Manager, State Bank of India).

It will be followed by Ad-Mad Show, Art Gallery and Startup Business. On the same day after lunch Ms. Vanijyam (2017-18) will be organised. It will consist of two rounds - Ramp Walk and Special Talent. Selfie wall will also be made by the students.

The event Coordinators were also decided in the meeting which are as following

- a.) Kabaddi — Mr. Amir Khan & Ms. Parul Chopra
- b.) Kho-Kho — Mr. Amir Khan & Ms. Lovely.
- c.) Human Ludo — Ms. Rashi Palival & Ms. Divya Kalra.
- d.) Business Quiz — Dr. Sumita Dahiya, Dr. Parul Groel and Ms. Indu.
- e.) Ad-Mad Show — Ms. Parul Chopra & Ms. Lovely.
- f.) Art Gallery — Mr. Amir Khan & Ms. Divya Kalra
- g.) Startup Business — Dr. Parul Groel, Dr. Sumita Dahiya and Ms. Indu.
- h.) Selfie Wall — Ms. Lovely and Ms. Rashi Palival.

5.) Each event co-ordinator was also asked to frame the rules of the specific events, prepare the budget and give their requirements for the events. They were asked to co-ordinate with the class representatives.

6.) The amount of the prizes was also decided.

- a.) First Prize — ₹ 1500/-
- b.) Second Prize — ₹ 1000/-
- c.) Third Prize — ₹ 500/-.

7.) The duties for the Varijyam were also decided :-

- a.) Refreshment ⇒ Ms. Indu & Dr. Parul Groel & Dr. Sumita Dahiya
- b.) Banners, Certificates & Tent ⇒ Ms. Parul Chopra & Ms. Lovely.
- c.) Registration ⇒ Ms. Divya Kalra & Mr. Amir Khan.
- d.) Schedule Preparation ⇒ Ms. Rashi Palival.

8.) The events for 20th Feb, 2018 will be organised in the college sports ground and the events on 21st Feb and 22nd Feb 2018 will be organised in the college hall.





Dr. Sumita Dahiya, 8/2/18, Amir

Departmental meeting was held on 9th May 2017. Following were Present-

1. Dr. Bhawna
2. Dr. Rajeev
3. Dr. Anu
4. Dr. Hema

It was discussed and decided that counselling of Present 1st yr. and 2nd yr. Students for SEC would be conducted as and when their exams are held (i.e. on the day of their exam). Convenor of CBCS Committee Dr. Kamlesh Thakral has informed that their committee is developing centralised forms for ① Skill Enhancement Courses ② Generic Elective of B.Com(P) Ist Sem, B.Com(H) Ist & IInd Sem. She also informed that Generic Elective forms for BCH Ist & IInd Sem be filled after opening of college i.e. in the month of July and August 2017.

It was also decided that ^{for} DSE (Discipline specific courses) of B.Com Ist Sem & B.Com(H) Ist Semester, forms to be developed by our department. Dr. Parul goel was assigned ~~for~~ this task.

Rajeev  Anu  Parul  Indu 

Date: 11.01.18

A meeting of Department of Commerce, Aditi Mahavidyalaya was held on 11 January, 2018 in room no. 5 at 10.30 a.m.

The following members were present in the meeting:

1. Dr. Rajiv Kaur
2. Dr. Bhawna Rajput
3. Dr. Nitu Rana Dabas
4. Dr. Sunita Dahiya
5. Dr. Parul Goel
6. Ms. Indu
7. Ms. Rashmi Paliwal
8. Ms. Shashi
9. Ms. Parul Chopra
10. Ms. Lovely Chauhan
11. Mr. Aamir Khan
12. Ms. Divya Kalra

The following decisions were taken in the meeting:

1. The options of DSE 3 and DSE 4 of B.Com Hons. Sem 6 and B.Com Sem 6 of those students were changed who requested and gave application for the same. Two students of B.Com Sem 6 were shifted from Management Accounting to Financial Markets and Institutions, Four students of B.Com Hons. Sem 6 changed their option from Fundamentals of Investment to Consumers Affairs and Customer Care. Eleven students of B.Com Sem 6 were also given permission to change their option from Fundamentals of Investment to International Business. Ms. Shashi (for B.Com Hons.), Ms. Lovely and Ms. Divya (both for B.Com) were asked to prepare the revised list of the students for the DSE options.
2. The seniority list sent by the Department of Commerce, Delhi University was also discussed and filled in the meeting.
3. The timetable with tutorials for the session January to May 2018 for all the classes of B.Com Hons. and B.Com was signed by the concerned teachers. The timetable for one student (Ms. Meenakshi Kumari) of Semester system of B.Com Hons. Sem 6 was also made and given to her for her cluster classes.
4. It was also decided in the meeting that one seminar will be organised for the students of B.Com Hons. Sem 6 and B.Com. Sem 6 on the topic GST in the end of January month and one workshop on Advanced Excel will also be organised for the Sem 4 and Sem 6 of B.Com Hons. and B.Com both either in January end or in February beginning. One Industrial visit will also be organised during that time.

(Signatures of members present in the meeting)

Rajiv Kaur
Bhawna Rajput
Nitu Rana Dabas
Sunita Dahiya
Parul Goel
Indu
Rashmi Paliwal
Shashi
Parul Chopra
Lovely Chauhan
Aamir Khan
Divya Kalra

15.02.18

A meeting of the Department of Commerce was held on 15th Feb, 2018 at 10.30 am in Room No-6. The agenda was to discuss about the NAAC criterias to be submitted to the NAAC committee and Vanijyam 2018 to be held from 20th Feb to 22nd Feb. 2018. The following decisions were taken:

- 1.) Ms. Parul Chopra told about the 2.3 and 2.4 criteria of the N.A.A.C. file and the data to be provided by each Faculty of the commerce department. The information was provided by the Faculties so that the same can be compiled by Ms. Parul Chopra.
- 2.) For the lecture series in Vanijyam 2018 i.e. for 21st Feb., the technical session which was supposed to be taken by Dr. A.K. Singh (Professor, Department of Commerce, Delhi School of Economics) got cancelled, as Dr. A.K. Singh telephonically shown his inability for the same. He has to attend some meeting in University on the same day. Hence, a lecture by Times Education on Public Speaking will be held at the same schedule.
- 3.) The prizes for the events to be organised in Vanijyam were also discussed.
 - 1.) Business Quiz \Rightarrow First Prize Rs. 1500, Second Prize Rs. 1000 & Third Prize Rs. 500.
 - 2.) Ad-Mad Show \Rightarrow First Prize Rs. 1500, Second Prize Rs. 1000 & Third Prize Rs. 500.
 - 3.) Art Gallery \Rightarrow First Prize Rs. 1500, Second Prize Rs. 1000 & Third Prize Rs. 500.
 - 4.) Startup Business \Rightarrow First Prize Rs. 1500, Second Prize Rs. 1000 & Third Prize Rs. 500.
 - 5.) Human ludo \Rightarrow Three prizes of Rs. 1000 each. (Prize Money (500+1000+500) = Rs. 3000).
 - 6.) Kho Kho \Rightarrow One prize of Rs. 3000/- (Prize money (1500+1000+500) = Rs. 3000).
 - 7.) Kabaddi \Rightarrow One prize of Rs. 3000/- (Prize money Rs. 1500+Rs. 1000+Rs. 500 = Rs. 3000).

15.3.18.

A meeting of the department of commerce was held on 15 Mar, 2018 at 10.30 am in the room no. 5.

The following decisions were taken in the meeting.

① For Usha Aggarwal Scholarship the criteria as per the college records is the students getting the highest marks in Semester I and Semester II (^{first year} in aggregate) of B.Com(Hons) and B.Com. For the academic year 2016-17, the student getting highest marks in B.Com(Hons) Ist yr.

1) Sonali (Roll No. 16002504003) CGPA 8.95.
and in B.Com I yr is —

1) Shreya Aggarwal (Roll No. 16002503005) CGPA 8.45.

Hence all the members in the meeting decided to recommend the names of these two students for the Usha Aggarwal Scholarship for the academic year 2016-17.

② For Vijaya Sharma Memorial Scholarship the criteria is the students getting the highest marks in Semester III and Semester IV (i.e. II year in aggregate) of B.Com(Hons) and B.Com. For the academic year 2016-17, the student getting the highest marks in B.Com(Hons) II yr's

1) Shivani Kaushik (Roll No. 1506046) CGPA 8.86
Exam Roll No. 15002504018
and in B.Com II yr. is —

1) Garima Dhall (Roll No. 15002503051) CGPA 8.64.

So, it was decided that the names of these two students will be recommended for Vijaya Sharma Memorial Scholarship in the academic year 2017-18.

Signature
Signature
Signature
Signature

18 Jan, 2018.

A meeting of the Department of Commerce was held on 18.01.18 in the staff room at 10.30 am. Our college is located in semi-urban region of Delhi. The Department of Commerce has been meeting the educational needs of girls of the region, many of whom hail from economically weaker backgrounds with limited access to higher educational opportunities. We have always strived to achieve holistic development of our girls making them socially aware and professionally and financially independent. Many of our alumni have been successfully placed in University of Delhi and many other respected organisations.

In our endeavour to contribute to the society we would like to increase our strength of students of B.Com(Hons) and B.Com. It was decided in the meeting that the number of students for B.Com(Hons) should be 100 (50+50), however the sanctioned strength is 55 (one section). For B.Com, the number of students should be 120 (60+60) and the sanctioned strength is 46. The college may decide as per university rules.

In the meeting it was also decided that the change of option from Fundamentals of Investment to Consumer Affairs and Customer Care will be allowed to Miss Sheetal [1506040] student of B.Com(Hons) Sem VI as she has given the reason why she should be allowed and her letter ^(application) was forwarded by Principal Mam. Her reason seems to be a valid reason. The following members were present in the meeting.

Pand

Amis.

①

- After discussion on various agenda items, it was decided
Agenda 1. Co-ordinators were appointed to fill various forms. List is as follows:

items, it was decided
Agenda 1. Co-ordinators were appointed to fill
various forms. List is as follows:

For class (coming session)

① BCP Ith sem

- Discipline specific options
- Skill Enhancement "
- Generic "

Teacher Co-Ordination

Sec A - Dr. Parul goel
(42 students)

Sec B
(30 student) - Dr. Parul
Chopra.

72 Total

for program filling

P IIIrd Semester
Skill Enhancement
course
(SEC)

- ③ BCH IIIrd Semester
- Skill Enhancement Course
(SEC)
- Generic Elective
(To be filled when college reopens)
- ④ BCH Vth semester
- Discipline Specific Course
- ⑤ BCH Ist Semester
(To be filled after college reopens)

No. of student — MS. Indu
(36)
Dt. 25th May 2017

No. of student — MS. Shashi
(33)

No. of student — Dr. Sunita Dahiya
(43)

— Dr. Parul goel and Rashi

- # Agenda Item 2 — Prospectus - contents to be revised.
Dr. Sunita Dahiya & Ms. Parul Chopra were assigned this duty of Co-ordinating with Dr. Nidhi goel (convenor, Prospectus) and making changes as per new norms of admission policy 2017-18 as per new uni-bulletin.
- # Agenda Item 3 — counselling and admission duties of faculty to be assigned after the dates for the admission & counselling are finalised by University.
- # Agenda Item 4 — Workload for 2017-18 to be submitted to Dr. Neelam Lathi (convenor workload).

1, workload ^{was} to be submitted as it is (3)
before getting any data on 16/5/17 as it is
and mailed to Ms. Keenaseghal (Co-convenor, workload).

Agenda Item 5 — Time table committee of the department
was formed consisting of Dr. Sumita -
Dahiya, Dr. Parul goel, Ms. Indu & Ms.
Shashi.

Agenda Item 6 — Orientation programme committee was
also formed

- PPT preparation — Ms. Indu, Ms. Rashmi
- Students should be informed during admissions
- Refreshments, sitting arrangements
Booking of lab and discipline to
be managed by Dr. Sumita Dahiya, Dr.
Parul goel, Ms. Parul chopra & Ms. Shashi

Any other Matter

— Dr. Parul goel was given the
responsibility of preparing PPT of
BCH Ist sem, Generic Elective Papers
with hard copies (2) of syllabuses of
2 options.

[Counselling by Dr. Parul goel and
Ms. Rashmi on the
date decided by the college for combin
[Counselling of honors generic papers

— Ms. Rashmi was given the responsibility
of Generic Elective

(4)
— Ms. Parul Chopra and Ms. Indu were given the responsibility of Generic Eled of B.Com (P) VTh semester. Centralized forms were filled for the same. They have to co-ordinate with Dr. Kamlesh Thakral (Convenor CBCS) for getting data of Students of BA (P) who have opted Commerce generic Papers.

Rajeev Kan
P.T.O. Sub
Parul
Indu
Shashi
Pankaj
Shashi

20.7.17

A meeting of the Department of Commerce was held on 20 July, 2017 in the staff room at 10.00 am. The following decisions were taken:

- 1.) Department decided that the two options (as approved under AC/EC) as uploaded on the department of commerce website (commerceu.com dt 18.7.17) will be opened for the students of B.A. Programme Sem V (ASPSM option) i.e.
Paper 5(a) Brand Management
5(b) Sales Promotion & Public Relations
Sem VI Paper 6(a) Sales Force Management
6(b) E-marketing.
- 2.) The cutoff for the sixth list of admission in B.Com (Hons.) and B.Com was also discussed.

Amrta
20/7/17

W
20/7/17

P
Rajen
20/7/17

20/7/17

20/7/17

A departmental meeting was held on 27 July, 2017 in room No-12 at 10.30 am. The following decisions were taken:

- 1) It was decided that for ASPSM Sem V in B.A. Programme, only one option will be offered to the students (Sales Promotion & Public Relations paper 5(b)) after discussion with various colleges offering same paper in their college.
- 2) It was decided that the cutoff should be reduced to fill the sanctioned seats in both B.Com (Hons.) and B.Com.

Laxman
27/7/17.

Anu Jain
27/7/17

Sul
27/7/17

Shah
27/7/17

P. W.
27/7/17

P. W.
27/7/17

P. W.
27/7/17

Vijaya
27/7/17

Rashmi
27/7/17

09.8.17

A meeting of the department of commerce was held in room No.5 on 09.8.17 at 11.30 a.m. to discuss the cutoff for the tenth list for admissions in B.Com. (Hons.) & B.Com Programme. The following cutoff was decided.

	Gen.	SC	ST	OBC	PH	KM
B.Com (H)	81%	45%	45%	45%	45%	50%
B.Com (P)	79%	45%	45%	45%	45%	50%

P. S. S.
09/8/17

Rajendra
09/08/17

Choudhary

Off 9/8/17

Indu

Shrestha

Smt

Pand

Pal

22.8.17

The departmental meeting was held in the staff room at 11.00 am on 22 Aug, 2017, to discuss the workload of Ms. Vijaya Sharma as she has applied for earned leave (from 21.8.17 to 29.9.17). It was decided in the meeting to distribute her classes amongst the existing faculty members. This decision would not disturb the ongoing classes of the students.

Nit
(NITU DABAS)

Rajeev Kaur
(RAJEEV KAUR)

Bh
(BHAWNA RAJPUT)

Paul Chopra
(Paul Chopra)
Rashi Palawat
(RASHI PALAWAT)

Shashi
(Shashi Kumari)
Karely
(Karely)
Divya
(DIVYA KALRA)

Swita
(Swita Dahiya)
Indi
(Indi)

Amir
(AAMIR KHAN)

Paul
(Paul Guel)

Aditi Mahavidyalaya
Department of Commerce
minutes of meeting

5th Sept '17

Room No: 06

Time: 10:30 a.m.

A meeting of department was held to discuss the subject papers to be offered to students in Sem II, Sem IV and Sem VI (2017-18) for B.Com and B.Com (Hons.). It was decided that the following subjects shall be offered:

B.Com (2017-18)

Semesters II

- ① BUSINESS - LAWS [Core]
- ② BUSINESS MATHEMATICS & STATISTICS [Core]

Semesters IV

Core	Skill Enhancement Courses (S.E.C.)
① Corporate - Accounting	① E-Commerce
② Cost-Accounting	② Investment in Stock Markets

Semesters VI

DSE - 3	DSE - 4	S.E.C.	Generic - elective
① Management - Accounting	① International Business	① Personal selling & salesmanship ② Collecting	① Business - Management

B.Com (Hons.) (2017-18)

Semester - II

Core

① Corporate-Accounting

② Corporate-Laws

Generic-Elective (G.E.)

① Macro-Economics

② Investing in stock Markets.

Semester - IV

Core

① Cost - Accounting

② Business - Mathematics

③ Computer Application in Business

S.E.C

① Entrepreneurship

② Collective Bargaining & Negotiation Skills

G.E

① Indian-Economy

② Economics of Regulations of Domestic & Foreign Exchange Markets

Semester - VI

Core

① Auditing & Corporate Governance

② Indirect Tax Laws

D.S.E.-3

① Fundamentals of Investment

② Consumer Affairs & Customer Care

D.S.E.-4

① International Business

② Industrial Relations & Labour Laws.

Pamul
(Pamul Gopal)
5/9/2017

Indu
5/9/17

Divya Kalra

Amish Khan
Jharkhand

Kareela
(Kareela)

Pandey

Pandey

Minutes

8.9.17.

A departmental meeting was held on 08.9.17 in the staff room at 12.30 pm to discuss about the workshop on Tally for B.Com (Hons) Sem I and B.Com (Prog.) Sem I students for their Financial Accounting paper. It was decided that the workshop will be conducted by Dr. Hemchand Jain, Associate Professor in DDU. He is also Vice Principal of DDU and also holding post of President Indian Accounting Association, Delhi Chapter. The workshop will be held on 19th Sept, 2017 and it will be conducted in 2 Technical Sessions beginning from 10 am till 3 pm in the College Hall. The students will be given refreshment of Rs 25/- + GST and the resource person, faculty members and the authorities will be given mini lunch/working lunch. The students will also get certificates. It was also decided that the bouquets/planter and mementoes will be given to the resource person in addition to the honorarium.

The following members were present:

- 1) Dr. Rajeev Kaur Rajeev Kaur
- 2) Dr. Bhawna Rajput Bh
- 3) Ms. Nitu Dabas (TIC) Nitu
- 4) Dr. Sunita Dahiya
- 5) Dr. Parul Grod
- 6) Ms. Indu
- 7) Ms. Rashmi
- 8) Ms. Shashi
- 9) Ms. Parul Chopra
- 10) Ms. Lovely Chauhan
- 11) Ms. Divya Kalra

Sunita

Sunita

Nitu Rajeev

A departmental meeting was held on 10.10.17 at 12.30 pm in the staff room. The following decisions were taken:

1.) Ms. Vijaya Sharma has again applied for earned leave from 09.10.17 to 09.12.17. ~~The~~ It was decided that the existing staff will share her workload.

2.) The following members were present:

- a.) Dr. Rajeev Kaur Rajeev Kaur
- b.) Dr. Bhawna Rajput Bh
- c.) Dr. Nitin Rana (TIC) Nitin
- d.) Dr. Sunita Dahiya Sunita
- e.) Dr. Parul Goel Parul
- f.) Ms. Indu Indu
- g.) Ms. Rashmi Palival Rashmi Palival
- h.) Ms. Shashi Shashi
- i.) Ms. Lovely Lovely
- j.) Ms. Parul Chopra Parul Chopra
- k.) Mr. Amir Khan Amir
- l.) Ms. Divya Kalra Divya

24.10.17.

A departmental meeting was held on 24.10.17 at 10.30 am in Room No. 6. The following decisions were taken:

- 1.) The distribution of papers for the even semesters (i.e. II, IV & VI) of the academic year 2017-18 was discussed.
- 2.) The books and the journals to be ordered for the library was discussed.
- 3.) It was also decided in the meeting that the class teachers will get the option forms filled for the DSE III & IV, skill and generic papers from the students for the even semesters of the current academic year (i.e. 2017-18).
- 4.) It was also decided that the mid semester test of those students who were absent during their respective mid semester test schedule will be held on 28.10.17.

The following members attended the meeting.

Pitru
(Dr. Nitin Dabas)

Panel

Rajeev Kaur
(Dr. Rajeev Kaur)

namely

Savitri

Indu

Shruti
(Dr. Shruti Kaur)

Pooja

23.2.18

A meeting of the Department of Commerce was held on 23rd Feb, 2018 at 10.30 am in the staff room. The prize distribution committee has asked the name of allrounder student for the academic year 2017-18.

It was decided in the meeting that the students of B.Com Hons Semester VI and B.Com Prog. Sem VI will only be considered for the allrounder student. The students of B.Com Hons. Sem VI and B.Com Sem VI will be asked to give their names by Monday i.e. 26 Feb, 2018 to TIC Commerce Dr. Nitu Dabas. and their interviews will be held on 27.2.18.

The criteria for deciding the allrounder student will be both academics as well as participation in non-academic activities (like extra-curricular sports, cultural, NCC, NSS etc.).

The interview will also be held of the students giving their names for allrounder student for the academic year 2017-18. They will bring their supporting documents (i.e. marksheets, certificates etc.) at the time of interview on 27 Feb, 2018.

Peter
Rajeev

Nancy
Smith

John

26.4.18

A meeting was called on 26 April 2018 at 10.00 am in Room No. 5.

The following decisions were taken:-

- 1.) It was proposed in the meeting that for the students of B.Com (Hons) Sem V, Business Statistics should also be opened in Discipline Specific Elective 2. All the members present in the meeting agreed for this and the students will be given this option.
- 2.) The inchargeship was handed over by Dr. Nitu Rana Dabas (TIC Commerce 2017-18) to Dr. Hema Gupta (TIC Commerce 2018-19).

Nitu
26/4/18

Hema
26/4/18

Laxmi
26/4/18

Indu Parul

Pallavi

Lovely

Anita

Dr 26/4/18

Laxmi

Shashi

Divya

Sunil

27.2.18

An interview was conducted on 27 Feb, 2018 at 11.30 am in Room No. 5 for deciding the allrounder students for the academic year 2017-18. The final year students of B.Com (Hons.) & B.Com were called for the interview. Eight students from B.Com (Hons.) and two students from B.Com came for the interview. Ms. Gauri Shokeen has scored the highest marks as per the criteria decided in the departmental meeting. She is from B.Com (Hons.) Sem VI. Hence Ms. Gauri Shokeen will be given the prize of allrounder student for the academic year 2017-18.

P²¹
Dr. Nitu Dabas
TIC Commerce.

Amir.

Arup

Rajenkan

Raj

Raj

Shashi

Pamul

Ravi

Simha

Indu

Lovely

A meeting of the department of commerce was held on 27 Feb, 2018 at 10.15 am in Room No. 6. The following decisions were taken:

- 1.) The NAAC criteria 2.5, 2.6 and 2.7 were discussed and all the faculties were asked to provide the relevant inputs for all the criterias (i.e. 2.5, 2.6 & 2.7) to Dr. Sunita Dahiya.
- 2.) It was also decided that all the teachers will give the internal assessment from 2013-14 to 2017-18 to Dr. Parul Groel.
- 3.) In the meeting it was also decided that the students securing highest marks in B.Com(H) Sem I & II in aggregate and B.Com Sem I & II in aggregate will be given 'Ms. Usha Aggarwal Scholarship'.
- 4.) The family of Late Ms. Vijaya Sharma has also started scholarship of Rs 5,000/- for the students of B.Com(H) & B.Com. The criteria was also given by them. The students getting highest marks in Sem 3 & 4 in aggregate in B.Com(Hons.) & B.Com will get the scholarship of Rs 2,500 each.
- 5.) The criteria for the allrounder students was also decided which is as following:

1.) Academics	50 %
2.) Interview	10 %
3.) Participation in classroom	20 %
4.) Extra Curricular Activities	20 %

 (Participation & Prizes)
- 6.) It was also decided that Ms. Vijaya Sharma Memorial Scholarship will be given to the toppers of B.Com(H) & B.Com in II year, if they do not take migration from the college. In case migration is taken then the next topper in both the courses will be given the scholarship.

Parul

Rajendra

Anita

Nitin Dabas

Soni

Indu

31-01-18

A meeting of the department of commerce was held on 31st January 2018, in Room no. 5 at 10.30 a.m. The following decisions were taken:

- 1) It was decided that the workload of Ms. Vijaya Sharma will be shared amongst the existing teachers in the department as it was done in the previous semester. The teacher against her will be demanded in the next session i.e. 2018-19 (July onwards).
- 2) For the generic paper macro economics which was offered to students of BSW, BHI & BA (Hons) Geography of Sem II, the number of students left is four. It was decided that more students will be persuaded to take this option otherwise either the option will be closed as minimum number of students required is five as per delhi university rules or the decision will be left for CBCS committee.
- 3) The recommendations for the books for the library was also taken from all the teachers of the department.
- 4) It was also decided that the students of B.Com(H) Sem VI and B.Com Sem VI will be taken to NSIC Okhla for Industrial visit. The date will be decided after taking appointment from NSIC Okhla.

Amis

P. R.

Pand

Singh

Pand

Indu

P. K. S.

Shashi

Lawal

Lonely

The Principal ¹⁴⁶
Aditi Mahavidyalaya
University of Delhi
Bawana
Delhi - 110089.

Date: 30.8.17

Principal,
may kindly be
approved budget
for the year 2017-18
am
19/11

B: Submission of Budget for the Department
of Commerce for the academic year 2017-18

adam,
This is to bring to your kind
notice that I am submitting the budget
for the Department of Commerce for the
academic year 2017-18. The tentative
Budget is as following:
Funds Available (as informed by Mishraji)
= ₹ 3,53,000/-

Events:
1.) Tally (ERP9), GST, E-filing = Rs 90,000/-
2.) Special Lectures/Workshops = Rs 89,000/-
3.) Vanijyam (Intra College Fest) = Rs 1,30,000/-
4.) One day Industrial Visit = Rs 50,000/-
Total Rs 3,50,000/-

Closures: Minutes of
the meeting held
on 30.8.17.
(Photocopy)

Thanks & Regards.





Yours Faithfully
Ritu
(NITU DABAS)

Departmental meeting was held on 9th May 2017. Following were Present-

1. Dr. Bhawna
2. Dr. Rajeev
3. Dr. Anu
4. Dr. Hema

It was discussed and decided that counselling of Present 1st yr. and 2nd yr. Students for SEC would be conducted as and when their exams are held (i.e. on the day of their exam). Convener of CBCS Committee Dr. Kamlesh Thakral has informed that their committee is developing centralised forms for ① Skill Enhancement Courses ② Generic Elective of B.Com(P) Vth Sem, B.Com(H) Ist & IInd Sem. She also informed that Generic Elective forms for BCH Ist & IInd Sem be filled after opening of college i.e. in the month of July and August 2017.

It was also decided that ^{for} DSE (Discipline specific courses) of B.Com Vth Sem & B.Com(H) Vth Semester, forms to be developed by our department. Dr. Parul goel was assigned ~~for~~ this task.

Rajeev  Anu  Parul  Indu 

P IIIrd Semester
Skill Enhancement
course
(SEC)

No. of student — MS. Indu
(36)
Dt. 25th May 2017

③ BCH IIIrd Semester
— Skill Enhancement Course
(SEC)
— Generic Elective
(To be filled when
college reopens)

No. of student — MS. Shashi
(33)

④ BCH Vth semester
— Discipline Specific Course

No. of student — Dr. Sunita Dahiya
(43)

⑤ BCH Ist Semester
(To be filled after college
reopens)

— Dr. Parul goel and
Rashi

Agenda Item 2 — Prospectus - contents to be revised.
Dr. Sunita Dahiya & Ms. Parul Chopra
were assigned this duty of Co-ordinating
with Dr. Nidhi goel (convenor, Prospectus)
and making changes as per new
norms of admission policy 2017-18
as per new uni-bulletin.

Agenda Item 3 — counselling and admission duties
of faculty to be assigned after
the dates for the admission &
counselling are finalised by Uni-
versity.

Agenda Item 4 — Workload for 2017-18 to be submitted
to Dr. Neelam Lathi (convenor workload)
important actions need to

1, workload ^{was} to be submitted as it is (3)
before getting any data on 16/5/17 as it is
and mailed to Ms. Keenashgal (Co-convenor, workload).

Agenda Item 5 — Time table committee of the department
was formed consisting of Dr. Sumita -
Dahiya, Dr. Parul goel, Ms. Indu & Ms.
Shashi.

Agenda Item 6 — Orientation programme committee was
also formed
— PPT preparation — Ms. Indu, Ms. Rashmi
— Students should be informed
during admissions
— Refreshments, sitting arrangements
Booking of lab and discipline to
be managed by Dr. Sumita Dahiya, Dr.
Parul goel, Ms. Parul chopra & Ms. Shashi.

Any other Matter

— Dr. Parul goel was given the
responsibility of preparing PPT of
BCH Ist sem, Generic Elective Papers
with hard copies (2) of syllabuses of
2 options.

[Counselling by Dr. Parul goel and
Ms. Rashmi on the
date decided by the college for combin
[Counselling of honors generic papers

— Ms. Rashmi was given the responsibility
of Generic Elective

(4)
— Ms. Parul Chopra and Ms. Indu were given the responsibility of Generic Eled of B.Com (P) Vth semester. Centralized forms were filled for the same. They have to co-ordinate with Dr. Kamlesh Thakur (Convenor CBCS) for getting data of Students of BA (P) who have opted Commerce generic Papers.

Parul Chopra
Indu
Rajesh Kan
GTC Sub
Parul
Kamlesh Thakur
Indu
Shashi

A departmental meeting was held on 3rd June 2017 to discuss the following ①

1. To report the data collected regarding options of Skill Enhancement, Discipline Specific etc.

Agenda 2. To discuss the paper allocation and Seniority list.

Agenda 3. workload to be discussed and finalised.

Agenda 4. Combinations for B.Com (H) ^{IV} semester CBCS being recommended in meeting held at D. School on 30th May 2017.

Any other Matter.

Agenda 1. It was reported in the meeting that

① In BCH Ith semester following Discipline Courses were opted by the students

1. Management Accounting - 16
2. Advertising - 27
3. Organisation Behaviour - 43

Total Students

43

Redo

② In BCH IIIrd Semester - Skill Enhancement course (SEC)

1. E-Commerce - 5
2. E-Marketing - 27

Total Students

32

10-12

③ In BCP IIIrd Sem - Skill Enhancement course (SEC)

1. Computer applications in Business - 30
2. Cyber crimes & Law - 6

Total

36

10-12

④ In BCP Vth Semester

1. Skill [Entrepreneurship
- Advertising

Sec A

B

Total

28

13

→

41

14

17

-

31

Discipline Specific course

	Section A	Seet B	Total
Marketing	26	13	39
Human Resource Mgt (HRM)	16	17	33
3. Financial Management	21	15	36
4. Training & Development	21	15	36

③ Regarding data on generic, we need data from Dr. Kamlesh Thakral, (convenor CBCS) i.e. how many students of B.ACP) have opted commerce generic.

Agenda 2 & 4 —

As per the telephonic conversation with the Head, Deptt. of commerce, she has suggested that the seniority list can be send at the earliest but after incorporating the option details of B.Com (H) Vth semester students.

Agenda 3 — ~~Moreover~~ Workload has to be finalised

Therefore BCH Vth semester forms need to be finalised. It was decided that Dr. Sunita Dahiya will talk to the students and finalise the day for filling forms. Vth semester forms. Following options were decided Vth sem -

Agenda 5 - Rooms for commerce, whether 1st floor or ground floor.

Agenda 6 - Reporting of admission duties.
dt. ~~Teacher's name~~

Following duties are assigned for admission work:
→ Next Page

dates

20, 21, 22, 24

26, 27, 28 and July 1

July 3, 4, 7, 8

July 10, 13

July 14, 15

July 18, 19

Teachers name

Ms. Shashi, Ms. Parul Chopra

Dr. Sunita Dahiya, Dr. Parul goel.

Ms. Rashi, Ms. Indu

Ms. Rashi, Ms. Parul chopra

Dr. Sunita, Dr. Parul goel

Ms. Shashi, Ms. Indu.

Duties of Permanent Faculty (2017-18)
(Signatory Authority)

First cut-off

June 20-22, 2017

Dr. Bhawna Rappul

IInd

"

"

June 24-28, 2017

Dr. Anu Jain

IIIrd

"

"

1 July - 4 July

Dr. Hema Gupta

IV

"

"

7 July - 10 July 2017

Dr. Rajeev

V

"

"

13 July - 15 "

"

VI

"

"

18 July - 19 "

July, 2017

"

Agenda NAAC work to be resumed by all the faculty members at the earliest

Members Present

Dr. Rajeev Kaur

Dr. Bhawna Rappul

Dr. Anu Jain

Dr. Hema Gupta

Ms. Parul Chopra

Ms. Indu

Ms. Shashi

Anu

Parul

Indu

Shashi

TIC

①

A meeting of the department was held on 5th July, 17 in the Principal's office to discuss the following.

- 1) To discuss the letter uploaded on department's website where it is mentioned that generic papers of department of economics opted by the students of B.Com(H) and B.Com should preferably be taught by the teacher of economics in commerce department.
- 2) In B.Com IIIrd Sem, out of 36 students, 30 students opted for Computer applications in Business and Only 6 students opted cyber crime & law. As per the recommendations of joint meeting of CBCS and workload committee, held on 4th July, 17, at least 10 to 12 students should have opted for any paper to start the paper. If department wants to open this paper without workload then it is upto the department to decide.
~~Hand~~
- 3) To introduce Skill enhancement course (SEC) to B.A.(Prog) students who are studying ASPSM as discipline.

A mail was sent to the department for seeking clarification regarding SEC for B.A.(Prog) commerce based Papers. After telephonic conversation with the HOD, deptt. of Comm. Prof. Kavita Sharma conveyed that ~~(Skill EC~~ SEC's offered to B.Com students ~~and~~ ^{can} also be offered to B.A.(Prog) students (Commerce students). She also assured that details of the same will also be uploaded on the website very soon. So after the department upload this information, can we start these courses to B.A.(Prog) students?

②

To decide about the ^{3rd} cutoff

- ① After discussion on agenda #1 i.e. teaching of ew. paper, it was decided that a meeting with ew. deptt & workload committee should be planned.
- ② #2. It was decided that SEC for IIIrd semester of B.A(P) should be opened this year & not for IVth semester. Moreover (a) Computer app. in bus. Paper, only 10 seats are there otherwise lab./practical issues will crop up. (b) In case of cyber crimes & laws there is no limit as this is theory paper.

Agreed

5/7/17.

W/6/17
05/07/17

23/5/17

20.7.17

A meeting of the Department of Commerce was held on 20 July, 2017 in the staff room at 10.00 am. The following decisions were taken:

- 1.) Department decided that the two options (as approved under AC/EC) as uploaded on the department of commerce website (commerceu.com dt 18.7.17) will be opened for the students of B.A. Programme Sem V (ASPSM option) i.e.
Paper 5(a) Brand Management
5(b) Sales Promotion & Public Relations
Sem VI Paper 6(a) Sales Force Management
6(b) E-marketing.
- 2.) The cutoff for the sixth list of admission in B.Com (Hons.) and B.Com was also discussed.

Amrta
20/7/17

W
20/7/17

P
Rajeev
20/7/17

20/7/17

20/7/17

A departmental meeting was held on 27 July, 2017 in room No-12 at 10.30 am. The following decisions were taken:

- 1) It was decided that for ASPSM Sem V in B.A. Programme, only one option will be offered to the students (Sales Promotion & Public Relations paper 5(b)) after discussion with various colleges offering same paper in their college.
- 2) It was decided that the cutoff should be reduced to fill the sanctioned seats in both B.Com (Hons.) and B.Com.

Laxman
27/7/17.

Anu Jain
27/7/17

Sul
27/7/17

Shakti
27/7/17

P. K. S. R.
27/7/17

Pamul
27/7/17

Vijaya
27/7/17

Rashmi
27/7/17

09.8.17

A meeting of the department of commerce was held in room No.5 on 09.8.17 at 11.30 a.m. to discuss the cutoff for the tenth list for admissions in B.Com. (Hons.) & B.Com Programme. The following cutoff was decided.

	Gen.	SC	ST	OBC	PH	KM
B.Com (H)	81%	45%	45%	45%	45%	50%
B.Com (P)	79%	45%	45%	45%	45%	50%

P. S. S.
09/8/17

Rajendra
09/08/17

Choudhary
18

Off
9/8/17

Indu

Shrestha

Sud

Pamul

Padmapada

22.8.17

The departmental meeting was held in the staff room at 11.00 am on 22 Aug, 2017, to discuss the workload of Ms. Vijaya Sharma as she has applied for earned leave (from 21.8.17 to 29.9.17). It was decided in the meeting to distribute her classes amongst the existing faculty members. This decision would not disturb the ongoing classes of the students.

Nit
(NITU DABAS)

Rajeev Kaur
(RAJEEV KAUR)

Bh
(BHAWNA RAJPUT)

Paul Chopra
(Paul Chopra)
Rashi Palawat
(RASHI PALAWAT)

Shashi
(Shashi Kumari)
Karely
(Karely)
Divya
(DIVYA KALRA)

Swita
(Swita Dahiya)
Indi
(Indi)

Amir
(AAMIR KHAN)

Paul
(Paul Guel)

Aditi Mahavidyalaya
Department of Commerce
minutes of meeting

5th Sept '17

Room No: 06

Time: 10:30 a.m.

A meeting of department was held to discuss the subject papers to be offered to students in Sem II, Sem IV and Sem VI (2017-18) for B.Com and B.Com (Hons.). It was decided that the following subjects shall be offered:

B.Com (2017-18)

Semesters II

- ① BUSINESS - LAWS [Core]
- ② BUSINESS MATHEMATICS & STATISTICS [Core]

Semesters IV

Core	Skill Enhancement Courses (S.E.C.)
① Corporate - Accounting	① E-Commerce
② Cost-Accounting	② Investment in Stock Markets

Semesters VI

DSE - 3	DSE - 4	S.E.C.	Generic - elective
① Management - Accounting	① International Business	① Personal selling & salesmanship ② Collecting	① Business - Management

B.Com (Hons.) (2017-18)

Semester - II

Core

① Corporate-Accounting

② Corporate-Laws

Generic-Elective (G.E.)

① Macro-Economics

② Investing in stock Markets.

Semester - IV

Core

① Cost - Accounting

② Business - Mathematics

③ Computer Application in Business

S.E.C

① Entrepreneurship

② Collective Bargaining & Negotiation Skills

G.E

① Indian-Economy

② Economics of Regulations of Domestic & Foreign Exchange Markets

Semester - VI

Core

① Auditing & Corporate Governance

② Indirect Tax Laws

D.S.E.-3

① Fundamentals of Investment

② Consumer Affairs & Customer Care

D.S.E.-4

① International Business

② Industrial Relations & Labour Laws.

Pamul
(Pamul Chol)
5/9/2017

Indu
5/9/17

Divya Kalra

Amish Khan
Jharkhand

Kareela
(Kareela)

Pandey

Pandey

Minutes

8.9.17.

A departmental meeting was held on 08.9.17 in the staff room at 12.30 pm to discuss about the workshop on Tally for B.Com (Hons) Sem I and B.Com (Prog.) Sem I students for their Financial Accounting paper. It was decided that the workshop will be conducted by Dr. Hemchand Jain, Associate Professor in DDU. He is also Vice Principal of DDU and also holding post of President Indian Accounting Association, Delhi Chapter. The workshop will be held on 19th Sept, 2017 and it will be conducted in 2 Technical Sessions beginning from 10 am till 3 pm in the College Hall. The students will be given refreshment of Rs 25/- + GST and the resource person, faculty members and the authorities will be given mini lunch/working lunch. The students will also get certificates. It was also decided that the bouquets/planter and mementoes will be given to the resource person in addition to the honorarium.

The following members were present:

- 1) Dr. Rajeev Kaur Rajeev Kaur
- 2) Dr. Bhawna Rajput Bh
- 3) Ms. Nitu Dabas (TIC) Nitu
- 4) Dr. Sunita Dahiya
- 5) Dr. Parul Grod
- 6) Ms. Indu
- 7) Ms. Rashmi
- 8) Ms. Shashi
- 9) Ms. Parul Chopra
- 10) Ms. Lovely Chauhan
- 11) Ms. Divya Kalra

Sunita

Sunita

Nitu Rajeev

A departmental meeting was held on 10.10.17 at 12.30 pm in the staff room. The following decisions were taken:

1.) Ms. Vijaya Sharma has again applied for earned leave from 09.10.17 to 09.12.17. ~~The~~ It was decided that the existing staff will share her workload.

2.) The following members were present:

- a.) Dr. Rajeev Kaur Rajeev Kaur
- b.) Dr. Bhawna Rajput Bh
- c.) Dr. Nitin Rana (TIC) Nitin
- d.) Dr. Sunita Dahiya Sunita
- e.) Dr. Parul Goel Parul
- f.) Ms. Indu Indu
- g.) Ms. Rashmi Palival Rashmi Palival
- h.) Ms. Shashi Shashi
- i.) Ms. Lovely Lovely
- j.) Ms. Parul Chopra Parul Chopra
- k.) Mr. Amir Khan Amir
- l.) Ms. Divya Kalra Divya

24.10.17.

A departmental meeting was held on 24.10.17 at 10.30 am in Room No. 6. The following decisions were taken:

- 1.) The distribution of papers for the even semesters (i.e. II, IV & VI) of the academic year 2017-18 was discussed.
- 2.) The books and the journals to be ordered for the library was discussed.
- 3.) It was also decided in the meeting that the class teachers will get the option forms filled for the DSE III & IV, skill and generic papers from the students for the even semesters of the current academic year (i.e. 2017-18).
- 4.) It was also decided that the mid semester test of those students who were absent during their respective mid semester test schedule will be held on 28.10.17.

The following members attended the meeting.

Pitru
(Dr. Nitin Dabas)

Panel

namely

Savita

Indu

Rajeev Kaur
(Dr. Rajeev Kaur)

Shruti
(Shruti Kaur)

Pooja

Date: 11.01.18

A meeting of Department of Commerce, Aditi Mahavidyalaya was held on 11 January, 2018 in room no. 5 at 10.30 a.m.

The following members were present in the meeting:

1. Dr. Rajiv Kaur
2. Dr. Bhawna Rajput
3. Dr. Nitu Rana Dabas
4. Dr. Sunita Dahiya
5. Dr. Parul Goel
6. Ms. Indu
7. Ms. Rashi Paliwal
8. Ms. Shashi
9. Ms. Parul Chopra
10. Ms. Lovely Chauhan
11. Mr. Aamir Khan
12. Ms. Divya Kalra

The following decisions were taken in the meeting:

1. The options of DSE 3 and DSE 4 of B.Com Hons. Sem 6 and B.Com Sem 6 of those students were changed who requested and gave application for the same. Two students of B.Com Sem 6 were shifted from Management Accounting to Financial Markets and Institutions, Four students of B.Com Hons. Sem 6 changed their option from Fundamentals of Investment to Consumers Affairs and Customer Care. Eleven students of B.Com Sem 6 were also given permission to change their option from Fundamentals of Investment to International Business. Ms. Shashi (for B.Com Hons.), Ms. Lovely and Ms. Divya (both for B.Com) were asked to prepare the revised list of the students for the DSE options.
2. The seniority list sent by the Department of Commerce, Delhi University was also discussed and filled in the meeting.
3. The timetable with tutorials for the session January to May 2018 for all the classes of B.Com Hons. and B.Com was signed by the concerned teachers. The timetable for one student (Ms. Meenakshi Kumari) of Semester system of B.Com Hons. Sem 6 was also made and given to her for her cluster classes.
4. It was also decided in the meeting that one seminar will be organised for the students of B.Com Hons. Sem 6 and B.Com. Sem 6 on the topic GST in the end of January month and one workshop on Advanced Excel will also be organised for the Sem 4 and Sem 6 of B.Com Hons. and B.Com both either in January end or in February beginning. One Industrial visit will also be organised during that time.

(Signatures of members present in the meeting)

Rajiv Kaur
Bhawna Rajput
Nitu Rana Dabas
Sunita Dahiya
Parul Goel
Indu
Rashi Paliwal
Shashi
Parul Chopra
Lovely Chauhan
Aamir Khan
Divya Kalra

18 Jan, 2018.

A meeting of the Department of Commerce was held on 18.01.18 in the staff room at 10.30 am. Our college is located in semi-urban region of Delhi. The Department of Commerce has been meeting the educational needs of girls of the region, many of whom hail from economically weaker backgrounds with limited access to higher educational opportunities. We have always strived to achieve holistic development of our girls making them socially aware and professionally and financially independent. Many of our alumni have been successfully placed in University of Delhi and many other respected organisations.

In our endeavour to contribute to the society we would like to increase our strength of students of B.Com(Hons) and B.Com. It was decided in the meeting that the number of students for B.Com(Hons) should be 100 (50+50), however the sanctioned strength is 55 (one section). For B.Com, the number of students should be 120 (60+60) and the sanctioned strength is 46. The college may decide as per university rules.

In the meeting it was also decided that the change of option from Fundamentals of Investment to Consumer Affairs and Customer Care will be allowed to Miss Sheetal [1506040] student of B.Com(Hons) Sem VI as she has given the reason why she should be allowed and her letter^(application) was forwarded by Principal Mam. Her reason seems to be a valid reason. The following members were present in the meeting.

Pand

Amis.

31-01-18

A meeting of the department of commerce was held on 31st January 2018, in Room no. 5 at 10.30 a.m. The following decisions were taken:

- 1) It was decided that the workload of Ms. Vijaya Sharma will be shared amongst the existing teachers in the department as it was done in the previous semester. The teacher against her will be demanded in the next session i.e. 2018-19 (July onwards).
- 2) For the generic paper macro economics which was offered to students of BSW, BHI & BA (Hons) Geography of Sem II, the number of students left is four. It was decided that more students will be persuaded to take this option otherwise either the option will be closed as minimum number of students required is five as per delhi university rules or the decision will be left for CBCS committee.
- 3) The recommendations for the books for the library was also taken from all the teachers of the department.
- 4) It was also decided that the students of B.Com(H) Sem VI and B.Com Sem VI will be taken to NSIC Okhla for Industrial visit. The date will be decided after taking appointment from NSIC Okhla.

Amis

Pit

Pand

Sinha

Pand

Indu

Pankaj

Shashi

Ravi

Sanjay

05.02.18

A departmental meeting was held in room no. - 5 on 5 Feb, 2018 at 12.30 pm.

An Industrial visit is planned for the semester -VI students of B.Com (Hons.) and B.Com. on 9 Feb, 2018. The budget for the same was discussed in the meeting.

The following decisions were taken :-

- 1.) The refreshment to the students going to the industrial visit to NSIC (Okhla) will be given.
100 students @ 25 = Rs 2,500. — (1)
- 2.) Entry ticket for the INA Delhi Haat will also be provided to the students. (If time permits then students will be taken there also).
100 students @ 30 = Rs 3,000. — (2)
- 3.) 2 Buses will be provided by the college.

So Total Budget = (1) + (2)
= Rs (2,500 + 3,000)
= Rs 5,500.

Pankaj
Hansir

Pitru

Rajendra

Ranipalwal
Shah

Rajendra

Sunder

Sharma

08.02.18

A meeting of the Department of Commerce was held on 8th Feb, 2018 at 10 am in Room No.5.

The agenda was to discuss about the Commerce Fest Vanijyam 2018. The following decisions were taken :-

The Commerce Fest Vanijyam 2018 will be organised on 20th, 21st and 22nd Feb, 2018. On 20th Feb, 2018 the event will be 'SPORTS FOR ALL'. In sports Kabbadi, Kho-Kho and Human ludo will be organised for the students of B.Com (Hons.), B.Com. and B.A. (Prog) commerce based discipline students only). Business Quiz will also be organised on the same day.

On 21st Feb, 2018, lectures will be organised. The tentative schedule is.

Technical Session I :- "Happiness : Key to Success"*

by Dr. A.K. Singh (Professor, Department of Commerce, Delhi School of Economics and President Indian Commerce Association Delhi Chapter).

Technical Session II :- 'Practical Application of GST and Budget' by Dr. S.B. Rathore (Associate Professor, Shyam Lal College).

On 22nd Feb, 2018 one lecture will be organised on Banking Sector Opportunities by Ms. Manisha Rana (Branch Manager, State Bank of India).

It will be followed by Ad-Mad Show, Art Gallery and Startup Business. On the same day after lunch Ms. Vanijyam (2017-18) will be organised. It will consist of two rounds - Ramp Walk and Special Talent. Selfie wall will also be made by the students.

The event Coordinators were also decided in the meeting which are as following

- a.) Kabaddi — Mr. Amir Khan & Ms. Parul Chopra
- b.) Kho-Kho — Mr. Amir Khan & Ms. Lovely.
- c.) Human Ludo — Ms. Rashi Palival & Ms. Divya Kalra.
- d.) Business Quiz — Dr. Sumita Dahiya, Dr. Parul Groel and Ms. Indu.
- e.) Ad-Mad Show — Ms. Parul Chopra & Ms. Lovely.
- f.) Art Gallery — Mr. Amir Khan & Ms. Divya Kalra
- g.) Startup Business — Dr. Parul Groel, Dr. Sumita Dahiya and Ms. Indu.
- h.) Selfie Wall — Ms. Lovely and Ms. Rashi Palival.

5.) Each event co-ordinator was also asked to frame the rules of the specific events, prepare the budget and give their requirements for the events. They were asked to co-ordinate with the class representatives.

6.) The amount of the prizes was also decided.

- a.) First Prize — ₹ 1500/-
- b.) Second Prize — ₹ 1000/-
- c.) Third Prize — ₹ 500/-.

7.) The duties for the Varijyam were also decided :-

- a.) Refreshment ⇒ Ms. Indu & Dr. Parul Groel & Dr. Sumita Dahiya
- b.) Banners, Certificates & Tent ⇒ Ms. Parul Chopra & Ms. Lovely.
- c.) Registration ⇒ Ms. Divya Kalra & Mr. Amir Khan.
- d.) Schedule Preparation ⇒ Ms. Rashi Palival.

8.) The events for 20th Feb, 2018 will be organised in the college sports ground and the events on 21st Feb and 22nd Feb 2018 will be organised in the college hall.

Dr. Sumita Dahiya, 8/2/18, Amir

15.02.18

A meeting of the Department of Commerce was held on 15th Feb, 2018 at 10.30 am in Room No-6. The agenda was to discuss about the NAAC criterias to be submitted to the NAAC committee and Vanijyam 2018 to be held from 20th Feb to 22nd Feb. 2018. The following decisions were taken:

- 1.) Ms. Parul Chopra told about the 2.3 and 2.4 criteria of the N.A.A.C. file and the data to be provided by each Faculty of the commerce department. The information was provided by the Faculties so that the same can be compiled by Ms. Parul Chopra.
- 2.) For the lecture series in Vanijyam 2018 i.e. for 21st Feb., the technical session which was supposed to be taken by Dr. A.K. Singh (Professor, Department of Commerce, Delhi School of Economics) got cancelled, as Dr. A.K. Singh telephonically shown his inability for the same. He has to attend some meeting in University on the same day. Hence, a lecture by Times Education on Public Speaking will be held at the same schedule.
- 3.) The prizes for the events to be organised in Vanijyam were also discussed.
 - 1.) Business Quiz \Rightarrow First Prize Rs. 1500, Second Prize Rs. 1000 & Third Prize Rs. 500.
 - 2.) Ad-Mad Show \Rightarrow First Prize Rs. 1500, Second Prize Rs. 1000 & Third Prize Rs. 500.
 - 3.) Art Gallery \Rightarrow First Prize Rs. 1500, Second Prize Rs. 1000 & Third Prize Rs. 500.
 - 4.) Startup Business \Rightarrow First Prize Rs. 1500, Second Prize Rs. 1000 & Third Prize Rs. 500.
 - 5.) Human ludo \Rightarrow Three prizes of Rs. 1000 each. (Prize Money (500+1000+500) = Rs. 2000).
 - 6.) Kho Kho \Rightarrow One prize of Rs. 3000/- (Prize money (1500+1000+500) = Rs. 3000).
 - 7.) Kabaddi \Rightarrow One prize of Rs. 3000/- (Prize money Rs. 1500+Rs. 1000+Rs. 500 = Rs. 3000).

23.2.18

A meeting of the Department of Commerce was held on 23rd Feb, 2018 at 10.30 am in the staff room. The prize distribution committee has asked the name of allrounder student for the academic year 2017-18.

It was decided in the meeting that the students of B.Com Hons Semester VI and B.Com Prog. Sem VI will only be considered for the allrounder student. The students of B.Com Hons. Sem VI and B.Com Sem VI will be asked to give their names by Monday i.e. 26 Feb, 2018 to TIC Commerce Dr. Nitu Dabas. and their interviews will be held on 27.2.18.

The criteria for deciding the allrounder student will be both academics as well as participation in non-academic activities (like extra-curricular sports, cultural, NCC, NSS etc.).

The interview will also be held of the students giving their names for allrounder student for the academic year 2017-18. They will bring their supporting documents (i.e. marksheets, certificates etc.) at the time of interview on 27 Feb, 2018.

Peter
Rajeev

Nitya
Smita

Lovely

Jyoti

A meeting of the department of commerce was held on 27 Feb, 2018 at 10.15 am in Room No. 6. The following decisions were taken:

- 1.) The NAAC criteria 2.5, 2.6 and 2.7 were discussed and all the faculties were asked to provide the relevant inputs for all the criterias (i.e. 2.5, 2.6 & 2.7) to Dr. Sunita Dahiya.
- 2.) It was also decided that all the teachers will give the internal assessment from 2013-14 to 2017-18 to Dr. Parul Groel.
- 3.) In the meeting it was also decided that the students securing highest marks in B.Com (H) Sem I & II in aggregate and B.Com Sem I & II in aggregate will be given 'Ms. Usha Aggarwal Scholarship'.
- 4.) The family of Late Ms. Vijaya Sharma has also started scholarship of Rs 5,000/- for the students of B.Com (H) & B.Com. The criteria was also given by them. The students getting highest marks in Sem 3 & 4 in aggregate in B.Com (Hons.) & B.Com will get the scholarship of Rs 2,500 each.
- 5.) The criteria for the allrounder students was also decided which is as following:

1.) Academics	50 %
2.) Interview	10 %
3.) Participation in classroom	20 %
4.) Extra Curricular Activities	20 %

 (Participation & Prizes)
- 6.) It was also decided that Ms. Vijaya Sharma Memorial Scholarship will be given to the toppers of B.Com (H) & B.Com in II year, if they do not take migration from the college. In case migration is taken then the next topper in both the courses will be given the scholarship.

Parul

Rajendra

Anita

Nitin Dabas

Soni

Indu

27.2.18

An interview was conducted on 27 Feb, 2018 at 11.30 am in Room No. 5 for deciding the allrounder students for the academic year 2017-18. The final year students of B.Com (Hons.) & B.Com were called for the interview. Eight students from B.Com (Hons.) and two students from B.Com came for the interview. Ms. Gauri Shokeen has scored the highest marks as per the criteria decided in the departmental meeting. She is from B.Com (Hons.) Sem VI. Hence Ms. Gauri Shokeen will be given the prize of allrounder student for the academic year 2017-18.

P²¹
Dr. Nitu Dabas
TIC Commerce.

Amir.

Arup

Rajenkan

Raj

Raj

Shashi

Pamul

Ravi

Simha

Indu

Lovely

15.3.18.

A meeting of the department of commerce was held on 15 Mar, 2018 at 10.30 am in the room no. 5.

The following decisions were taken in the meeting.

① For Usha Aggarwal Scholarship the criteria as per the college records is the students getting the highest marks in Semester I and Semester II (^{first year} in aggregate) of B.Com(Hons) and B.Com. For the academic year 2016-17, the student getting highest marks in B.Com(Hons) Ist yr.

1) Sonali (Roll No. 16002504003) CGPA 8.95.
and in B.Com I yr is —

1) Shreya Aggarwal (Roll No. 16002503005) CGPA 8.45.

Hence all the members in the meeting decided to recommend the names of these two students for the Usha Aggarwal Scholarship for the academic year 2016-17.

② For Vijaya Sharma Memorial Scholarship the criteria is the students getting the highest marks in Semester III and Semester IV (i.e. II year in aggregate) of B.Com(Hons) and B.Com. For the academic year 2016-17, the student getting the highest marks in B.Com(Hons.) II yr's

1) Shivani Kaushik (Roll No. 1506046) CGPA 8.86
Exam Roll No. 15002504018
and in B.Com II yr. is —

1) Garima Dhall (Roll No. 15002503051) CGPA 8.64.

So, it was decided that the names of these two students will be recommended for Vijaya Sharma Memorial Scholarship in the academic year 2017-18.

[Signatures]

04.04.18

A meeting of department of commerce was held on 04.04.18 at 10.30 am in Room No. 6. The following decisions were taken:

- 1.) It was decided that in B.Com (Hons.) and B.Com the same options will be offered in Sem III and Sem V for skill papers and Discipline Specific Elective 1 & 2, as offered in the academic year 2017-18. The students will be offered the same options in academic year 2018-19.
- 2.) The following skill based papers will be offered in 2018-19 to Commerce Based papers (ASPSM) ^{students of} B.A. Programme:
Sem III : 3(a.) Computer Applications in Business.
3(b.) Cyber Crimes & Law.
Sem V : 5(a.) Entrepreneurship.

The option 5(b) Advertising in Sem V of SEC will not be given as the students of ASPSM had already studied this paper in Sem II.

- 3.) It was decided that the generic to be offered to B.A. Prog. Sem V students is Modern Business Organisation for the year 2018-19.
- 4.) All the members present in the meeting also decided that if the permission for the Farewell of Final year students is not granted by the college then a lunch and few events will be organised.
- 5.) In the meeting the suggestions and the feedback for the papers of CBCS was also taken from all the teachers present in the meeting as same is to be submitted to the department of Commerce, Delhi School of Economics before 6th April 2018.
(copy attached).

Pitru

Rajeev Kaen

Indy

Pavul

Sunil

Lovely

Rajeev

Bpr

04.04.18

Shashi

26.4.18

A meeting was called on 26 April 2018 at 10.00 am in Room No. 5.

The following decisions were taken:-

- 1.) It was proposed in the meeting that for the students of B.Com (Hons) Sem V, Business Statistics should also be opened in Discipline Specific Elective 2. All the members present in the meeting agreed for this and the students will be given this option.
- 2.) The inchargeship was handed over by Dr. Nitu Rana Dabas (TIC Commerce 2017-18) to Dr. Hema Gupta (TIC Commerce 2018-19).

Nitu
26/4/18

H Gupta
26/4/18

Laxmi Kaur
26/4/18

Indu Parul

Pallavi

Lovely

Anita

Dr 26/4/18

Laxmi

Shashi

Divya

Sunil

The Principal ¹⁴⁶
Aditi Mahavidyalaya
University of Delhi
Bawana
Delhi - 110089.

Date: 30.8.17

Principal,
may kindly be
approver budget
for the year 2017-18
am
19/11

B: Submission of Budget for the Department
of Commerce for the academic year 2017-18

adam,
This is to bring to your kind
notice that I am submitting the budget
for the Department of Commerce for the
academic year 2017-18. The tentative
Budget is as following:
Funds Available (as informed by Mishraji)
= ₹ 3,53,000/-

Events:
1) Tally (ERP9), GST, E-filing = Rs 90,000/-
2) Special Lectures/Workshops = Rs 89,000/-
3) Vanijyam (Intra College Fest) = Rs 1,30,000/-
4) One day Industrial Visit = Rs 50,000/-
Total Rs 3,50,000/-

Closures: Minutes of
the meeting held
on 30.8.17.
(Photocopy)

Thanks & Regards.

Yours Faithfully
Pitu
(NITU DABAS)

To

AO/50 (Adm) 18/7/17.
Mamta
18/07/2017

The Principal
Aditi Mahavidyalaya
Uni. of Delhi.

Sub:- Request for organising orientation of
Commerce department in Room No. 40.

Respected Madam,

You are requested to kindly
grant permission to organise orientation
of commerce in Room No. 40. on 20th July 17
at 9.30 a.m. ~~at~~

Thank you,

Yours sincerely
Rajeev Kaur

Dr. Rajeev Kaur.

(Department of Commerce)

To

AO
Mamla
19.07.2017

19/7/17

The Principal
Aditi Mahavidyalaya
Uni. of Delhi

Sub: - Budget for orientation program

Respected Madam

You are requested to kindly
provide the following as per the budget
attached.

1. Refreshment for The students. for 60 students @ 25
1500

2. Banquet -
500

Thank you.

Rajeev Kumar
Dr. Rajeev Kumar
(TIC, commerce)

Principal,
May kindly be
Sanctioned.
A/TMF
19/7/17

Sanctioned
Mamla
19/07/2017

To,

Conv. Commerce
Department
On 12/9/17

AO

Date: 12.09.17
12.09.2017



The Principal
Aditi Mahavidyalaya
University of Delhi

Sub: Permission to conduct "Tally" workshop for
commerce students.

Dear Maa'm

We are planning to organise a workshop
on "Tally" for the students of B.Com(H) and B.Com(P)
for enhancing their computerised accounting skills.

The duration of the workshop will be 4 hrs.

which starts at 10:00 am and tentatively ends at 3:00 p

Our resource person is Dr. Hemchand Jain, Vice Principal
and Associate Professor at DDU and also holding post
of President at Indian Accounting Association Delhi-
chapter. We are planning this workshop on 19th sept, 2017
in the college hall.

Kindly permit us to conduct the workshop.

Thank You

Yours sincerely

(NITU RANA)

TIC Commerce Department

Enclosure: Budget (Tentative)

Principal,
Pl. approve
Budget
function.
On 14/9/17

College Hall booked
on 14/9/17
from 10:00 am
to 4:00 pm
AK

Tentative Budget for the workshop on 'Tally'

- 1.) Honorarium to the resource person \Rightarrow Rs 3,000/-
- 2.) Refreshment
 - a.) For the students (125 @ Rs 25 + GST extra) \Rightarrow Rs 4,000/-
 - b.) For teaching faculty & guest \Rightarrow Rs 3,000/-
- 3.) Banner, Certificate & Mementoes.
 - a.) Banner \Rightarrow Rs 1,000/-
 - b.) Certificates \Rightarrow Rs 2,500/-
 - c.) Mementoes. \Rightarrow Rs 1,500/-
 - d.) Flower / Planter \Rightarrow Rs 1,000/-
- 4.) Tent \Rightarrow Rs 3,800/-
- 5.) Photographer \Rightarrow Rs 1,0700/-
- 6.) Stationary \Rightarrow Rs 2,500/-
- Total Rs 23,000/-

P. V. R.
12.9.17

To

The Principal
Aditi Mahavidyalaya
University of Delhi

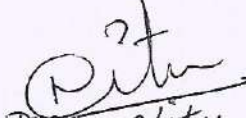
SO (Adm) / 17 / 2nd Feb 2018
To Submit your budget
Mamta
02.02.2018

Subject: Permission to take students of commerce to an industrial visit to N.S.I.C, Okhla.

Dear madam,

The department of commerce wishes to take approx. 100 students of final year for an industrial visit to N.S.I.C (Okhla, Delhi) on 9th Feb 2018.

We would kindly request you to grant us permission for the same and make arrangement for travel (to & fro) from college to N.S.I.C (Okhla) - 2 buses. Kindly depute 02 non teaching members for the visit. The buses shall depart college by 7:30 a.m to reach N.S.I.C (Okhla) by 10:00 a.m; then leave from N.S.I.C to Delhi Haat (I.N.A) by 1:00 p.m and depart back to college by 3:00 p.m. by yours sincerely, to reach back college by 4:30 p.m.


Dr Nitu Dabas
(Teacher-in-charge, Commerce)

The Principal
Aditi Mahavidyalaya
University of Delhi
Bawana
Delhi - 110039.

Date: 06.02.18

AO/SD(Adm)

Manita
06.02.2018

SUB : Budget for Industrial visit to NSIC Okhla

Madam,

This is to bring to your kind notice that the Department of Commerce is taking the final year students of B.Com (Hons.) & B.Com to NSIC Okhla on 9 Feb, 2018. The Budget for the same is as following:

1.) Refreshment \rightarrow 100 students @ 25 = Rs 2,500.

2.) Entry Ticket to Delhi Haat INA
 \rightarrow 100 students @ 30 = Rs 3,000

3.) Buses \rightarrow Two (Charges to be borne by the college directly).

Total = Rs (2,500 + 3,000).

Kindly sanction it and give advance of Rs 5,500.

Thanks & Regards.

Attached documents
= 2.

Principal Madam,
Kindly, may

Yours Faithfully
Pitru

10
The Principal

Aditi Mahavidyalaya
University of Delhi

AD

Sr PA

To book the hall

08/02/2018

Mamla

08/02/2018

Subject: Request to book college hall on 21st & 22nd feb for Annual Commerce Fest "Varigyam-2018"

Dear madam,

The department of commerce is organizing a 3-day annual festival of dept of commerce "Varigyam-2018" on 20th, 21st & 22nd feb 2018. For the purpose of the festival we would request you to kindly book college hall on 21st feb & 22nd feb 2018 from 9:00 a.m - 5:00 p.m (both days). The sports event of the festival will be held in sports ground on 20th feb 2018. We would also require 01 projector, 01 screen, 01 mike, Thanking you sound system & 01 laptop with internet for the same.

Yours sincerely.

Dr. Nitu Daboo

Dr. Nitu Daboo

(Teacher-in-Charge, Department of Commerce)

Mr. Zamil

Ans

College Hall booked
for 20 & 21/2/18
(9:00 am to 5:00 pm)
AK

To

The Principal

Aditi - Mahavidyalaya

University of Delhi

AO

Mamta

16/02/2018

16/02/18

Subject: Proposed Budget for Annual Commerce
Fest 'Varijyam - 2018'

Dear Madam,

The department of commerce is organizing a 3-day commerce fest on 20th, 21st & 22nd Feb 2018.

Please sanction the proposed budget for the same:

1.) Honorarium to Resource Person (2000/- x 2)	Ant. (2)	4000/-
2.) Momentos + Planters (200/- + 100/-)		300/-
3.) Refreshment for students + Teachers (03 days)		10,000/-
4.) Banners (02) + Certificate (400)		8,500/-
5.) Tent + music system		10,000/-
6.) Decoration + Stationery		4,000/-
7.) Photographers		4,000/-
8.) Allowance for 08 events (8 x 3000/-)		24,000/-
		<u>67,500/-</u>

Madame,
I approve
Budget for
Annual Commerce
Fest 2018. only.

Yours Faithfully
Mamta
19/02/2018

The Principal
Aditi Mahavidyalaya
University of Delhi
Bawana
Delhi - 110039.

Date: 06.02.18

AO/SD(Adm)

Manita
06.02.2018

SUB : Budget for Industrial visit to NSIC Okhla

Madam,

This is to bring to your kind notice that the Department of Commerce is taking the final year students of B.Com (Hons.) & B.Com to NSIC Okhla on 9 Feb, 2018. The Budget for the same is as following:

1.) Refreshment \rightarrow 100 students @ 25 = Rs 2,500.

2.) Entry Ticket to Delhi Haat INA
 \rightarrow 100 students @ 30 = Rs 3,000

3.) Buses \rightarrow Two (Charges to be borne by the college directly).

Total = Rs (2,500 + 3,000).

Kindly sanction it and give advance of Rs 5,500.

Thanks & Regards.

Attached documents
= 2.

Principal Madam,
Kindly, may

Yours Faithfully
Pitru

To

The Principal
Aditi Mahavidyalaya
University of Delhi

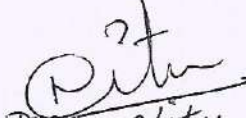
SO (Adm) / 17 / 2nd Feb 2018
To Submit your budget
Mamta
02.02.2018

Subject: Permission to take students of commerce to an industrial visit to N.S.I.C, Okhla.

Dear madam,

The department of commerce wishes to take approx. 100 students of final year for an industrial visit to N.S.I.C (Okhla, Delhi) on 9th Feb 2018.

We would kindly request you to grant us permission for the same and make arrangement for travel (to & fro) from college to N.S.I.C (Okhla) - 2 buses. Kindly depute 02 non teaching members for the visit. The buses shall depart college by 7:30 a.m to reach N.S.I.C (Okhla) by 10:00 a.m; then leave from N.S.I.C to Delhi Haat (I.N.A) by 1:00 p.m and depart back to college by 3:00 p.m. by yours sincerely, to reach back college by 4:30 p.m.


Dr Nitu Dabas
(Teacher-in-charge, Commerce)

To

AO/50 (Adm) 18/7/17.
Mamta
18/07/2017

The Principal
Aditi Mahavidyalaya
Uni. of Delhi.

Sub:- Request for organising orientation of
Commerce department in Room No. 40.

Respected Madam,

You are requested to kindly
grant permission to organise orientation
of commerce in Room No. 40. on 20th July 17
at 9.30 a.m. ~~at~~

Thank you,

Yours sincerely
Rajeev Kaur

Dr. Rajeev Kaur.

(Department of Commerce)

To

AO
Mamla
19.07.2017

19/7/17

The Principal
Aditi Mahavidyalaya
Uni. of Delhi

Sub: - Budget for orientation program

Respected Madam

You are requested to kindly
provide the following as per the budget
attached.

1. Refreshment for The students. for 60 students @ 25
1500

2. Banquet -
500

Thank you.

Rajeev Kumar
Dr. Rajeev Kumar
(TIC, commerce)

Principal,
May kindly be
Sanctioned.
A/TMF
19/7/17

Sanctioned
Mamla
19/07/2017

To,

Conv. Commerce
Department
On 12/9/17

AO

Date: 12.09.17
12.09.2017



The Principal
Aditi Mahavidyalaya
University of Delhi

Sub: Permission to conduct "Tally" workshop for
commerce students.

Dear Maa'm

We are planning to organise a workshop
on "Tally" for the students of B.Com(H) and B.Com(P)
for enhancing their computerised accounting skills.

The duration of the workshop will be 4 hrs.

which starts at 10:00 am and tentatively ends at 3:00 p

Our resource person is Dr. Hemchand Jain, Vice Principal
and Associate Professor at DDU and also holding post
of President at Indian Accounting Association Delhi-
chapter. We are planning this workshop on 19th sept, 2017
in the college hall.

Kindly permit us to conduct the workshop.

Thank You

Yours sincerely

(NITU RANA)

TIC Commerce Department

Enclosure: Budget (Tentative)

Principal,
Pl. approve
Budget
function.
On 14/9/17

College Hall booked
on 14/9/17
from 10:00 am
to 4:00 pm
AK

Tentative Budget for the workshop on 'Tally'

- 1.) Honorarium to the resource person \Rightarrow Rs 3,000/-
- 2.) Refreshment
 - a.) For the students (125 @ Rs 25 + GST extra) \Rightarrow Rs 4,000/-
 - b.) For teaching faculty & guest \Rightarrow Rs 3,000/-
- 3.) Banner, Certificate & Mementoes.
 - a.) Banner \Rightarrow Rs 1,000/-
 - b.) Certificates \Rightarrow Rs 2,500/-
 - c.) Mementoes. \Rightarrow Rs 1,500/-
 - d.) Flower / Planter \Rightarrow Rs 1,000/-
- 4.) Tent \Rightarrow Rs 3,800/-
- 5.) Photographer \Rightarrow Rs 1,0700/-
- 6.) Stationary \Rightarrow Rs 2,500/-
- Total Rs 23,000/-

P. V. S.
12.9.17

To

The Principal

Aditi - Mahavidyalaya

University of Delhi

AO

Mamta

16/02/2018

16/02/18

Subject: Proposed Budget for Annual Commerce
Fest 'Varijyam - 2018'

Dear Madam,

The department of commerce is organizing a 3-day commerce fest on 20th, 21st & 22nd Feb 2018.

Please sanction the proposed budget for the same:

1.) Honorarium to Resource Person (2000/- x 2)	Ant. (2)	4000/-
2.) Momentos + Planters (200/- + 100/-)		300/-
3.) Refreshment for students + Teachers (03 days)		10,000/-
4.) Banners (02) + Certificate (400)		8,500/-
5.) Tent + music system		10,000/-
6.) Decoration + Stationery		4,000/-
7.) Photographers		4,000/-
8.) Allowance for 08 events (8 x 300/-)		24,000/-
		<u>67,500/-</u>

Madame,
I approve
Budget for
Annual Commerce
Fest 2018. only.

Yours Faithfully
Mamta
19/02/2018

10
The Principal

Aditi Mahavidyalaya
University of Delhi

AD

Sr PA

To book the hall

08/02/2018

Mamla

08/02/2018

Subject: Request to book college hall on 21st & 22nd feb for Annual Commerce Fest "Varijyam-2018"

Dear madam,

The department of commerce is organizing a 3-day annual festival of dept of commerce "Varijyam-2018" on 20th, 21st & 22nd feb 2018. For the purpose of the festival we would request you to kindly book college hall on 21st feb & 22nd feb 2018 from 9:00 a.m - 5:00 p.m (both days). The sports event of the festival will be held in sports ground on 20th feb 2018. We would also require 01 projector, 01 screen, 01 mike, Thanking you sound system & 01 laptop with internet for the same.

Yours sincerely.



Dr. Nitu Daboo

(Teacher-in-Charge, Department of Commerce)

Mr. Zamil



College Hall booked
for 20 & 21/2/18
(9:00 am to 5:00 pm)


A meeting of the Commerce Department was held in room no. 5 on 12th May 2018 at 12.00 noon. Minutes of the meeting are -

1. Workload of the Academic Session 2018-19 was discussed and approved by the

Department.

2. Generic elective (GE) forms for Ist sem, IInd and IIIrd sem, to be filled after reopening of college.
3. Prospectus to be revised and Dr. Hema Gupta and Dr. Pooja Chopra take this duty and coordinate with prospectus convenor.
4. Admission duties of faculty to be assigned after the dates for the admission are finalised by the university.

Members Present-

1. Dr. Hema Gupta
2. Dr. Rajeev Kaur
3. Dr. Shweta Rajput
4. Dr. Nitya
5. Ms. Indu Dahiya
6. Dr. Sunita Dahiya
7. Ms. Rashmi Paliwal
8. Ms. Lovely
9. Ms. Shashi
10. Dr. Pooja Chopra
11. Ms. Pooja Chopra

Lovely

Shashi

Pooja

Sunita

11.6.18

A departmental meeting was held in the principal's office on 11 June, 2018 at 10.30 a.m. The following decisions were taken:-

- 1) The Inspection Committee from the Department of Commerce is coming on 12 June, 2018 for increasing the students intake in B.Com(Hons.) and B.Com. i.e. The two sections of B.Com(Hons.) and B.Com(Bog.) of 50 and 60 students i.e. 100 students & 120 students. The required information was provided by all the members present in the meeting.


- 2) The duty list for admission was also decided in the meeting:
First Admission list 19 June, 20 June Dr. Bhavna Rajput
21 June Dr. Hema Gupta

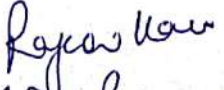
Second Admission list 25 June, 26 June Dr. Bhavna Rajput
27 June Dr. Hema Gupta


Third Admission list 30 June, 2 July Dr. Rajeev Kaur
3 July Dr. Hema Gupta
Dr. Nitu Dabas

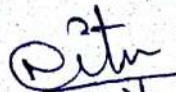
Fourth Admission list 6 July, 7 July Dr. Rajeev Kaur
9 July Dr. Hema Gupta

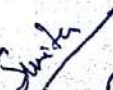
Fifth Admission list 12 July, 13 July } Dr. Nitu Dabas
14 July }


Dr. Hema Gupta
(TIC Commerce)
2018-19


Rajeev Kaur
(Dr. Rajeev Kaur)


(Dr. Bhavna Rajput)


(Dr. Nitu Dabas)


Rajeev Kaur
Pamul
Kishore Kumar

Minutes of meeting held on 12.6.18

1. It was decided that X^{th} and XI^{th} marksheet of candidates be collected and kept in a file.
2. Separate files be made for B. Com (H) and B. Com.
3. First cut off for B. Com (H) 91% for general category
for B. Com 86% for general category
4. Subject allocation was discussed for the faculty members.
5. ^{Two} Student volunteers (one from B. Com (H) and one from B. Com) shall be called during admission.
6. off-days, preference for lectures were discussed

Laxmi Kaer
12/06/18.

Beet
12/6/18.

P. D. S.
12/06/18.

12/6/18

Parul
12/6/18

12/6/18

Rachinpal Singh
12/6/18

Sink
12/6/18

12/6/18

Indu
12/6/18

Departmental meeting was held on 28th June 2018. Following were present-

1. Dr. Rajeev Kaur
2. Dr. Shweta Rajput
3. Dr. Nitya
4. Dr. Hemalupta

It was discussed and decided that Generic Elective form of BCP v^m sem, BCP Ist sem & IIIrd sem would be filled after opening of college i.e. in the month of July & August 2018. Co-ordinators are also appointed to get fill the various generic forms -

BCP I st sem	Ms. Indu, Ms. Rashmi Paliwal
III rd sem	Ms. Shashi, Ms. Parul Chopra
BCP v ^m sem	Ms. Lovely, Mr. Aamir

- Time table committee of the department was formed consisting of Dr. Parul Goel, Dr. Sumita Dahiya.
- orientation programme committee was also formed consisting of Ms. Shashi,

Panel chairs, the faculty and the student, the committee was taken care of PPT preparation, arrangement of refreshment, sitting arrangements, and booking of lab.

It was informed by TIC to the department that workload of 2018-19 was prepared and same was submitted to the convenor of workload committee, Dr. Neelam Rathi.

Information was also given by the TIC to the department regarding admission duty of permanent and Ad-Hoc faculty in 3rd, 4th and 5th list.

Rajesh Kumar
28/6/18

P. A.
28/6/18

W. K.
28/6/18

B. A.

1. A departmental meeting was held in 2018 at 12.30 P.M. in room no. 13 to discuss the following

1. To Report the data collected regarding options of skill enhancement, Discipline specific etc.
2. To discuss the budget for the academic session 2018-19.
3. Any other matter.

(1) It was reported in the meeting that in (i) BCH Vth sem following discipline courses were opted by the students

DSE 1

1. Management Accounting - 19
2. Organizational behaviour - 13

DSE 2

1. Advertising - 14-1=13
2. financial markets institutions and financial services - 19

(2) In BCH IInd sem - skill enhancement courses (SEC)

1. E-commerce - 11

2. E-marketing - 39

(3) In BCP IIIrd sem - skill enhancement course (SEC)

1. Computer Application in Business - 29

2. Cyber crimes & law - 8

(4) In BCP Vth Semester

1. SEC Entrepreneurship - 27

Advertising - 8

(2) Discipline specific course

DSE-1 Human Resource Management - 25
Principle of marketing - 10

DSE-2 Fundamental of financial
mgt - 23
Training & Development - 12

(2) Regarding data on generic of B.Com sem, B.Com 2nd sem, B.Com Vth sem and B.A (Prog) Vth sem provided by CBCS committee very soon i.e. also reported in the next departmental meeting.

(3) B.A (Prog) IIIrd sem and Vth sem also opted our SEC papers. The details of no. of students who opted these options are given below.

ASPSM B.A (Prog) IIIrd sem
SEC Cyber crime and Law - 26
Computer application in - Nil
Business

ASPSM B.A (Prog) Vth sem
Entrepreneurship - 23
Advertising - Nil

(4) It was decided that for ASPSM sem in B.A (Prog), only one option will be offered to the students [sales promotion & public relations paper 5(b)] again in academic session 2018-19 as in the last year.

The projected events of Commerce Department and the budget are as follows -

1. A workshop on Tally ERP-9 and advanced excel would be held in the 3rd week of August.
2. Department will organize different workshop and special lecture on Advertising, corporate governance, stock market, green marketing, marketing etc.
3. college fest Vanijyam will be organized in the month of January 2019.
4. One day industrial visit or industrial trip will be planned during october 2018 or mid semester break in March 2019.

funds available [as per records of last year] and admissin in this year (2018)

for B.com @ ₹ 1000 each X 164 = 164,000
 B.com (H) @ ₹ 1500 each X 122 = 183,000
3,47,000

The Tentative Budget is as follows -

Events 1] Workshop on Tally, advanced excel, GST etc	- 90,000
2] Special lectures	- 90,000
3] Vanijyam (Gnta college) fest	- 80,000
4] Industrial Trip / industrial visit	- 80,000
	<u>₹ 3,49,000</u>

It was also reported that department received application of migration from our college to Maitreyi college from Priya Juneja, Student B.com (H) IInd sem on the basis of medical ground and department allowed for the same.

It was also reported that one application received for readmission in B.com (Prog) IVth sem by Shivangi, Roll No. - 15002503009, Department consider the same and do the needful after consultation with admin and Convenor of admission Committee.

Rajewkar
25/07/18.

25/7/18
TTC (Commence)

25/7/18.

Parul
25/7/18
Anis
25/07/18

Pitru
25/7/18

25/7/18.

25/7/18.

25/7/18.

25/7/18.

25/7/18.

A Departmental meeting was held on 31/7/18 in the room no. 13 at 12.30 P.M.

- Agenda
1. Planning of organising a workshop on 23rd and 24th Aug 2018.
 2. Discuss the cutoff for the seventh list.

It was decided that department organise two day seminar on Emerging Trends in IT Skills on 23rd and 24th Aug 2018 for B.Com(H) as well as B.Com(Pg) students. It was decided that the workshop will be conducted by Mr. H.N. Tiwari, Assistant Professor in SRCC and providing knowledge on Advanced excel to IInd and IIIrd year students of B.Com(H) as well as B.Com(P) on 23rd Aug 2018, And Dr. Hemchand Jain (Associate Professor in DDV and vice Principal also) will conduct workshop on Tally (ERP) on 24th Aug for first (Ist) year students. Both the days seminar will be conducted in 2 Technical sessions beginning from 10AM till 3 P.M. in the Hall or reading room, whichever is available on the mentioned date.

It was also decided that the students will be given refreshment of ₹ 25 and Resource person, faculty members and the authorities will be given working lunch. The students will also get certificates.

It was also decided that the bouquets/planter and mementos will be given to resource person and Principal. Honorarium will also be given to resource persons. Different works regarding two day seminars were also distributed among faculty members are as follows -

Feedback form ~~will~~ of different classes will be filled by their respective class Teachers.

Arrangement of Tent including its work order — Gndu, Divya Kalra

All Permissions including invitation to resource person, payment of honorarium — Parul Chopra & Loveli
Printing of certificates, Banner, Arrangement of mementos — Sunita Dahiya, Parul Goel
Refreshment & Arrangement of photographs — Shashu Rashi
Registration Desk — Aamir

The following cutoff was decided for seventh cutoff.

	Gen.	SC	ST	OBC	PH	KM.
B.10m1H)	Closed	68.5	68.5	68.5	68.5	83%
B.10m1P)	closed	60%	60%	closed	60%	81%

It was also told to Parul Goel, Parul Chopra and lovely to collect the generic forms of BCH sem I, BCH sem II and BCH V sem.

Janir

lovely.

Swinder
Parul

Prerna
Indu

Prerna

Swinder

Rashi Palanwal

Prerna

A meeting of Commerce Department was held on 8/8/2018 at 12.45 P.M. in room no. 13.

Minutes of meeting were -

1. It was decided in the meeting that Department will organize atleast 5 special lectures for odd & even semesters in the year 2018-19 for the benefit of students. These lecture series will empower the commerce students in terms of their commercial & IT skills.
2. It was discussed in the meeting that a industrial trip to Amritsar will be made in the month of October 2018 for final year students if seats remain vacant that it will be for 3rd semester students also. It was decided that maximum 80 seats will be there.

Industrial trip shall provide a platform to the students to get first hand experience of how organizations

actually works and how vital elements of management like corporate social responsibility, corporate governance, contribution to green marketing, structure of organisation etc. are put to use in practice in a working environment.

As seen visit is of interest and importance to study the practical aspect of various subjects that are prescribed under the syllabi of BCom and BCP, the course fee shall be utilized to finance such visits.

The accounts department is requested to sanction money from the course fee collected from the commerce funds for such industrial trips.

The estimated cost of the trip will be ₹ 3500 (approx.) per student. It was decided that request will be made to A/c department that sanction ₹ 1000 per students from the course fee for the same.

The eight cut off for BCh & BCP was decided as follows. (from 12th Aug 2018 to 16th Aug 2018 except Sunday)

	SC	ST	OBC	PWD	KM
VR	65%	65%	68%	65%	83%
BCh closed			59%	67%	59%
BCP closed					81%

[This cut off will be open only for reserved category]

The following faculty were present:

W. K. B. S.
8/8/18

S. S. S.

Indu
8/8/18

S. S. S.
8/8/18

B. S. S.
8/8/18

Rajeshwar
8/8/18

29.8.18

A departmental meeting was held on 29 Aug 2018, in Room No-5. The meeting was held alongwith the class representatives of all the classes of the department of commerce. The following resolutions were passed

- ① It was decided in the meeting that in case of any student grievance, the students should approach their class teacher or subject teacher first. If the grievance is not sorted/solved at that level than the grievance will be referred to the teacher incharge. It was suggested in the meeting that the students should follow the proper channel for the smooth conduct of the academic environment.

The Advanced Excel workshop which was scheduled to be held on 23 Aug, 2018, couldn't be held, due to some unavoidable circumstances. The same was rescheduled for 30 Aug, 2018.

Pand
29/8/18
Rajendra Kumar
29/08/18

Shash
29/08/18
S. R.
29/8/18
D. R.
29/8/18

Pand
29/9/18
29/8/18

A meeting of the department was held in room no. 5 on 14th Nov at 11.15 A.M. The minutes of the meeting are as follows -

1. Paper distribution was done for even semesters (2019).
 2. It was decided that Usha Aggarwal i.e. [2017-18] to be given ₹ 3500/- as in case of B.(com H) 1st year.
 3. The department also plans to suggest scholarship committee of the college to give this scholarship to 1st year toppers of B.(com H) and B.(com P) of 2016-17 batch because it was not given.
 4. It was decided to give two "Student of year Award" for commerce students one for B.(com H) and another for B.(com). The criteria remains same as decided under the incharge ship of Dr. Bhawna Rajput.
- It was reported by library committee that - ₹ 25,000 shall be allotted for books of

B.com and ₹ 20,000 for books of B.com(H).
The faculty also requested to give the
name of books for B.com(H) and B.com.

6. If CCL will be given to Dr. Hema Gupta
than Dr. ~~Rita~~ Nitya Rana shall act as incharge
from Jan'19 to April 19.

Ankur Anusara
Rakesh
Lonely Shashi
Indu
Pihu
Agar

A meeting of the department of commerce was held on 23 January, 2019 in room no. 6 at 12.45 pm. The following decisions were taken:

- ① It was decided in the meeting that the students of final year of B.Com(Hons.) and B.Com will be taken on one day industrial visit in the first week of February.
- ② The events for Vanijyam 2018-19 were also discussed.
- ③ All the teachers present in the meeting were asked to give their recommendations for the books in the library.
- ④ In the meeting the criteria for the best student of the year was also discussed. The following criteria was decided and will be followed both for B.Com(Hons.) and B.Com:
(a) The academic performance will be given fifty percent weightage.
(b) Securing position/participation in extracurricular activities (cultural/sports/NCC/NSS etc.) will be given thirty percent weightage.
(c) Active participation in the departmental programmes/events/activities will be given twenty percent weightage.
- ⑤ It was also decided that one special lecture will be organised for the final year students of B.Com(Hons.) and B.Com, in association with placement committee in the last week of January 2019.
- ⑥ For deciding Student of the yr. applications Recd. will be ranked criteria wise and one percent will be deducted for each subsequent rank.

Ritu
23/01/19
(TIC Commerce)

Roger Kar
23/01/19.

Boff
23/1/19.

Indu
23/01/19

Sush
23/01/19

Anu Jain

Shruti
23/01/19

Rosini
23/01/19

Pamul
23/1/19

Pamul

Anur
23/01/19

Shweta
23/01/19

A meeting of the department of commerce was held on 06 Feb, 2019 at 12.45 pm in room no. 6. The following decisions were taken:

- 1.) It was decided in the meeting that the following journals will be recommended to the library:
 - 1.) 'Vikalpa: The Journal for Decision Makers' (Journal of IIM Ahmedabad)
 - 2.) The Indian Journal of Commerce (Quarterly Publication of the Indian Commerce Association).
- 2.) It was also reported by Dr. Nitu Rana Dabas (TIC Commerce) in the meeting that the students of final year of B.Com (Hons.) and B.Com will be taken on Industrial Visit to Mother Dairy Plant in Patpad Ganj followed by a small visit to Akshardham Temple on 14 Feb, 2019 (as it was decided on 23 Jan, 2019 departmental meeting). The Budget for the industrial visit was also discussed:
 - a.) The refreshment to the students going to the industrial visit to Mother Dairy Plant & Akshardham Temple will be given. i.e. 60 students @ 25 = ₹1500/-.
 - b.) One bus will be provided by the college.
- 3.) It was also decided that a lecture on GST will be organised for B.Com (Hons.) Sem VI, B.Com Sem VI in association with Extensive Lecture Series in the second week of February 2019.
- 4.) In the meeting it was also planned that a newsletter of the departmental activities during the academic year 2018-19 shall be started. In the meeting it was also discussed that the newsletter shall have the reports and corresponding photographs of all the events. The principal's message and TIC words will also be there. The group photo of all the commerce teachers with principal mam will also be incorporated in the newsletter.

sub
Rana
6/2/19
Rajesh - Indu
Rajesh
Nitu
Raj
Raj

13.02.19.

A departmental meeting was held on 13th February, 2019 at 12.45 pm in room No. 6. The agenda was to decide the names of the alumni to be felicitated by the alumni committee of the college in the alumni meet scheduled to be held on 24 Feb, 2019. The following decisions were taken:

- 1.) The members present in the meeting decided the following names to be given to the alumni committee:
 - a.) Ms. Paridhi → 2005 batch, Assistant Professor in Sukhdev College of Business Studies, DU.
 - b.) Ms. Manisha Rana → 2007 batch, Manager in State Bank of India.
 - c.) Ms. Kiran Yadav → 2009 batch, Assistant Professor in PGDAV, DU.
 - d.) Ms. Manisha → 2009 batch, Assistant Professor in KM College, DU.
 - e.) Ms. Ranjan Kaur → 2011 batch, Working in Bank of America.
 - f.) Ms. Seema Bajaj → 2012 batch, Assistant Manager in Genpact India Pvt. Ltd.
- 2.) It was also decided that if Alumni Committee will be felicitating only two alumni then ^{the names} of Ms. Paridhi and Ms. Manisha Rana will be recommended.

Ditu
13/2/19
TIC Commerce.

Anurag
13/2/19

Rajesh
13/2/19

Ravi

Shashi

Rajesh
Singh

By

13.3.19

A departmental meeting was held on 13 March, 2019 at 12.45 pm in room No. 6. The following decisions were taken by the members present in the meeting:

- 1.) In the departmental meeting held on 06 Feb, 2019, it was decided that a newsletter shall be started from the current academic year. The funds required for the newsletter were not there in the annual budget submitted by the teacher incharge Dr. Hema Gupta on 08 Aug, 2018 as the decision about the newsletter was taken on 06 Feb, 2019. Hence, the members present in the meeting decided to transfer funds Rs 30,000/- from Vanijyam budget to newsletter. The consent of Dr. Hema & Dr. Anu was taken telephonically (as both of them are on leave). The revised budget is as following:

Funds available (as per records) = Rs. 3,47,000/-

<u>Events:</u>		
Workshop on tally, Advanced excel, GST etc.	=	Rs. 90,000/-
Special lectures	=	Rs. 90,000/-
Vanijyam (Intra college Fest)	=	Rs. 50,000/-
Industrial Trip/Visit	=	Rs. 80,000/-
Newsletter	=	Rs. 30,000/-
Total		<u>Rs. 3,40,000</u>

- 2.) It was also decided that 250 copies ^{of newsletter} will be printed for the students, teachers of commerce department, library and the college records.

Representative

Agg

Pitu

Indy Agg honey Adms Amis

03.4.19

A meeting of the department of commerce was held in room no. 6 on 3 April, 2019 at 12.45 pm.

The following decisions were taken:

- 1.) It was reported by Dr. Nitu Dabas that for the newsletter of 2018-19, three members committee (Dr. Rajeev Kaur, Dr. Anu Jain, Dr. Nitu Dabas) was formed by Principal Mam and the committee did all the formalities and work required for the same.
- 2.) It was also decided that one common email id will be made for the department, so that important mails and documents can be send there.
- 3.) It was decided that the class teachers will submit the names of the Ist and IInd position holders both course wise and subject wise for the academic year 2017-18. The names for sem I & sem II for B. Com (Hons.) will be given by Dr. Parul Chopra, for sem I & sem of B. Com will be given by Ms. Shashi. Ms. Rashmi will be submitting for sem III & sem IV of B. Com (Hons.) and Ms. Lovely will be giving for sem III & sem IV of B. Com. Dr. Parul will submit for sem V & sem VI of B. Com (Hons.) and Ms. Indu will provide for sem V & sem VI of B. Com.
- 4.) The class teachers of B. Com (Hons.) sem VI (Ms. Rashmi) and B. Com sem VI (Ms. Lovely) will invite applications for the best all round student of the year. There will be two student one for B. Com (Hons.) sem VI and one from B. Com sem VI for all round student of the year as decided in the departmental meeting held on 14 Nov, 2018 under the incharge ship of Dr. Hema Gupta. The letter for same will also be given to the principal mam.
- 5.) Ms. Indu and Ms. Shashi were also asked to give the names for the scholarship → Usha Aggarwal trust scholarship and Vijaya Sharma memorial scholarship.
- 6.) The class teachers of all the semesters for B. Com (Hons.) and B. Com were also asked to get the forms filled from the students for skill, generic and discipline specific elective papers (DSE papers) by 15 April 2019.

Nitu
03/4/19
Rajeev Kaur
3/4/19
Anu Jain
03/04/19

Dr. Parul
3/4/19
Dr. Parul
3/4/19
Indu
3/4/19
Lovely
3/4/19

Commerce Department 11th April, 2019

Student of the Year Award 2018-19.

Applications were scrutinized on the basis of criteria decided for the student of the year award in meeting on 23rd January, 2019 as follows:

	<u>B. Com (Prog)</u>		Academic (50%)		Cultural (30%)		Departmental (20%)		Total
1. Bulbul	VI	45	II	29	II	19		93	
2. Radheka	V	46	II	29	IV	18		93	
3. Priya	VII	44	I	30	III	18		92	
4. Deeksha	II	49	II	29	IV	17		95	
5. Shreya	III	48	I	30	V	16		94	
6. Jyoti	I	50	-	0	IV	17		67	
7. Ummati	IV	47	I	30	I	20		97	

As per above ranking and total score, Ummati Khatun is selected for the best student of the year award 2018-19 from B. Com (Prog).

B. Com (Hons).

Only one application is received from B. Com (Hons) by Ms. Sonali, so, she is selected for the best student of the year award for 2018-19 from B. Com (Hons).

Rajeev Anwar 2nd Peter Sonali Indu

12.4.19

A meeting of the department of commerce was held on 12th April, 2019 at 12.45 pm in room no. 6. The following decisions were taken:-

- 1.) The interview for the student of the year was held on 12 April 2019. The following students were selected for the same:
 - a.) Ms. Sonali B.Com(Hons.) Sem VI Roll No. 16002504003
 - b.) Ms. Ummati B.Com Sem VI. Roll No.
- 2.) It was also decided that the names of the following students will be send to the Scholarship Committee as they are satisfying the criteria for the scholarships.
 - a.) Usha Aggarwal Scholarship (Topper of B.Com(Hons) I yr. & B.Com I yr.).

<ol style="list-style-type: none"> (i.) Megha Goyal B.Com(Hons) Sem IV (ii.) Rakhi Bhardwaj B.Com(Hons) Sem IV (iii.) Yogita B.Com(Hons) Sem IV 	}	Rs 3500 will be divided amongst the three as all the three are toppers.
--	---	---
 - (i.) Shiwani B.Com(Sem IV) \Rightarrow Rs 3500/- (topper in B.Com I year).
 - b.) Vijaya Sharma Memorial Scholarship (Topper of B.Com(Hons.) II year & B.Com II yr.).
 - (i.) Sonali B.Com(Hons.) Sem VI \Rightarrow Rs 2500/- (topper in B.Com(Hons) II yr.)
 - (ii.) Jyoti Chawla B.Com Sem VI \Rightarrow Rs 2500/- (Topper in B.Com II yr.)
- 3.) The NAAC Committee was held on 11th April 2019. The data and information required by the NAAC Committee was also discussed. All the members present were asked to provide the following data :-
 - a.) Data about the Mentor and Mentees.
 - b.) Feedback form to be filled by all the commerce students.
 - c.) Alumni forms to be filled by the final yr. student of B.Com(H) & B.Com.
 - d.) Lesson Plans of the papers taken by the teachers in both the semesters of academic year 2018-19.
 - e.) Question Bank (Both subjective & Objective types) for all the papers.
 - f.) Course Outcome and paper outcome of the B.Com(H) & B.Com.

Love
Dita
12/4/19

Bop

Shiv
12/4/19

Sonali
Rakhi
12/4/19

Shashi
12/4/19

Pooja
12/4/19

Pam
12/4/19

26.4.19

A departmental meeting was held on 26 April, 2019 at 10.30 am in Room No. 6. The following decisions were taken:

- ① The teacher incharge ship was handover by Dr. Nitu Rana Dabas to Dr. Anu Jain for the academic year 2019-20.
- ② The paper distribution for the odd semesters i.e. Sem I, Sem III & Sem V of both B.Com (Hons.) and B.Com was done.
- ③ All the class teachers submitted the list of students for skill, generic and Discipline Specific Elective papers for the academic year 2019-20. The details of the list submitted:-
 - a.) Dr. Parul Goel \Rightarrow B.Com (Hons.) Sem III (Skill & Generic)
 - b.) Dr. Parul Chopra \Rightarrow B.Com (Hons.) Sem V (DSE)
 - c.) Ms. Indu \Rightarrow B.Com Sem III (Skill & Language)
 - d.) Ms. Shashi \Rightarrow B.Com Sem V (Skill, DSE, Generic)
 - e.) Dr. Sunita Dahiya \Rightarrow B.A. Aspsm Sem III (Skill)
Sem IV (Skill & Generic)
- ④ It was also decided that the same budget will be followed by the department for the academic year 2019-20, as submitted to the college in the academic year 2018-19. (Revised on 13 March, 2019).

Nitu
26/4/19
Parul
26/4/19
Rajeshwar
26/4/19
Rajni Bhatnagar
26/4/19
Anu Jain
26/4/19
Shashi
26/4/19
Indu
26/4/19
Sunita
26/4/19

26.4.19

A departmental meeting was held on 26 April, 2019 at 10.30 am in Room No. 6. The following decisions were taken:

- ① The teacher incharge ship was handover by Dr. Nitu Rana Dabas to Dr. Anu Jain for the academic year 2019-20.
- ② The paper distribution for the odd semesters i.e. Sem I, Sem III & Sem V of both B.Com (Hons) and B.Com was done.
- ③ All the class teachers submitted the list of students for skill, generic and Discipline Specific Elective papers for the academic year 2019-20. The details of the list submitted:
 - a) Dr. Parul Groel \Rightarrow B.Com (Hons) Sem III (Skill & Generic)
 - b) Dr. Parul Chopra \Rightarrow B.Com (Hons) Sem V (DSE)
 - c) Ms. Indu \Rightarrow B.Com Sem III (Skill & Language)
 - d) Ms. Shashi \Rightarrow B.Com Sem V (Skill, DSE, Generic)
 - e) Dr. Sunita Dahiya \Rightarrow B.A. Aspsm Sem III (Skill) Sem V (Skill & Generic)
- ④ It was also decided that the same budget will be followed by the department for the academic year 2019-20, as submitted to the college in the academic year 2018-19. (Revised on 13 March, 2019).

Nitu 26/4/19
 Parul 26/4/19
 Rajwani 26/4/19
 Anu Jain 26/4/19
 Shashi 26/4/19
 Indu 26/4/19
 Sunita Dahiya 26/4/19

The Principal
Aditi Mahavidyalaya
University of Delhi
Delhi

AO/50 (Adm)

Date: 29.4.19



29.04.19

SUB: Budget for the academic year 2019-20 as decided in the departmental meeting held on 26 April, 2019, is as following:

Madam,

This is to bring to your kind notice that the budget for the next academic year 2019-20 as decided in the departmental meeting held on 26 April, 2019, is as following:

Events:

Workshop on (Tally, Excel, GST etc.) \Rightarrow Rs. 90,000/-

Special lectures

\Rightarrow Rs. 90,000/-

Varijyam (Intra college Fest) \Rightarrow Rs. 50,000/-

Industrial Trip / Visit

\Rightarrow Rs. 80,000/-

Newsletter

\Rightarrow Rs. 30,000/-

Total

\Rightarrow Rs. 3,40,000/-

Funds (as per records)
(Tentative)

\Rightarrow Rs. 3,47,000/-

Kindly do the needful.

Thanks & Regards.

Yours sincerely

Nitu

(Dr. NITU RANA DABAS)
(TIC Commerce)

Enclosures: Three

Elfa
25/19

Minutes of Meeting of Commerce Department held on 20th May, 2019 in college staff room to discuss the following matters :

1. Information about Skill, DSE and generic papers opted by B.Com (H), B.Com (Prog) and ASPSM students (B.A. Prog)
2. Preparation of workload for 2019-20
3. Matter for Prospectus 2019-20
4. Time Table for 2019-20
5. Duty list for admissions.
6. Combination subjects with ASPSM in B.A. programme 1st Sem. for 2019-20.

After discussions it was decided / reported :

1. Following was reported by respective teachers regarding Skill, DSE and generic papers :

B.Com (H)

III Sem

SEC a) E-Commerce
b) E-Marketing

No. of students
24
11

Sem IV

DSE 1	a) Management Accounting	23
	b) O.B.	21
		18
DSE 2	a) FMI	
	b) Advertising	26

Anusaw
20/5/19

Rajeshwar
20/5/19.

20/5/19

B. Com (P)

Sem III

SEC	Computer Applications in Business	37
	Cyber Crime & law	7

Sem IV

DSE 1	a) HRM	38
	b) Principles of Marketing	22
DSE 2	a) Fundamentals of FM	30
	b) Training & Development	30
SEC	Entrepreneurship	16
	Advertising	45

B.A. (P) ASPSM

Sem III

SEC	Cyber Crimes & law	31
	Computer Applications	12

Sem IV

SEC	Entrepreneurship	23
		27
Generic	MBO	

Data regarding generic papers opted by Commerce students, offered by other departments to be compiled by respective teachers and to coordinate with CBCS Committee.

Anu Jami
20/5/19

Rajeshwar
20/5/19

Chir
20/5/19

1. Workload for 2019-20 to be submitted to Dr. Sunita Behmani, Convenor Workload Committee.

Dr. Parul Goel was assigned the duty of preparing a draft of the workload to be finalised by Dr. Anu Jain.

3. Prospectus contents to be revised as per University norms for Academic year 2019-20 for admission criteria for B.Com(H), B.Com(P).
Dr. Parul Chopra was assigned this duty.

4. Timetable Committee for year 2019-20 for Commerce department was formed consisting of Ms. Indu, Dr. Parul Goel and Dr. Sunita Dahiya.
Ms Indu to co-ordinate with Timetable Committee of the college.

5. Duty list for admissions to be finalised after admission schedule is notified by Admission Committee.

6. For Academic Year 2019-20, ASPSM paper in B.A. (Prog.) shall have 3 combinations as against 2 in last year.

- a) ASPSM - Eco
- b) ASPSM - Mathematics
- c) ASPSM - HDPE.

Anu Jain
20/5/19

Rajeev
20/5/19

P. D. Dahiya
20/5/19

Minutes of meeting of commerce department held on 18th June, 2019 in college staff-room at 10:00 am.

Agenda

- ① Duties for orientation of first year students 2019-20
- ② Counselling for students of first semester for generic paper of Commerce Department.
- ③ Admission Duties.
- ④ Internal assessment 2018-19
- ⑤ Class teachers for session 2019-20
- ⑥ Duty of result analysis 2018-19

The following was decided :

1. Orientation Programme Committee
PPT presentation - Ms. Aamir Khan
Refreshments, sitting arrangement, arrangement of projector, screen - Ms. Lovely, Ms. Shashi and Ms. Indu.
2. Dr. Parul Goel, Mr. Aamir and Dr. Parul Chopra shall be responsible for counselling of first sem. students ^{for generic paper}, and shall coordinate with college CBCS committee for the same.
3. Workload for Odd Semesters 2019-20 was reported.

4. Admission Duties of Permanent faculty :

I st Cut-off	28 June - 1 July 2019	Dr. Bhavna Rajput
II nd cut off	4 th July - 6 th July '19	Dr. Rajeev Kaur
III rd "	9 th July - 11 July 19	Dr. Nitu Rana
IV th "	15 th " - 17 th July '19	Dr. Hema Gupta
V "	20 th " - 23 rd July '19	Dr. Anu Jain.

5. All the teachers should submit their internal assessment 2018-19 to Dr. Paul Goel.

6. Class Teachers for session 2019-20 shall be same as in 2018-19

7. Ms. Shashi and Ms. Aamir shall ~~be sent~~ collect the results of 2018-19 for analysis.

Members Present

Dr. Anu Jain (TIC) Anu Jain

Dr. Rajeev Kaur Rajeev Kaur

Dr. Bhavna Rajput

Dr. Hema Gupta Hema Gupta

Dr. Nitu Rana. Nitu Rana

Minutes of Meeting held on 24th July, 2019 in Room no. 5

Agenda

To discuss the revised Syllabus for B.Com (H) and B.Com (P) for first semester 2019-20.

Members Present

Dr. Anu Jain

Dr. Rajeev Kaur

Dr. Bhavna Rajput

Dr. Hema Gupta

Dr. Nitu Dabas

The new syllabus of B.Com (H) for First Semester as given at Delhi University website has the following papers which the Commerce department can offer as generic Elective to students of other disciplines :

- a) Basics of Accounting
- b) Business Organisation and Management

It was decided that Commerce Department shall offer Business Organisation and Management as Generic Elective for First Semester Students.

Dr. Hema Gupta

Dr. Anu Jain
Dr. Nitu Dabas

Dr. Rajeev Kaur

A meeting of teaching faculty in Commerce Department was held in the Principal's Office on 26th July, 2019 at 11:00 a.m.

The following members were present in the meeting:

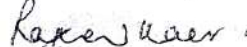
1. Dr Mamta Sharma, Principal
2. Dr. Santosh Kumar, Convener, Admission Committee
3. Dr. Neelam Rathi, Co-Convener, Workload Committee & Representative of TIC (Hindi)
4. Dr. Anu Jain, TIC (Commerce)
5. Dr. Rajeev Kaur
6. Dr. Hema Gupta
7. Dr. Nitu Dabas
8. Shri V.P. Tiwari, Administrative Officer

The following decision was taken:


1. In the meeting, the University letter No. CB-II/260./New Course/AM/2019-20/344 dated 23.7.2019 was placed which was regarding the increase in intake in the existing course of B.Com.(Hons.) and B.Com. The matter was discussed with the Workload Committee and Admission Committee and it was decided that admissions for the same will be done after receiving approval of the funding agency as required in the letter.
2. The Hindi Department requested to the Principal that they should also be permitted to start one section of B.A.(Hons.) (Hindi) from 2019-2020.
3. It was decided that for the current academic year 2019-2020 both the departments (Commerce & Hindi) shall manage with the existing sanctioned posts. For the next year, a detailed proposal shall be sent by the college authorities.

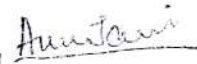

DR. SANTOSH KUMAR


DR. NEELAM RATHI

DR. RAJEEV KAUR 

DR. NITU DABAS 


DR. MAMTA SHARMA,
PRINCIPAL

DR. ANU JAIN 

DR. HEMA GUPTA 


V.P. TIWARI

Handwritten notes:
TIC (Commerce) / TIC (Hindi) / SO (Admin) / Commerce
Mamta
30/7/19

Minutes of the Commerce dept. meeting held on (1)
16th Aug, 2019.

Time : 10:45 a.m.
Venue : Room No. 5

Meeting of the Commerce department
was held to discuss the following:

(1.) Status of NAAC criteria

- criteria (1) Ms. Lovely - Sent to Naac committee
(2) Dr. Parul Chopra -
(3) Dr. Sumita Sahiya - " " "
(4)
(5) Ms. Rashmi, Ms. Indu - " " "
(6) Dr. Parul goel - " " "

Agenda

- (2) Duties for the following
(i) code No. of Papers (list) - Ms. Indu, Ms. Shashi
(ii) Seniority list - Dr. Sumita, Ms. Indu
(iii) Library requisition - class teachers to
collect and compiled by Ms. Lovely.
(iv) Result compilation - class teachers to
collect result, compiled (final) by Ms. Indu
& Ms. Shashi.
(v) Print-outs of all cut-offs - Dr. Parul Chopra.
(vi) Internal - Assessment of 2018-19 to be
submitted to Dr. Parul goel (Hard copy)

Agenda (3)

It was decided that all files related
to IQAC (TT, workload, Result, Internal assess-
ment minutes (18-19), Syllabus (new & old)
✓ leave-record

Oct sem IV - Saturday - off

Should be updated as all these files (2)
shall be reviewed by Dr. Anu Jain, Dr. Hema
in the first week of September 2019.

Agenda (4)

- (a) Print-out of new syllabus of B.Com(H)
and B.Com including ^{generic papers} Mr. Aamir
- (b) Print-out of ASPSM Papers (B.A Prog)
— Dr. Sunila Nahiya.

Agenda (5) Department decided to hold lecture on
"Recent trends in advertising" on 22nd Aug 19. Dr.
Ruchi Gupta would be the speaker for the above.

Members Present: -

- (1) Dr. Anu Jain CTIC 2019-20) Anu Jain
- (2) Dr. Rajen Kaur Rajen Kaur 16/08/19.
- (3) Dr. Hema Gupta Hema 16/8/19
- (4) Dr. Nitu Rana Nitu 16/8/19.
- (5) Dr. Sunila Nahiya Sunila
- (6) Dr. Parul goel
- (7) Ms. Rashi Palwal Rashi Palwal
- (8) Ms. Lovely Lovely

— Minutes of Meeting of Commerce Department held
on 3rd Sept., 2019 at 10:45 AM in room no. 10

Agenda I

— Follow-up of duties assigned to faculty members
on 16th Aug. 2019.

(i) List of papers including generic with code
number - Indu and Shashi

It was informed that data regarding
B. Com (H) Ist Sem is yet to be submitted.

(ii) Seniority list - Sunita and Indu

- The Seniority list was sent to the Department
on 24th Aug, 2019 in soft copy

(iii) Library recommendations - Lovely
Received

(iv) Result Compilation - Rashi

Results were received from Indu, Shashi, Lovely
and Rashi

The rest will be submitted shortly.

(v) Cut-offs - Parul Chopra
- Submitted

(vi) Internal assessment of 2018-19 - Parul Goel
- Lovely, Parul Chopra, Bharna, Sunita Dahiya

(vii) Syllabus of BCH, BCP - Aamir
- Ready

(viii) Syllabus of ASPSM - Sunita

Agenda II

It was informed that Commerce Department in

association with Extensive Lecture Series 2019-20
is organising a special lecture on 'Handling
Interviews' by Dr. Tasneem Shahneaz, Associate Professor,
Sri Aurobindo College on 4th Sept. 2019 at 9:30 am
in College Hall. On 17th Sept., 2019 lecture on ① "Out of
Office: Too stressed to work by Dr. Vandana Gambhir, Keshav
Mahavidyalaya, ② Cyber Crime and Social Media by ~~Dr~~
Dr. Rajnikant, Zakir Hussain College and ③ Enhancing
Communication Skills by Dr. Archana Kausik, Department
of Social Work shall be organised in College Hall.

Opt 3/9/19
AnuJani 3/9/19
Shashi 3/9/19
Rani 3/9/19
Laxmi 3/9/19
Anu 3/9/19
Raj 3/9/19
① 3/9/19

Minutes of Meeting held in Room no. 6 on 6th Sept, 2019
at 10:45 am

The Commerce department wishes to organise a workshop with Hindi department on the Subject of Marketing for B.Com (H), ~~and~~ B.Com (P) and B.A. (Prog) As PSM students as they study Advertising.

It was decided to conduct a workshop on :
"Advertising ; Economic and Social Aspect" on
19th Sept., 2019.

The Department proposed the name of Dr. Gayatri Verma, Associate Professor, Laxmi Bai College.

Considering her specialisation and expertise in the relevant area.

It was decided that honorarium of Rs 3000/- shall be paid, Refreshment of Rs 500 and Banner of Rs. 800/- approx. shall be ordered.

Total Budget = $3000 + 500 + 800 = 4300/-$

GST extra

Shashi

Anuram

Dr. P. K. S.

Amir

Departmental Meeting of Commerce Department

Date 5 Nov, 2019

Time : 11.30 AM in Staff Room

- (1) A departmental meeting was held on 5th Nov, 2019 to materialise the industrial trip for students of commerce. Industrial trip shall provide a platform to the students to get first hand experience of how organisation actually works and how vital elements of management, business entrepreneurship, CSR, governance, ethics, marketing etc. are put to use in practice in a working environment.
- (2) As such visit is of interest and importance to study the practical aspect of business entrepreneurship and management marketing, accounting, human resource management etc. prescribed under the syllabi of B.com(H) and B.com(P), the course fee shall be utilized to finance such visit.
- (3) The accounts department is requested to sanction money from the course fee collect from the commerce funds for such industrial/educational trips.
- (4) A lot of activities like photography competition, travelogue writing, article report writing can also be planned which will enhance the business communication skills of the students.

Rajesh Kumar

Ramesh

Nitin
10/11/19

Dr. Anil Kumar

Sanjay
10/11/19

Shashi
10/11/19

Minutes of meeting of Commerce Department held
on 08.11.19 at 11:30 AM in Room no. 5.

1. A meeting of commerce department teachers is scheduled for 13th Nov. '19 for paper distribution, preference for lectures, off-days
2. It was decided that Commerce Department shall offer "Entrepreneurship" as generic option for Second semester for all Honours courses.
3. All teachers were instructed to complete their internal assessment and hand it over to Ms. Shashi for uploading before 18th Nov. 19
4. All Class teachers submitted the list of students who opted for various Skill, DSE, AECC papers.

Anuraj
8/11/19

Nitin
8/11/19

Amir
8/11/19

Rajeshwar
8/11/19

Rashmi
8/11/19

Konali
8/11/19

Sunil
8/11/19

Shashi
8/11/19

Anuraj
8/11/19

Meeting of Permanent Faculty of Commerce Department
on 13th Nov. '19 at 11:30 AM in room no. 5

Agenda

- ① Preference for subjects for even semester, off. days and timings of lectures.
- ② Internal assessment for 2019-20, Odd Semester.

1. Dr. Rajeev Kaur

B.C.P. ^{VIth} sem (Skill) 4, Personal Selling & Salesmanship
B.C.P. ^{Vth} " DSE 5+2 Organization Behavior
B.A.(P) ^{IVth} sem 1L+2Tute Personal Selling
10L+4Tutes

Saturday off day
classes from 2nd onwards.

2. Dr. Bhawna

BCH ^{VIth} sem, FOI (5+2)

B.C.P. ^{VIth} sem, FOI (5+2)

Monday off day, 1st onwards.

3. Dr. Anu Jain

B.C.P. ^{IInd} sem Business laws 5+4

Saturday off

BCH ^{IInd} sem Corporate laws 1

BCH ^{IVth} sem Collective Bargaining (SEC) 4

4. Dr. Hema

Mgt Ac'ing B.com (P) ^{Vth} sem (5+2)

Cost Ac'ing B.com (H) ^{IVth} sem (5+2)

Saturday off day (2nd onwards)

5. Dr. Nitu

BCH Sem ^{VI} Auditing & Corporate Governance (5+2)

B.C.P. Sem ^{VI} Financial Mkts and Institutions (5+2)

B.C.P. Sem ^{IV} Investing in Stock Market (2).

Minutes.

1. Permanent faculty gave their preferences for papers of even semester for academic year 2019-20.
2. Internal assessment to be submitted to Dr. Ravi Groel for IQAC files.
3. Dr. Sumita Dahiya and Ms. Lovely were assigned the duty of preparing PPT for Commerce Department for last 5 years as required by NAAC.

Anu Jain
13/11/19
Byt

Rajendra
13/11/19
13/11/19

Minutes of meeting of Commerce Department held on 16.12.19 in college staff room.

Agenda

- (1) Discussion regarding paper distribution for the upcoming even semester ~~begin~~ beginning from January 2020.
- (2) Preference for Time Table.

Minutes

- Permanent faculty's preference for subjects and off days were noted.
- Time table for commerce department will be prepared by Ms. Indu who shall coordinate with the Time table committee.

Anurag
16/12/19

Pand
16/12/19

Nitin
16/12/19

Rash
16/12/19

Shah
16/12/19

Amir
16/12/19

Indu
16/12/19

Indu
16/12/19

Minutes of the meeting

01/01/2020

Venue: Staff Room

A meeting was held on 01 January, 2020 at 11 a.m. in the staff room. The following decisions were taken:

- 1.) The time table for the session (Jan - May 2020) was distributed amongst to all the teachers of the department.
- 2.) Dr. Nitu Dabas is going on Child Care leave from 6 January 2020. It was decided that her workload will be shared by the existing teachers till an additional hand is provided by the college.
- 3.) It was also decided that the following two names will be forwarded to the alumni committee for felicitation in the Alumni meet of 2020.
 - 1.) Ms. Kiran Yadav Assistant Professor PGDAV.
 - 2.) Ms. Ranjan Kaur.

The two will be asked to send their resume. So that the same can be send to the alumni committee.

Rajeev Kaur
01/01/2020

Shashi
01/01/2020

Anu Jais
01/01/2020

Nitu
01/01/20

Isrily
11/1/20

Sumita
11/1/20

Pamul
11/1/20

Indu
11/1/2020

Rashi
11/1/2020

Bru
11/1/2020

Prof. Sps
11/1/20

Anur
01/01/2020

Date: 02 January, 2020

Venue: Room No-5

Time: 11.30 am

A meeting was held on 2 Jan, 2020 at 11.30 am in room no-5. The following decisions were taken

- 1.) It was decided in the meeting that Saturday as off day will be given by rotation.
- 2.) It was also decided that the morning and afternoon lectures will also be given by rotation/equally
- 3.) All the teachers were also asked to give suggestions for the Vanijyam 2020 and the Industrial Visit.
- 4.) All the class teachers were also asked to take suggestions from their respective classes for the Vanijyam 2020.

Shashi
21/1/2020
S.A.
21/1/20

Pamul
2/2/20

Amit
02/01/2020

Indu
21/1/2020

Anurag
21/1/2020

Department meeting was held on 23rd Jan. 2020.
in Room no. 5. The following decisions were taken:

1. It was decided to organise Vanyyam on 12th and 13th February, 2020
2. The tentative list of events and their coordinators shall be as following
 - a) Human Ludo
 - b) Tug of War (Fun-event)
 - c) Needle-Thread Race
 - d) Business Quiz (coordinated by Dr. Anu Jain & Dr. Parul Chopra)
 - e) Art Mania (coordinators - Ms. lovely & Ms. Rashmi)
 - f) Ad-Mad (" Ms. Shashi & Dr. Parul Goel)
 - g) T-Shirt painting (theme based) - Dr. Parul Goel
 - h) Business Stat-up (Dr. Sunita Dahiya & Indu)
 - i) AGM
3. Rules shall be prepared by concerned co-ordinators
4. The amount of prizes was decided as:
 - (i) First Prize Rs. 2000/-
 - (ii) Second Prize Rs. 1500/-
 - (iii) Third Prize Rs. 1000/-
5. Refreshment to the students will be given @ 25/- .
6. Duties for Vanyyam were also decided:
 - (i) Banners & certificates - Dr. Parul Chopra
 - (ii) Room, hall arrangements - Sunita Dahiya, Indu
 - (iii) Registration - All event coordinators

- (v) Report preparation - Ms. Lovely
- (vi) Bill etc. : Ms. Rashmi
- (vi) Refreshment - Ms. Shashi

7. All class teachers are requested to forward the list of subject toppers, overall toppers to Ms. Rashmi & Ms. Rashmi is to compile the data and send it to aditiprize2020@gmail.com.

8. Ms. Rashmi and Ms. Lovely to invite applications for student of the year from B. com (H) and B. com final year students. The students were required to submit supporting documents.

9. The criteria for deciding Student of Year shall be as follows for year 2019-20:

- (i) Academic Performance + 50% Weightage
- (ii) ^{Attendance} Securing Position / Participation in extra curricular activities 20%
- (iii) Participation in Department activities 20%
- (iv) Interview 10%

Anurag

Shashi

Indu

Rashmi

Raj

Lovely

Rashmi

Rajesh Kumar

Pamul

To
The Principal
Aditi Mahavidyalaya
University of Delhi
Bansana,
Delhi

27.01.2020

Sub. Proposed Budget for Vanijyam 2020

Respected Madam,

This is to bring to your kind notice that the Department of Commerce is organising Vanijyam on 5th and 6th February, 2020. Please sanction the proposed budget for the same:

1. Refreshments for students Rs. 25 × 300	Rs. 7500
2. Banner + Certificates + Poster	Rs. 7000
3. Stationery	Rs. 2000
4. Photographer	Rs. 1000
5. Prizes for Events (7 × 4500)	Rs. 31500
6. Miscellaneous expenses	Rs. 1000
	<u>Rs. 50,000</u>

Thanking you.

Yours faithfully

Anu Jain

(Dr. Anu Jain)

TIC Commerce.

Department meeting held on 7.2.2020 at 10:00 Am in room no. 6.

The following were discussed and decided.

1. It was tentatively decided to take B.Com(H) and B.Com students on Industrial Visit to Crafts Museum, Pragati Maidan during the last week of February, 2020.
2. It was decided to finalise the students for following scholarships as per the criteria for the respective scholarships:

a) Usha Aggarwal Scholarship [Topper of B.Com(H) Ist year & B.Com Ist year]

Following students were finalised

Vidushi Sharma B.Com Ist year Roll no. 18002503017
→ CGPA 8.64

Ms. Trisha B.Com(H) Ist year Roll no.
→ CGPA 8.05

Rs. 3500 each

b) Vijaya Sharma Memorial Scholarship to Toppers of B.Com and B.Com(H) IInd year.

Following students were finalised

- Ms. Yogita B.Com(H) IInd year Roll no. 17002504017
CGPA 9.04 - Rs. 2500

Ms. Shiwani (17002503011), Ms. Anjali Sharma (17002503024) and Riche Sharma (17002503029) of B.Com IInd year shall share the scholarship amount as ~~the~~ all these three students are toppers Rs. 2500 shall be divided amongst them.

All have a CGPA of 8.05

Amish

Prasanna
Rashtriya

Sanjay Rajendra

"MINUTES" of Meeting held on 18th Feb, 2020

- ① Interview for the "Student of the Year" award was conducted on 18th February, 2020 in room no. 06 at 11:30 a.m.
- ② Five students from B.Com (Hons) and 2 students from B.Com (Prog) applied for the award.
- ③ The selection was made as per the criteria decided in previous year.
- ④ The following teachers headed the interview board:
Dr. Rajeev Kaur
Dr. Bhawna Rajput
Dr. Anu Jain (TIC)
Dr. Hema Gupta
- ⑤ The result for the award is as follows:
B.Com (Hons) - Megha Goyal (Roll No: 17002504501)
B.Com (Prog) - Namrata Maurya (Roll No: 17002503004)

Anu Jain
18/2/2020

Hema
18/2/20

Rajeev Kaur
18/02/20.

Hemely
18/2/2020

Rajesh
18/2/20

Minutes of meeting of Commerce Department held on 19th May, 2020 online through Google Meet at 4:00 Pm.

Members Present

Dr. Anu Jain (TIC)
Dr. Rajeev Kaur
Dr. Bhavna Rajput
Dr. Hema Gupta
Dr. Nitte Rana
Dr. Sunita Dahiya
Dr. Parul Goel
Dr. Parul Chopra
Ms. Indu
Ms. Rashi
Ms. Shashi
Ms. Lovely

1. In line with the instructions given by Principal ma'am in a meeting with staff members on 18th May it was decided that the Internal assessment be prepared and submitted by 26th May 2020 on email id communicated by the College for this purpose.
2. It was decided that marks obtained by students in their assignments to be considered for their internal assessment out of 25 marks.
(No bifurcation be made)
3. List of defaulters be intimated through email by 22nd May to the college.

List of marks obtained by students in Internal Assessment should be shared with the students.

5. Practicals can be conducted by giving assignments to the students. The marks for practicals have to be sent on email id created for this purpose.
6. It was decided to prepare a Newsletter for the year 2019-20 and suggestions were invited for the name of the Newsletter.
7. It was decided that the Department shall plan a virtual farewell to final year students.

Minutes of Meeting of Commerce Department held on
21.5.2020 at 12:30 pm on Google Meet.

Members Present

Dr. Anu Jain (TIC)

Dr. Rajeev Kaur

Dr. Bhawna Rajput

Dr. Hema Gupta

Dr. Nitu Raina

The following points were discussed and decided.

1. Generic Elective for B. Com (H)
 - (a) For B. Com (H) Semester I, it was decided that students shall be offered Business Organisation and Management as G.E.
 - (b) For B. Com (H) Semester III it was decided that students shall be offered Human Resource Management as G.E.
2. Skill Enhancement Course (SEC) for B. Com (H), IIIrd Semester
It was decided that the students shall be given a choice to choose between 2 SECs viz.
 - (i) E-Commerce or,
 - (ii) Training and Development
3. DSE for B. Com (H) Vth Semester (shall be same as 2019-20)
Options for DSE I - Management Accounting, or Organisational Behaviour
Options for DSE II - Advertising, or Financial Markets, Institutions

4. For B. Com the options shall remain the same as in 2019-20.
5. It was decided that the students shall fill their options in Google Forms.
6. The Class Teachers of First Year and Second Year shall get the options filled.
7. It was decided that teachers already teaching SEC and DSE papers shall be involved in counselling of students.
9. The Name of Commerce Newsletter is finalized as:
Com Bytes
10. The farewell to Third Year Students shall be planned on 27th May or 28th May as per permission given by Principal Ma'am.

Minutes of Meeting of Commerce Department held on
2nd June, 2020 at 4:00 PM on Google Meet.

Members Present

1. Dr. Anu Jain (TIC)
2. Dr. Sumita Dahiya (Class Teacher of ASPSM Students)
3. Dr. Parul Groel (Class Teacher BCH Ist Year)
4. Ms. Indu (Class Teacher BCP Ist Year)
5. Dr. Parul Chopra (Class Teacher BCH 2nd Year)
6. Ms. Shashi (Class Teacher BCP 2nd Year)

Agenda

To Assign duties to Teachers for getting Students' preferences filled for DSE, SEC and G.E. for IIIrd and Vth Semester for Academic Year 2020-21.

The following were discussed and decided.

1. It was decided that the Class teachers shall prepare Google Forms to get preferences of students for DSE, SEC and G.E.
2. The Syllabus of the respective papers shall be added to the Google Forms for students' reference.
3. Before asking for the preference, the Class Teachers shall arrange for counselling of students. For this teachers who have taught these papers shall be involved.
4. The duties were assigned as follows:
 - (i) Dr. Sumita Dahiya - B.A. (CP) ASPSM IIIrd Sem SEC
 - (a) Computer Applications
 - (b) Cyber Crimes
 - Vth Sem SEC - Advertising
 - G.E. MBO

(ii) Dr. Parul Goel BCH IIIrd Sem

SEC (a) E-Commerce

(b) Training & Development

(iii) Ms. Indu BCP IInd Sem

SEC a) Computer Applications

b) Cyber Crimes.

(iv) Dr. Parul Chopra BCH Vth Sem

DSE I a) Management Accounting

b) Organisation Behaviour

DSE II a) Advertising & Personal Selling

b) Financial Markets, Institutions

(v) Ms. Shashi BCP Vth Sem

DSE I a) HRM

b) Principles of Marketing

DSE II a) Financial Management

b) Training & Development

SEC a) Entrepreneurship

b) Advertising.

5. The work should be completed within 7 to 8 days.

INDEX

NAME: _____ STD.: _____ SEC.: _____ ROLL NO.: _____ SUB: _____

S. No.	Date	Title	Page No.	Teacher's Sign / Remarks
<h1>DEPARTMENT OF COMMERCE</h1> <h2>2020-21</h2> <p>Teacher - Incharge : Dr. NITU RANA DABAS</p> <p>June²⁰²⁰ - Jan. 2021 Dr. Nitu Rana Feb 2021 - May 2021 Dr. Hema Gu</p>				

An ^{online} meeting of the Department of Commerce was held on 23 July, 2020 at 12 pm on the Google Meet.

The agenda for the meeting was:

- (i) Distribution of papers for the academic year 2020-21.
- (ii) Discussion of workload for the session 2020-21.
- (iii) Any other matter.

The following members were present in the meeting:

- ① Dr. Rajeev Kaur
- ② Dr. Bhawna Rajput
- ③ Dr. Hema Gupta
- ④ Dr. Anu Jain
- ⑤ Dr. Nitu Dabas (TIC Commerce).

The following decisions were taken:

- ① The papers for the semester 1, 3 and 5 (for the academic year 2020-21) were allocated to the members present in the meeting.
- ② All the teachers present in the meeting gave their preferences for the timetable for the classes in the offline mode.
- ③ The workload for the academic year 2020-21 was discussed by the members present in the meeting.

An ^{online} meeting of the department of commerce was held on 08 August, 2020 at 5 pm on google meet. The following members were present in the meeting:

- ① Dr. Rajeer Kaur
- ② Dr. Bhawna Rajput
- ③ Dr. Hema Gupta
- ④ Dr. Anu Jain
- ⑤ Dr. Nitu Rana Dabas (TIC Commerce)
- ⑥ Dr. Sunita Dahiya
- ⑦ Dr. Parul Groel
- ⑧ Ms. Indu
- ⑨ Ms. Rashie Palival
- ⑩ Ms. Shashi
- ⑪ Dr. Parul Chopra
- ⑫ Ms. Lovely.

The following decisions were taken in the meeting:

- ① It was informed by Dr. Nitu Rana Dabas (TIC) that the timetable committee has decided that the timetable of 2019-20 will be followed till admissions of Semester-I are done for academic year 2020-21.
- ② It was also decided that some lectures, tutorials and practicals will be given to those teachers who are taking semester-I (only till admissions of semester-I).

An ^{online} meeting of the Department of Commerce was held on 10 August, 2020 at 12.45 pm on google meet. The following members were present:

- ① Dr. Rajeev Kaur
- ② Dr. Bhavna Rajput
- ③ Dr. Hema Gupta
- ④ Dr. Anu Jain
- ⑤ Dr. Nitu Rana Dabas (TIC)
- ⑥ Dr. Sunita Dahiya
- ⑦ Dr. Parul Goel
- ⑧ Ms. Indu
- ⑨ Ms. Rashmi Palival
- ⑩ Ms. Shashi
- ⑪ Dr. Parul Chopra
- ⑫ Ms. Lovely Chauhan

The following decisions were taken in the meeting:

- 1) The timetable for the odd semester i.e. Sem III and Sem V of the academic year 2020-21 was given to all the members/teachers present in the meeting by mailing them on their email ids.
- 2) It was also told by the TIC to all the teachers that they have to submit their timetables duly signed on timetable2020odd@aditi.du.ac.in.

Minutes of the Meeting

Date: 31 August, 2020, Time: 12.45 pm.

An online meeting

was held at 12.45 pm on 31 August, 2020 on google meet to discuss about the generic paper 'Modern Business Organisation' to be offered to the students of B. A. Programme Sem-5.

The following members attended the meeting:

- 1.) Dr. Rajeev Kaur
- 2.) Dr. Bhawna Rajput
- 3.) Dr. Hema Gupta
- 4.) Dr. Anu Jain
- 5.) Dr. Nitu Dabas (TIC)

The following decision was taken:

It was decided that the generic paper 'Modern Business Organisation' will be offered to the students having discipline paper other than Commerce based paper in B. A. Programme Sem-5 (i.e. ASPSM and OMSP) i.e. ASPSM and OMSP students cannot take this generic paper (MBO). The clarification for this was asked from the department of commerce, Delhi University. As per the telephonic conversation with the department of Commerce, Delhi University on 27 Aug, 2020, this decision was taken. It was also decided that further clarification from the department will be taken in the next academic year and this decision can be revised.

Minutes of the Migration Committee Meeting

Date : 12 September, 2020

Time : 12 pm

Platform : Google Meet.

- ① A three member committee was formed by the principal Dr. Mamta Sharma for the migration cases of the Commerce Department for the academic year 2020-21. The three members were ⇒ Dr. Suniti Datta (Staff Council Secretary)
Dr. Anu Jain (Co-Convenor, Admission Committee)
Dr. Nitu Dabas (TIC, Commerce).
- ② The committee held a meeting on 12 September, 2020 at 12 pm on google meet. All the three members attended the meeting.
- ③ All the members present were of the opinion that migration may be allowed during the year 2020-21 on the basis of medical reasons.
- ④ This decision is only for 2nd year students.
- ⑤ The following student was recommended for migration as per the Committee decision:
(i) Nishita Kapoor, Roll No-1906074, B.Com(Hons) IInd year
— Medical Reasons.

29.09.2020.

A meeting of the Department of Commerce was held on 29 September 2020 at 12 pm in the staff room of the college.

The following decisions were taken:-

- ① It was reported by the college that a student from NCWEB wants to take migration from NCWEB (ADITI COLLEGE) to Regular in the B.Com. Sem-III.
- ② It was decided that the migration may be allowed as there are seats as informed by the administration.
- ③ The final decision will be taken by the three member committee as formed by the Principal Madam for the migration.

Ditu
29/09/2020.
(TIC Commerce)

Anu Jani
29/9/2020

PT 29/9/2020

Agarwal
29/09/2020.

Rishi Palwal
29/9/2020

Pand
29/9/20

Singh
29/09/2020

Singh
29/9/20

Pr
29/9/20

Pand
29/9/20

Singh
29/09/20

Minutes of the Migration Committee Meeting

Date : 29 September, 2020

Time : 2.15 pm

Platform : Google Meet

- ① A meeting of the three member committee alongwith the NCWEB Co-ordinator was held on 29 September, 2020 at 2.15 pm on google meet. The agenda was to discuss about the Migration application of Ms. Priya from NCWEB to Aditi Mahavidyalaya in B.Com Sem III.
- ② The following members attended the meeting:
 - ① Dr. Anu Jain (Admission Committee Convener)
 - ② Dr. Suniti Datta (Staff Council Secretary).
 - ③ Dr. Nitu Dabas (TIC Commerce)
 - ④ Dr. Ritu Sharma (NCWEB Co-ordinator)
- ③ All the members present in the meeting were of the opinion that the migration may be allowed to Ms. Priya (Exam Roll No. 19332503097), (NCWEB student in Sem I & Sem II of B.Com (Prog.)) to the Sem III in B.Com (Prog.) of Aditi Mahavidyalaya subject to the Migration rules from NCWEB to Regular College of University of Delhi and also subject to the availability of seat in B.Com (Prog.) of the respective category.

Minutes of the Meeting

Date : 01 October, 2020.

Time : 2.15 pm

Platform : Google Meet

A meeting of the Department of Commerce was held at 2.15 pm on 01.10.2020 on Google Meet to discuss about the Academic Planner for 2020-21.

The following teachers attended the meeting -

- | | |
|-----------------------|-----------------------|
| 1.) Dr. Rajeev Kaur | 7.) Dr. Parul Groel |
| 2.) Dr. Bhawna Rajput | 8.) Ms. Indu |
| 3.) Dr. Hema Gupta | 9.) Ms. Rashmi |
| 4.) Dr. Anu Jain | 10.) Ms. Shashi |
| 5.) Dr. Nitu Rana | 11.) Dr. Parul Chopra |
| 6.) Dr. Sunita Dahiya | 12.) Ms. Lovely |

The following decisions were taken :

- 1.) It was decided that more clarification will be taken from principal mam and other departments about the academic planner before filling it.
- 2.) It was also decided that a webinar will be organised in the second week of October 2020. The resource person will be from T.I.M.E.
- 3.) It was also reported by the TIC that one student has taken migration from B.Com (Hons.) Sem III (Ms. Nishita Kapoor). One student has taken migration from NCWEB (Aditi College Centre) to Aditi College Regular in B.Com (Sem III) Ms. Priya.
- 4.) The TIC also asked the teachers who took skill papers in Sem IV and Sem VI of academic session 2019-20 to send their details to Dr. Nalini (Coordinator for SEC Evaluation).

Minutes of the Meeting

Date : 07 October, 2020.

Time : 12.45 pm

Platform : Google Meet

A meeting of the department of Commerce was held ^{online} on 07 October, 2020 at 12.45 pm on Google Meet. The agenda was to decide the first cut-off for the admissions of 2020-21.

The following teachers attended the meeting :

- | | |
|-----------------------|-----------------------|
| 1.) Dr. Rajew Kaur | 6.) Dr. Sunita Dahiya |
| 2.) Dr. Bhawna Rajput | 7.) Dr. Parul Groel |
| 3.) Dr. Hema Gupta | 8.) Ms. Indu |
| 4.) Dr. Anu Jain | 9.) Ms. Shashi |
| 5.) Dr. Nitu Rana | 10.) Ms. Rashie |
| | 11.) Dr. Parul Chopra |
| | 12.) Ms. Lovely. |

The following decision was taken :

- 1.) It was decided by all the teachers present in the meeting that the first cut-off of last year i.e. 2019-20 will be followed for the admissions of 2020-21 i.e. this year for admissions the first cut-off will be same as last year for B.Com, B.Com (Hons.), ASPSM with Economics, ASPSM with Maths.
- 2.) It was also reported by the TIC Dr. Nitu Rana that a webinar will be organised on 9th October, 2020 on the topic 'STOCK MARKETS' in association with Placement Cell and Extensive Lecture Series. The resource person for the webinar is Anil Singh Bhadawia (Senior Regional Head, T.I.M.E.) MBA in marketing and finance.

A meeting of the department of commerce was held on 9th October, 2020 at 12 pm in the staff room of the college.

The agenda was to decide about the first cut-off for the admissions of 2020-2021 as the admission process will start from 12th Oct, 2020.

- ① It was decided by all the members present in the meeting that the first cut-off shall be :

	UR	EWS	OBC	SC	ST	PWD	KM.
B.Com.(Hons.)	91	89	88	86	86	86	89
B.Com.	86	84	83	81	81	81	84

~~ASPSM with~~

- ② It was also decided that the cut-off for ASPSM with Economics and ASPSM with Maths will be decided in consultation with the teacher-in-charges of the concerned department

Rajeev Kaur
09/10/2020

@TIC

09/10/2020

TIC - Commerce.

Sonely
09/10/2020

Sach
9/10/2020

Shashi
09/10/2020

Rajesh
9/10/20

9/10/20

Anu Jain
09/10/2020

9/10/20

Rashmi Patil
09/10/2020

Pooja
9/10/20

Minutes of the Meeting

Date of the Meeting \Rightarrow 10 November, 2020

Time \Rightarrow 12.45 pm

Platform \Rightarrow Google Meet

Agenda \Rightarrow Internal Assessment of Sem-3 & 5 of B.Com (H) & B.Com

An ^{online} departmental meeting was held on 10 Nov, 2020 at 12.45 pm on google meet to discuss about the internal assessment of Sem-3 and Sem 5 of B.Com (H) & B.Com for the academic year 2020-21.

The following members attended the meeting.

Dr. Rajeev Kaur

Dr. Parul Groel

Dr. Bhawna Rajput

Ms. Rashmi

Dr. Hema Gupta

Ms. Indu

Dr. Anu Jain

Ms. Shashi

Dr. Nitu Rana (TIC)

Dr. Parul Chopra

Dr. Sunita Dahiya

Ms. lovely Chauhan.

- 1.) It was informed by Dr. Nitu Rana that the internal assessment will be based on Assignment/Project and or mid-semester test as decided in the meeting of internal assessment committee on 9 Nov, 2020. The marks of these will be scaled down to out of 25 marks. The records should be maintained for the assessments done and uniformity for all the students for calculating IA marks is to be maintained. The teacher should have a student-friendly approach.
- 2.) The date of submission of IA marks is from 26 Nov to 28 Nov 2020.
- 3.) It was also informed that the practical exams should be conducted between 28 Nov,

2020 to 10 Dec, 2020 as per University Schedule. The dates of practical exams must be notified on college website at least a week prior to the online practical exam. The internal examiner will be responsible for conducting the practical exams as the names of the external examiners has not been specified by the university.

- 4.) The marks of practical examination should be calculated on the basis of Continuous evaluation and online practical internal examination. (as decided in the meeting of IA committee on 9 Nov, 2020).

A meeting of the Department of Commerce was held on 20th November, 2020 at 12 pm in the staff room of the college.

The following decisions were taken in the meeting:

- ① It was decided that the counselling meetings will be done on Google Meet for the students for the selection of Skill, Generic and DSE papers in B.Com. (Hons.) and B.Com. .

The duties were assigned for the same!

B.Com (Hons.) Sem III \Rightarrow Dr. Parul Chopra.

B.Com (Hons.) Sem V \Rightarrow Ms. Rashmi.

B.Com Sem III \Rightarrow Ms. Shashi.

B.Com Sem V \Rightarrow Ms. Lovely.

B.A. (Prog.) Sem III & V \Rightarrow Dr. Sunita Dahiya.

- ② It was also decided that the Google Forms will be circulated in the Whatsapp Group of each class. The teachers who were taking these papers in the academic year 2019-20 will do the counselling of the students.

P. Ch
20/11/2020
(TIC Commerce)

Anurag
20/11/2020

P. Ch 20/11/20.

Lovely
20/11/2020

Sunita
20/11/20

Rajeev Kumar
20/11/2020.

Shashi
20/11/20

Rashmi
20/11/2020

Parul
20/11/20

Dr. Sunita Dahiya
20/11/20

Parul
20/11/20

Minutes of the Meeting

Date of the Meeting \Rightarrow 20 November, 2020

Time \Rightarrow 12.45 pm

Platform \Rightarrow Google Meet

A departmental meeting was held online on 20th November, 2020 at 12.45 pm on google meet to discuss the: ① Workload of Sem I, IV and VI for the academic session (2020-21), ② Skill and Generic papers to be offered in Sem-IV of B.Com (Hons) and B.Com. and ③ Students Counselling for the Skill and DSE papers for the Sem-IV and Sem VI of B.Com (Hons) and B.Com.

The following members were present in the meeting:

Dr. Rajeev Kaur

Dr. Bhawana Rajput

Dr. Hema Gupta

Dr. Anu Jain

Dr. Nitu Rana (TIC)

Dr. Sunita Dahiya

Ms. Rashmi

Ms. Indu

Ms. Shashi

Dr. Parul Chopra

Ms. Lovely

The following decisions were taken:

① The workload for Sem I, Sem IV and Sem VI was discussed and approved by the members present in the meeting.

② The members present in the meeting decided that in semester-IV of B.Com (Hons.), 'Insurance and Risk Management' paper will be offered as Generic paper to the students of other honours courses (i.e. B.A. (Hons.) Geography, B.S.W. and B.H.J.).

- ③ It was also decided that the following two papers will be offered to the students of B.Com (Hons.) Semester - IV as the Skill papers.
- (i) Collective Bargaining and Negotiation Skills.
 - (ii) Cyber Crimes and Laws.
- ④ The members present in the meeting decided that the following papers will be offered as the Skill papers to the student of B.Com Semester - IV.
- (i) E-Commerce.
 - (ii) Investing in Stock Markets.
- ⑤ It was also decided that the following paper will be offered as the Skill paper to the students of B.A. (Prog.) ASPSM
- (i) E-Commerce (Semester - IV) (AY 2020-21)
 - (ii) Cyber Crimes & Laws (Semester - III) (From the next academic year i.e. 2021-22)
- ⑥ The class teachers of Sem III and Sem IV of B.Com (Hons.), B.Com and B.A. (Prog.) ASPSM were also asked to organise the counselling meetings for the students for the selection of skill, generic and DSE papers.
- B.Com (Hons.) Sem III \Rightarrow Dr. Parul Chopra.
 - B.Com (Hons.) Sem IV \Rightarrow Ms. Rashmi.
 - B.Com Sem III \Rightarrow Ms. Shashi.
 - B.Com Sem IV \Rightarrow Ms. Lovely.
 - B.A. (Prog.) Sem III & IV \Rightarrow Dr. Sunita Dahiya.
- The counselling meetings will be

scheduled on Google Meet and the Google Forms will be circulated in the Whatsapp Group of each class. The teachers who were taking these papers in the academic year 2019-20 will be asked to do the counselling of the students.

A meeting of the Department of Commerce was held on 23 December, 2020 at 12 pm in the staff room of the college.

The following decisions were taken:

- 1.) As the Even Semester i.e. Sem-IV and VI will start from 2nd ~~December~~ ^{January}, 2021, so the paper-distribution amongst the teachers was done.
- 2.) The preference for the off days and the lectures were taken from all the teachers for the timetable of the coming semester.
- 3.) It was also decided that the 'E-Freshers' Party will be organised for the students of Semester-I of B.Com. (Hons.) and B.Com.

Date
23/12/2020.

Smt
23/12/20

Dr
24/12/20

Dr
28/12/20

Kanchi
23/12/2020

Rajeshwar
23/12/2020

Anuram
23/12/2020

Pandya
23/12/2020

Dr
23/12/2020

Rashmi Palina
23/12/2020

Pand
23/12/20

Minutes of the Meeting
Date : 24 December, 2020
Time : 4.00 pm
Platform : Google Meet

A departmental meeting was held online on 24 December, 2020 at 4 pm on google meet for the distribution of papers for the semester - 4 and 6 for the academic year 2020-21. The following members were present in the meeting:

Dr. Rajeev Kaur
Dr. Bhawna Rajput
Dr. Hema Gupta
Dr. Anu Jain
Dr. Nitu Rana (TIC).

1.) The following decision was taken for the distribution of papers:

a.) Dr. Rajeev Kaur
~~Collective~~ Organisational Behaviour B.Com (Sem VI),
Personal Selling and Salesmanship B.Com (Sem VI),
Personal Selling and Salesmanship B.A (ASPSM) Sem IV.
(1 lecture + 1 Tute).

b.) Dr. Bhawna Rajput
Fundamentals of Investment B.Com (Hons.) Sem VI;
Fundamentals of Investment B.Com Sem VI.

c.) Dr. Hema Gupta
Management Accounting B.Com Sem VI
Cost Accounting B.Com (Hons.) Sem IV

d.) Dr. Anu Jain
Collective Bargaining & Negotiation Skills B.Com(Hons.)
Sem IV.

Industrial Relations & Labour Laws B.Com(Hons.)
Sem VI

e.) Dr. Nitu Rana
Auditing & Corporate Governance B.Com(Hons.)
Sem VI.

Financial Markets & Institutions B.Com Sem VI
Investing in Stock Markets B.Com Sem IV.

Minutes of the Meeting
Date: 02 January, 2021
Time: 12.45 pm
Platform: Google Meet

A departmental meeting was held online on 02 January, 2021 at 12.45 pm on google meet.
~~for the distribution of papers~~

The following members attended the meeting:

Dr. Rajeev Kaur	Ms. Rashmi Palival
Dr. Bhawna Rajput	Ms. Indu
Dr. Hema Gupta	Ms. Shashi
Dr. Anu Jain	Dr. Parul Chopra
Dr. Nitu Rana (TIC)	Ms. Lovely
Dr. Sunita Dahiya	
Dr. Parul Groel	

The following decisions were taken:

- 1.) The time table was given to all the teachers for Sem - IV and Sem VI.
- 2.) It was also decided that the 'E-Fresher's Party' will be held for the students of first year of B.Com (Hons.) and B.Com. The permission for the same will be taken from the Principal ma'am. The tentative date for the same is 12 January, 2021.
- 3.) All the members present in the meeting also decided to organise some special e-lectures for the students in the coming months.

Minutes of the Meeting
Date : 15 January, 2021
Time : 12.45 pm
Platform: Google Meet

A departmental meeting was held online on 15 January, 2021 at 12.45 pm on google meet to discuss about mentor-mentee data and virtual industrial visit.

The following teachers attended the meeting:

Dr. Rajeev Kaur

Dr. Parul

Dr. Bhawna Rajput

Ms. Rashmi

Dr. Hema Gupta

Ms. Shashi

Dr. Anu Jain

Ms. Lovely.

Dr. Nitu Rana (TIC)

Dr. Sunita Dahiya

The following decisions were taken:

- ① It was decided that the Virtual Industrial Visit to 'Yakult Danone' will be planned for the final year students of B.Com. Hons. and B.Com. The permission for the same will be taken from the Principal madam.
- ② As required by the NAAC Committee, the Mentor, Mentee data for the year 2019-20 and 2020-21 was finalised. It was decided that the following matters can be discussed in the mentor-mentee meetings:
 - (i) Higher Education
 - (ii) Internships/Placements.
 - (iii) Scholarships
 - (iv) Societies etc. in the college.

- (v) Personal issues of the students (mentees).
- (vi) Any other.

③ It was also decided that a departmental meeting will be held in the college in the next week.

Minutes of the Meeting (Department of Commerce)

20/1/2021

A meeting was held on Jan 20, 2021 at 11:30 am in the staff room of the college. The following members attended the meeting:-

- | | |
|---------------------------------------|---|
| 1) Dr. Rajeev Kaur <u>Rajeev Kaur</u> | 7) Dr. Pankaj Chopra. <u>Pankaj</u> |
| 2) Dr. Bhavna Rajput. <u>Bhup</u> | 8) Ms. Lovely. <u>Lovely</u> |
| 3) Dr. Hema Gupta. <u>Hema</u> | 9) Dr. Anu Gupta Jain. <u>Anu Jain</u> |
| 4) Dr. Nita Dabas. <u>Nita</u> | 10) Ms. Shashi. <u>Shashi</u> |
| 5) Dr. Sunita Dahiya. <u>Sunita</u> | 11) Ms. Indu. <u>Indu</u> |
| 6) Dr. Pankaj Goel. <u>Pankaj</u> | 12) Ms. Rashi Palival. <u>Rashi</u> |

The following decisions were taken in the meeting:-

- a) The teacher Inchargeship was handovered by Dr. Nita Dabas to Dr. Hema Gupta for the even semester of academic year (2020-21).
- b) It was also informed by Dr. Nita Dabas that the virtual industry visit to "YAKULT" Danone will be held on Feb 5, 2021, as informed by the Executive from Yakult Danone. The approval for same was received through mail from Principal mam on Jan 18, 2021.
- c) The mentor-mentee data was also given to all the faculty present in the meeting. It was also decided that the following matters may be discussed with the mentee's.
 - * Higher Education.
 - * Internship/Placements
 - * Scholarship.
 - * Societies/clubs in the college.
 - * Personal Issues of the mentees.
 - * Any other.
- d) It was also discussed to conduct online special lecture in current semester.

Pankaj
20/1/2021

Nita
20/1/21

Rajeev Kaur
20/1/21

Shashi
20/1/21
Anu Jain
20/1/21

Pankaj
20/1/21

Lovely
20/1/21
Rashi
20/1/21

Indu
20/1/21

Hema
20/1/2021

Minutes of Meeting
Department of Commerce

Feb 1, 2021

A meeting of dept. of Commerce held on Feb 1, 2021 and following members were present in the meeting :-

- | | |
|----------------------|----------------------|
| 1) Dr. Rajeev Kaur | 8) Dr. Pankaj Chopra |
| 2) Dr. Bhawna Rajput | 9) Ms. Indu |
| 3) Dr. Anu Jain | 10) Ms. Rashi Palwal |
| 4) Dr. Hema Gupta | 11) Ms. Shashi |
| 5) Dr. Nitu Dabas | 12) Ms. Lovely |
| 6) Dr. Sweta Dahiya | |
| 7) Dr. Pankaj Goel | |

Following points were discussed in the meeting :-

- ① The workshop on "Tally" for 1st year students has been postponed till further decision is taken.
- ② The workshop on "Case-study discussion" is to be organized for students of 2nd & 3rd years in the month of February 2021.
- ③ The trial for "industrial visit" in virtual mode was successfully taken on Jan 29, 2021 & it was decided that the virtual industrial visit of student to "Yakult Danone Pvt Ltd", Sonapat will be organized at 12 noon on Feb 5, 2021.
- ④ Internal assessment of academic year till 2019 need to be submitted to Dr. Pankaj Goel & assessment for period's thereafter need to be kept ready for further submission.

Wipro
11/2/21

Rajeev Kaur
01/02/21

Shashi
11/02/21

Rashi Palwal
11/2/21

Anu Jain
11/2/21

Indu
01/02/2021

Dr. Pankaj Goel
01/02/2021

Lovely
01/02/2021

Shashi
11/2/21

Sweta
11/2/2021

Minutes of Meeting

Date 8th April, 2021

A meeting of Department of commerce was held on 8th April, 2021 in google meet at 12 noon and 9^o clock. The following points were discussed and decided.

1. Department was informed about the visit of v.c., Prof P.C. Joshi along with Director south campus and Dean of colleges of the university on 10th April 2021 at 12^o clock.
2. Different duties are assigned on this occasion as follows:
 - (a) Decoration of noticeboard (like timetable, toppers list, arrangement of activities pics, newsletter etc.)
— Sudy, Ms Shashi, lovely
 - (b) cleanliness and arrangement of rooms —
Duties assigned to — Ms Sunita Dahiya, Ms. Parul Goel, Ms. Rashi and Parul Chopra.
3. It was also decided that newsletter of Commerce Department also printed and this work of printing given to Vivek Arts.

Minutes of Meeting Date: 10th April, 2021

A meeting of Department of Commerce was held on 10th April, 2021 in Staff room at 11:30 a.m. The following points were discussed and decided:

A special lecture will be held on "How to do well in Group Discussion" on 13th April, 2021 at 11:00 a.m. on Google meet in association of with Placement cell.

It was decided that "E-Vanijyam" - annual fest of department will held on 19th April, 2021 from 11 a.m onwards via Google meet.

Activities for E-Vanijyam was decided as follows:

- "E-Poster" on topic "Covid effect on Economy / Marketing & Selling Techniques" - Dr. Parnel Goel & Dr. Sunita Dahiya
- "EBusiness Plan" on topic "Innovative Ideas" - Dr. Parnel Chopra & Ms. Rashmi
- "E-Paper" on topic "Covid effect on online classes" - Ms. Shashi & Ms. Indu.
- Overall compilation of reports will be done by Ms. Honey.

Copy 10/4/21
Report 10/4/21
Indu 10/4/21
Am. Jari 10/4/21
Copy 10/4/21
Rishi 10/4/21
Parnel 10/4/21
Honey 10/4/2021
Shashi 10/4/21
Sat 10/4/21

in)

24.6.2021

Minutes of the meeting held on 24th June 2021 at staff room.

1. It was decided that Dr. Rajeev Kaur shall be the next T.I.C for the session 2021-22.
2. It was also decided that DSE for SEM I of B.(com/P) & B.(com/H) shall be same as last year (2020-21).
3. Ms Parul Chopra and Ms. Shashi Kumari shall get the options for the DSE of V sem, filled by the students.
4. Options for the SEM III of B.com and B.(com/H) and B.A. [Prog] shall be filled by the next T.I.C.

Dr. Hema Kaur
24/06/2021
(Dr. NITU RANA)

Rajeev Kaur
24/06/2021
(Dr. Rajeev Kaur)

Anu Jain
24/6/2021
Dr. Anu Jain

Parul Chopra
24/06/2021
(Dr. Parul Chopra)

Shashi
24/06/2021
(Ms. Shashi Kumari)

Sanika Dahiya
24/6/21
(Dr. Sanika Dahiya)

Indu
24/6/2021
(Indu)

Lorely
24/06/2021
(Ms. Lorely)

Parul
24/6/21
(Parul)

Minutes of the meeting held on 1st July 2021
in college at 11.30 AM.

1. for this year it was decided that
criterion for deciding student of the year
(2020-21) is -

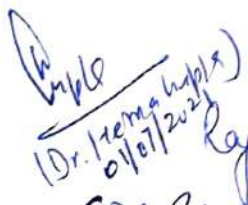
Academic Performance - 40%

Internship - 30%

Participation in Departmental
activities - 30%

2. The Department proposed to make a
request to the principal to start BMS
(Bachelor of management studies) course in the
college.

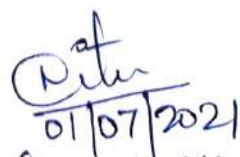
3. It was informed the Department regarding
creative writing course organised by UDAAN
shall be offered to the students free
of cost.


(DR. Hemal Kaur)
01/07/2021

Rajwara
01/07/21
(CDR. RATEEV Kaur)


01/07/2021

(DR. Bhavna Rishi)


01/07/2021

(DR. NITU RANA)

Anu Jain
01/07/2021

(Dr. Anu Jain)

Minutes of Meeting of Department of Commerce

An online meeting of department of commerce was held on 20th July, 2021 at 12:45 via Google meet. The following members were present:

1. Dr. Rajeev Kaur (Teacher In- charge)
2. Prof. Bhawna Rajput
3. Dr. Anu Jain
4. Dr. Hema Gupta
5. Dr. Nitu Rana
6. Dr. Sunita Dahiya
7. Dr. Parul Goel
8. Ms. Indu
9. Ms. Rashmi
10. Dr. Parul Chopra
11. Ms. Shashi kumari
12. Ms. Lovely

Meeting began with congratulating Prof. Bhawna Rajput for her promotion. The following agendas were discussed during the meeting:

1. Reporting Matters as follows:
 - a. Workload of the department was mailed to workload committee on 18th July 2021 .
 - b. The time table was mailed to all faculty members on 19th July, 2021 and the same was acknowledged by all in the meeting.
 - c. Online counselling sessions of B.A prog and B.com V semester(Skill papers) was conducted and the list of students were also provided to the concerned teachers.
 - d. The process of online counselling sessions was initiated for B.Com and B.com Hons III semester (Skill papers) .
2. The various academic activities to be organized in session 2020-2021 were also discussed . Webinars on topics like Advertising, Cyber crime, financial inclusions and stock markets were discussed. Workshops on topics Advanced excel and Website designing were also discussed.
3. Faculty development programme in association with Teaching learning center was also discussed to be organized. Dates and topics are yet to be decided.

An online departmental meeting was held on 12th July, 2021 at 4 P.M to discuss the paper-distribution for the academic year (2021-22), handing over the charge to the TIC of (2021-22) and other related issues:-

Members present were:-

- 1) Dr. Rajeev Kaur
- 2) Dr. Anu Jain
- 3) Dr. Hema Gupta TIC (2020-21)
- 4) Dr. Nitu Rana
- 5)

Teacher-in-charge ship was handed over to Dr. Rajeev Kaur TIC (2021-22) from Dr. Hema Gupta TIC (2020-21)

Paper-distribution for the academic year (2021-22)

- | | | |
|----------------------|---|-----|
| ① Dr. Rajeev Kaur | ① Financial Management [BCH V th sem] | 5+2 |
| | ② Financial Management [BCH V th sem] (DSE II) | 5+2 |
| ② Dr. Bhawana Royput | ① Modern Business Organization [BA V th sem] | 5+1 |
| | ② Management Principles & application [BCH III rd sem] | 5+3 |
| ③ Dr. Anu Jain | ① Training & Development [BCH V th sem] (DSE II) | 5+2 |
| | ② Training & Development (Skill) [BCH III rd sem] | 4 |
| | ③ Company Law [BCH III rd sem] | 1+2 |
| ④ Dr. Hema Gupta | ① Management Accounting [BCH V th sem] (DSE I) | 5+2 |
| | ② HRM [BCH V th sem] (DSE I) | 5+2 |
| ⑤ Dr. Nitu Rana | ① FMI & S [BCH V th sem] | 5+2 |
| | ② HRM [BCH III rd sem] | 5+2 |

It was decided that following Skill papers will be offered to B.Com Vth sem & BA Vth Sem.

09/01/22

04.01.2022

09/11/22

B.Com Vth Sem (SEC) ① Entrepreneurship Development

② Personal Finance

BA Vth Sem (SEC) ① Entrepreneurship.

It was also decided that there would be separate sections for all the skill papers of BA (Prog.) ASPM in 3rd, 4th, 5th & 6th semesters.

Budget for the academic session was also discussed and the tentative budget for the (2021-22) will be as follows: (Budget for Online mode)

	Rs. (Amt)
1) e-workshops (Advance-excel - - -)	10,000/-
2) e-lectures (Advertising, cyber crime etc.)	15,000/-
3) e-Vanijayam (Intra-college-student fest)	18,000/-
	(4500*4)
4) e-industrial visit	10,000/-
5) Newsletter	
Total	53,000/-

* Cash prizes for the winning students of Vanijayam were also decided as follows:

I st Prize	Rs. 2,000/-
II nd "	Rs. 1,500/-
III rd "	Rs. 1,000/-
	<u>4,500/-</u>

Departmental meeting was held on 29th July

2021 in the college at 11 a.m.

Members Present were:-

- ① Dr. Rakesh Kaer (TIC 2021-22) Rakesh Kaer 29/7/21
- ② Prof. Bhavna Rappat Bhavna Rappat 29/7/21
- ③ Dr. Anu Jain Anu Jain 29/7/21
- ④ Dr. Hema Gupta Hema Gupta 29/7/21
- ⑤ Dr. Nitesh Rana Nitesh Rana 29/7/21
- ⑥ Dr. Sunita Dahiya Sunita Dahiya 29/7/21
- ⑦ Dr. Parul Goel Parul Goel 29/7/21
- ⑧ Dr. Parul Chopra Parul Chopra 29/7/21
- ⑨ Ms. Shashi Shashi 29/7/21
- ⑩ Ms. Lovely Soni Lovely Soni 29/7/21

Following decisions were taken:

- ① Paper distribution for the IIIrd semester of academic session of 2021-22 was discussed
- ② Time-table for the Vth semester was distributed to the members present and the same was mailed earlier to all the faculty members on 19th July, 2021.
- ③ Online counselling for the Skill papers of B.Com, B.Com(H) and BA (Prog.) IIIrd semester was also conducted and distr of students is prepared.
- ④ It was decided that the counselling for the BA (Prog.) Vth Sem (Generic Elective MBO) will be conducted in co-ordination of BA (Prog.) Committee. Counselling for the generic paper of B.Com(H) IIIrd Sem (HBM) will also be organized with other honors courses (BA(H) Geog, B.H.J & BSW). Online counselling for the students of B.Com Vth Sem (generic elective) was organized and their counselling was done by Geog, Sociology, Hindi and Pol. Sc. department.

Rakesh Kaer 29/7/21

Anu Jain 29/7/21

Hema Gupta 29/7/21

Nitesh Rana 29/7/21

Sunita Dahiya 29/7/21

Parul Goel 29/7/21

Parul Chopra 29/7/21

Shashi 29/7/21

Lovely Soni 29/7/21

Departmental meeting was held on 16th Aug, 2021 in the college at 10:30 a.m. in the staff room. Following were present:

1. Dr. Rajeev Kaur *Rajeev Kaur*
2. Prof. Shrawna Gupta *Shrawna Gupta*
3. Dr. Anu Jain *Anu Jain*
4. Dr. Hema Chetia *Hema Chetia*
5. Dr. Nisha Rane *Nisha Rane*
6. Dr. Sunila Dahiya *Sunila Dahiya*
7. Dr. Parul Goel *Parul Goel*
8. Ms. Rashmi Khanna *Rashmi Khanna*
9. Ms. Indu *Indu*
10. Dr. Parul Chopra *Parul Chopra*
11. Ms. Loucky *Loucky*

Following were discussed:

- ① To organize a webinar on "Stock-market" on 21st Aug, 21 (Tuesday) and resource person will be from TIME
- ② It was also discussed that webinars on various topics like 'Advertising', 'Entrepreneurship', 'Banking', workshops on 'Advance-Excel' and web-designing may also be planned in this semester and the permission for the same will be taken.
- ③ Seniority list (as required by the deptt.) will be sent tooly
- ④ Admission cut-off for the first list was also decided

	UR	EWS	OBC	SC	ST	PwD	Kashmiri Migrants
B.com(H)	92%	90%	89	87	87	87	90
B.com	87%	85%	84	82	82	82	85%
- ⑤ It was also decided that Ms. Rashmi & Ms. Shashi will look after the B.com(H) admissions and Ms. Indu & Ms. Loucky will manage B.com(Prog) admissions. Duty list will be prepared and within a day or two.
- ⑥ Time-table for the 3rd semester was also mailed to all the teachers on 14th Aug 21.

Rajeev Kaur
16/8/21

Parul
16/8/21

Shrawna
16/8/2021

Anu
16/8/21

Hema
16/8/21

Indu
16/8/21

Sunila
16/8/21

online DSE

A departmental meeting was held on 15th Sep, 2021 in the staff room at 10:30 a.m.

Following were present:

- 1) Dr. Rajeev Kaur (TIC) Gyan
- 2) Dr. Nile Rana Pillar 15/9/2021
- 3) Ms. Indu Indu 15/9/2021
- 4) Ms. Rashi Rashi 15/9/2021
- 5) Ms. Lovely Lovely 15/9/2021
- 6) Dr. Parul Chopra Parul 15/9/2021
- 7) Dr. Sunita Dahiya Sunita 15/9/2021

Reporting Matter:-

- 1) Data related to the students of 3rd year having practical (lab) papers was submitted to the college through google form (Excel sheet). There is one practical paper in B.Com (H) in 3rd sem (FM) having lab classes. It was regarding the students willingness to have their practicum in physical mode. None of the students opted for physical mode.
- 2) Admission duty chart was also mailed to admission committee.
- 3) It was also reported that webinar on "Stock market" was organized on 24th Aug at 11 a.m and counselling for short-term course offered by NSE academy was also conducted for the benefit of the students on 13th Sep. at 11 a.m in online mode.
- 4) Career-Counselling by ICSEI is planned on 16th Sep, 21 at 11 a.m on Online mode. Mr. Himanshu Sharma will be the Resource Person.
- 5) Online counselling is also planned for MFA short-longer by Teamkase Pvt Ltd. on 18th Sep, 2021.
- 6) Data Pertaining to Skill (3rd & 5th sem) given to 5th sem (MBO) also submitted to CBCS.

An online departmental meeting was held on 9th Aug, 21 at 12:45 PM. to discuss the budget for the academic calendar for the year 2021-22.
 following were present:

1. Dr. Rajeev Sax
2. Prof. Shweta Kapat
3. Dr. Anur Jain
4. Dr. Hema Gupta
5. Dr. Nitte Kaha
6. Dr. Sumita Dahiya
7. Dr. Parul goel
8. Dr. Rashi
9. Ms. Indu
10. Ms. Shashi
11. Dr. Parul chopra
12. Ms. Lovely

- 1) It was decided to prepare two budgets: one for online mode and another for offline mode.

Budget for Online Mode.

	Amount
1) e-workshops (Advance excel, web-designing, etc.)	10,000/-
2 days advance excel, 2 web designing (Topics may be revised)	
2) e-lectures (Advertising, cyber crime, (Monetarium) stock mkt, financial info etc.)	15,000/-
3) e-Vanijayam (Intra college, Student fest) [Prize money 4500 x 4 months]	18,000/-
4) e-industrial visit	-
5) e-Newskiller	10,000/-
Total (approx.)	<u>53,000/-</u>

Budget for - offline Mode

Budget offline mode (if required)

1.	Workshops (Advance excel, web designing fully)	47,750/-
		18,000/-
2.	Special lectures	45,000/-
3.	Kanipayam (Student fest)	80,000/-
4.	Industrial Visit	20,000/-
5.	Newsletter	20,000/-
6.	Miscellaneous expenses	
		<u>1,80,750/-</u>

Tentative amount

Above budget is prepared on the basis of actual number of students in 2nd and 3rd year in B.Com and B.Com(H) and 40 students each in B.Com and B.Com(H) 1st year, seeing the last year's trends. (Sanctioned limit is higher than 40). Course fee for B.Com is Rs 1000/- per student and in B.Com(H) it is Rs. 1500/- per student.

Departmental meeting was held on 4th Oct, 2021 in the staff room at 10:00 a.m. to discuss the following:

- 1) To inform that 5 migration cases have been granted NOC from B.Com(H) 3rd semester.
- 2) It was discussed and decided in the meeting that PPT of each academic year of dept. of commerce will be prepared in consultation with the TIC's of respective academic year for NAAC purpose.
- 3) Revised admission duty disc has been shared with the department.
- 4) Ms. Indu, Ms. Shashi, Ms. Rashi & Ms. Lovely are on online admission duty today & they are not able to attend today's meeting.
- 5) It was decided that PPT for first-year orientation programme for Commerce student will be prepared by Ms. Lovely.

Reported by
24/10/21

(Prof. Bhaw R/jt)

(Prof. 4/10/21)

Set
4/10/21
(Dr. Sushila Dandia)

Raj
(Rajendra Chandra)

Dr. Ravi Kumar

P.T.
04/10/2021
(Dr. NITU RANA)

Anu Ban
04/10/21
Dr. Anu Ban

Lytle
04/10/21
Dr. Hema Gupta

Departmental meeting was held on 8th Nov 2021 at 10.30 am in the staffroom.

Following were present:

- | | |
|---|--|
| 1) Dr. Rajendra (TIC) <i>9/11/21</i> | 7) Dr. Parul goel <i>Parul 8/11/21</i> |
| 2) Prof. Bhawna Rappat <i>Bejt</i> | 8) Dr. Parul Chopra <i>8/11/21</i> |
| 3) Dr. Anu Jain <i>Anu Jain 8/11/21</i> | 9) Ms. Indu <i>Indu 8/11/21</i> |
| 4) Dr. Hema Gupta <i>Hema Gupta 8/11/21</i> | 10) Ms. Shashi <i>Shashi 8/11/21</i> |
| 5) Dr. Nith Rana <i>Nith Rana 8/11/21</i> | 11) Ms. Rashi <i>Rashi 8/11/21</i> |
| 6) Dr. Sunita Sahaya <i>Sunita Sahaya 8/11/21</i> | 12) Ms. Lovely <i>Lovely 8/11/21</i> |

Following was discussed:

- ① Paper distribution for the 1st, 1st, 2nd & 3rd sem was discussed
- ② Second, third, fourth & fifth cut off was decided after consultation with other faculty members. Special cut-off was decided by the admission committee.
- ③ A letter received from Usha Agarwal Trust (forwarded by Dr. Asha, Convener, Scholarship Committee 2021-22) asking for details of the scholarship - given for the last 2 years. Data pertaining to same was forwarded to Dr. Asha for further action/payment to the students. Minutes related to Usha Agarwal and Vijaya Sharma Scholarships were forwarded to Dr. Asha.
- ④ It was also decided that department doesn't want further 'Endowment Fund'.
- ⑤ It was also decided that the option of "Book Bank fund" (supplying free of cost educational books in library) offered by the Trust may not be opted this year as syllabus may revise in the coming year due to implementation of New Education Policy 2020 (NEP). Same may be conveyed to Dr. Asha.
- ⑥ Orientation for the first year students will be organized/managed by Dr. Parul goel and Ms Indu in consultation with other faculty members.
- ⑦ As decided in the Online meeting held on 12 Oct, 2021 to get the number of students who want to join short-

-term Finance-based course; 61 students show their willingness to join the course, but 41 students were those who were not enrolled in any other short term course. Amount to be paid to the course-provider may be negotiated and the same may be paid out of course-fee of the student (commerce fund). This need to be discussed with the Principal Mam (Student's data collected by Ms. Parni Chopra).

⑥ It was decided that Online counselling should be initiated for the IVth semesters of B.com, B.Com(H) and BA(Poog.). Concerned class teachers may do the same by consulting faculty, teaching these papers.

⑦ Following data provided by Ms. Lovely for BCP VIth sem

DSE	[Organisation Behaviour - 12 Students]	[Collective Bargaining - 10]
		FOI - 32			Adv. & Personal Selling - 34	
		MA - 22			(Skill)	
		FMI - 22				

⑧ Following data provided by Ms. Rashi BCH VIth sem

DSE III	[FOI - 17]	DSE IV	[International Bus. - 17]
		Consumer affairs - 12				Industrial Relations & Labour Law - 12	

⑨ Webinar on 'Financial Literacy' is planned to be organized on 11th Nov, 21 at 10:30 a.m. All the teachers are requested to convey the same to their students and class-teachers may ensure the presence of students in webinar. Link will be shared.

⑩

Refersham
(TSC) 8/11/21

Anuram
8/11/21

Pandita
8/11/21

Wib
8/11/21

Parni
8/11/21

Diti
08/11/21

Rashi
8/11/21

Lovely
11/11/2021

Sank
8/11/21

Bff
8/11/21

Departmental meeting was held on 17th Dec 2021

at 10:30 am. in the staffroom.

Following were present:

- | | |
|---|---|
| 1) Dr. Rakesh Kaur (TIC) <u>Rakesh Kaur</u>
17/12/21 | 7) Dr. Parul goel <u>Parul</u>
17/12/21 |
| 2) Prof. Bharna Rajput <u>Bharna</u>
17/12/21 | 8) Dr. Parul Chopra |
| 3) Dr. Anu Jain <u>Anu Jain</u>
17/12/21 | 9) Ms. Indu Jain <u>Indu Jain</u>
17/12/21 |
| 4) Dr. Hema Gupta <u>Hema Gupta</u>
17/12/21 | 10) Ms. Shashi <u>Shashi</u>
17/12/21 |
| 5) Dr. Nitu Kana <u>Nitu</u>
17/12/21 | 11) Ms. Lovely <u>Lovely</u>
17/12/21 |
| 6) Dr. Sunita Dahiya <u>Sunita</u>
17/12/21 | |

Reporting:-

- 1) cut offs for the special Drive 1,2 & 3 was decided after consultation with the faculty members online. (meeting helds on 12th Nov, 23rd & 24th Dec.)
- 2) Online meeting was also conducted on 17th Nov. to plan orientation programme for freshers, which was organised on 20th Nov. 21 at 2:30 p.m.
- 3) Webinar on the topic "Financial literacy" was also organized on 11th Nov. 21.
- 4) It is also discussed to have Virtual workshop on "Tally Prime" in the coming week depending upon the availability of speaker, for the students of 1st semester.
- 5) e-fresher's Party will be organized in the month of January 2022.
- 6) It was also discussed and decided that workshop on "Tally Prime" will be ~~dec~~ conducted on 21st Dec, 2021 for the first year students.
- 7) Virtual visit to "Yakult Danone" will be planned for the month of Jan/Feb. 2022.
- 8) A webinar on "Advertising" by Dr. Ruchi Gupta is planned for the 2nd & 3rd year students in the month of January 2022.

<u>Rakesh Kaur</u> 17/12/21	<u>Anu Jain</u> 17/12/21	<u>Parul</u> 17/12/21	<u>Indu Jain</u> 17/12/21	<u>Shashi</u> 17/12/21	<u>Lovely</u> 17/12/21
<u>Sunita</u> 17/12/21	<u>Hema Gupta</u> 17/12/21	<u>Dr. Nitu Kana</u> 17/12/21	<u>Dr. Parul goel</u> 17/12/21	<u>Dr. Parul Chopra</u> 17/12/21	<u>Dr. Bharna Rajput</u> 17/12/21

Departmental meeting was held on 4th Jan, 2022 in the college at 11:30 a.m.

Following were Present:

- | | | |
|---------------------------|----------|---------------------|
| 1) Dr. Rajesh Kumar (TIC) | 4/1/2022 | 7) Dr. Parul goel |
| 2) Prof. Bhavna Rapput | 4/1/2022 | 8) Dr. Parul Chopra |
| 3) Dr. Anu Jain | 4/1/2022 | 9) Ms. Indu |
| 4) Dr. Hema Gupta | 4/1/2022 | 10) Ms. Shashi |
| 5) Dr. Nitu Rana | 4/1/2022 | 11) Ms. Lovely |
| 6) Dr. Sunita Dahiya | 4/1/2022 | 12) Ms. Rashi |

Reporting -

- 1) Time table for the even mark was distributed via mail
- 2) It was decided to organize e-freshers party in January
- 3) It was also decided that e-varijayam will be planned for students towards the end of February 2022. Following was decided in this regard:
 - ① E-paper (event) Ms. Shashi & Ms. Indu (co-ordinators)
 - ② Poster making (") Dr. Sunita & Dr. Parul goel
 - ③ Vyogana (Business Plan) Dr. Parul chopra & Ms. RashiE-certificates will be given to the participants. All the co-ordinators will be responsible for this event.
- 4) It was decided by the Alumni committee to organize webinar by commerce - alumnus in association with Commerce department under the banner of Amrit Mahotsav.
- 5) It was reported that 2-day Virtual workshop on "Tally Prime" was organized on 21st and 22nd of Dec. 2021 for first year students of BA (HSPM), B.Com & B.Com (H)

Rajesh Kumar
4/1/2022

Ritu
4/1/2022

Prof. 4/1/2022

Indu
4/1/2022

Indu
4/1/2022

Shashi
4/1/2022

Amrit
4/1/2022

An online departmental meeting was held on 20th Jan, 2022 at 10:30 am on google meet link is:-
meet.google.com/cuy-vjzo-oh.

Following formed Online

- | | |
|------------------------|--------------------|
| ① Dr. Rajevskaer (TIC) | ⑦ Ms. Indu |
| ② Dr. Shu Jain | ⑧ Dr. Parul Chopra |
| ③ Dr. Hema Gupta | ⑨ Dr. Parul goel |
| ④ Dr. Arti Rana | ⑩ Ms. Sheela |
| ⑤ Ms. Lovely | ⑪ Ms. Rashi |
| ⑥ Dr. Sumita Dahiya | |

Reporting:

It was informed by the TIC that the date for Virtual industrial visit to Yakult Dabone has been finalized (18th Feb 2022 at 12 PM) and permission for the same has been taken.

It was also informed that a webinar is also scheduled for 25th Jan, 2022 at 4 PM, in association with Alumni committee. Dr. Manisha & Ms. Kiran Yadav (our alumni) will be delivering talk on that day.

It was discussed and decided that e-Varijya will be organized on 10th Feb, 2022 and Coordinators will be responsible for their events. E-Certificates will given to the winners.

Dr. Sumita Dahiya also shared the format for inclusion of peer-reviewed journals to be included in UGC-care list. *

* Events to be organized in E-Varijyan

- ① E-Paper
- ② E-Poster
- ③ Business Plan.

Departmental meeting was held on 17th Feb, 2022
at 10:45 a.m. in the Staffroom.
Following were present:

- | | |
|------------------------------|------------------|
| 1. Dr. Rakesh Kumar Upadhyay | Dr. Parul Chopra |
| Dr. Anu Jain | Ms. Rashmi |
| Dr. Hema Gupta | Ms. Indu |
| Dr. (Prof.) Bhama Rappat | Ms. Lovely |
| Dr. Anu Jain | Ms. Shashi |
| Dr. Sumita Dahiya | |
| Dr. Parul | |
| Dr. Nitu Kana | |

- ① It was informed in the meeting that Virtual Industrial visit to Yakult Sanone will be held on 18th Feb, 2022 at 12 PM.
- ② Short-term course 'Cyber Essential' was proposed by the dept. and same was put up in the IQAC meeting.
- ③ It was decided that articles will be invited from the students to be included in e-newsletter. Ms. Shashi, Ms. Indu & Ms. Lovely will look after this work.
- ④ Short-course will look after by Dr. Sumita & Dr. Parul Chopra.
- ⑤ Online webinar to be planned in the coming week on "How to crack case study" by TIME

Upadhyay	Ritu	Rashmi	Indu	Lovely	Shashi
17/2/22	17/2/22	17/2/22	17/2/22	17/2/22	17/2/22
Anu Jain	Parul	Sumita	Parul	Indu	Shashi
17/2/22	17/2/22	17/2/22	17/2/22	17/2/22	17/2/22

Departmental meeting was held on 9th March 22 in room No. 5 at 11 am. Following was discussed:

- ① It was informed that an orientation programme for short-term course on cyber security aspects is planned on 10th March at 11:30 am in Library Hall.
- ② Three webinars are planned:
 - (a) 14th March - How to crack case study
 - (b) 15th March - Career options after graduation
 - (c) 16th March - Advertising in digital era - Trends after covid.

Above events will be held in online mode.

- ③ It was also decided that name of
 - (a) Topper of B.com Ist yr. will be provided by Mr. Indra
 - (b) " " B.com(H) Ist yr " " Dr. Parul goel
 - (c) " " B.com IInd yr " " Ms. Shashi
 - (d) " " B.com(H) IInd yr " " Dr. Parul chandra
 - (e) Student of the yr. B.com - Mr. Lovely
 - (f) Student of the yr. B.com(H) - Mr. Rishi

Criteria for student of the year will be same as followed in last year.

Event co-ordinators:- 14th March 22 Mr. Lovely & Dr. Hema
 - 15th March 22 Dr. Anu & Mr. Shashi
 - 16th March 22 Dr. Nile & Mr. Rishi

Co-ordinators will be responsible for creating link, Geo-tag pics, feedback form, Survey forms reports and anchoring also.

Laperekar
19/3/22

Lovely
19/03/22

S.T.
11/3/22

Parul Chandra
9/3/22

9/3/22

Anu
11/3/22

Rishi
11/3/22

Departmental meeting was held on 29th March, 2022 in Room No. 5 of Commerce wing. It was discussed that in B.Com 2nd semester AECC paper, both the options of Hindi & English will be offered to the students.

It was also decided that interview shall be conducted for the selection of student of the year on 5th April, 22, Tuesday, at 10.00 a.m. in room No. 5.

A criteria for the selection of student is same as followed earlier (during last year).

1. Academic Performance - 50%
(including attendance)
2. Securing Position/Participation in extra-curricular activities 20%
3. Participation in departmental activities 20%
4. Interview 10%

Group photo of final year students will also be organized during coming week.

Rajeshwar
29/3/22

Rajeshwar
29/3/22

Anurag
29/3/22

Indu
29/3/22

Rit
29/3/22

Rajeshwar
29/3/22

Rajeshwar
29/3/22

Departmental meeting was held on 27th April, 2022 at 10:30 a.m. in Room no. 5.

Following were present:

1. Dr. Rakesh Kumar (TIC) *27/4/22*
2. Prof. Bhama Laxmi *27/4/22*
3. Dr. Hema Gupta *27/4/22*
4. Dr. Anuraj Jais *27/4/22*
5. Dr. Nita Rana *27/4/22*
6. Dr. Sumita Bhatnagar *27/4/22*
7. Dr. Parul Goyal *27/4/22*
8. Ms. Indu *27/4/22*
9. Ms. Rashmi *27/4/22*
10. Dr. Parul Chopra *27/4/22*
11. Ms. Shashi *27/4/22*
12. Ms. Lovely *27/4/22*

- 1) It was decided that the same options for DSE's in B.com(H) and B.com Ist semester shall be offered to the students.
- 2) Total admissions in B.com(2021-22) Ist year are 89. As there is no room with sitting capacity of more than 30 (Covid Protocol), As a one time approval the college administration may be approached for two sections. (It has been informed to the department that the approval for two sections has come from University and matter is pending with DHE) Ref No CB-10/260/New course/Am/12/347. Situation can be reviewed next year and decision would be taken according to the number of students in second year. We do not require extra hand during this period.

Rajiv Kumar
27/4/22

Rashmi Pulam
27/4/22

Dr. Nita Rana
27/4/22

Dr. Hema Gupta
27/4/22

Dr. Anuraj Jais
27/4/22

Dr. Parul Goyal
27/4/22

Dr. Parul Chopra
27/4/22

Dr. Sumita Bhatnagar
27/4/22

Dr. Rakesh Kumar
27/4/22

21st April 22

The Principal
Aditi Mahavidyalaya
Uni. of Delhi

Sub: Submitting minutes of the meeting
of dept. held on 21st April, 22 request
for two sections of B.com (2021-22)

Respected Madam

With due respect I would
like to inform you that in a department
meeting held on 21st April, 22, it was
suggested & recommended that ~~we~~ since we
have 89 students in B.com 1st year (2021-22)
two sections can be requested to maintain
as one time measure.

Minutes are attached herewith.

Thanks & Regards

Dr. Rajendra Kaur.

TIC, Commerce (2021-22)

Minutes

05.04.2022.

An interview for the "Student of the Year" award of B.Com and B.Com (Hons) - Final year was held on 05th April, 2022 at 11. a.m in room no. 05. Ms. Indra from B.Com and Ms. Jagun (1906049) from B.Com Hons were declared winner on the basis of criteria decided for Student of the Year.

Following teachers were present for the interview

- ① Dr. Rajeev Kaur (TIC) Rajeev Kaur 05/04/22
- ② Prof. Bhavna Rajput Bhavna Rajput 05/04/22
- ③ Dr. Anu Jain Anu Jain 05/04/22
- ④ Dr. Hema Gupta Hema Gupta 05/04/22
- ⑤ Dr. Nitu Rana Nitu Rana 05/04/22
- ⑥ Ms. Rashi Palival Rashi Palival 5/04/22
- ⑦ Ms. ~~Shashi~~ Lovely Lovely 5/4/2022

Minutes of the Meeting

The meeting of Department of Commerce was held at 11.00 am in an online mode on 11th July 2022 to discuss the matters concerning “KAIZEN” -STUDENT UNION OF COMMERCE SELECTION MEET on 13th July, 2022 at 3:00 p.m.

The following Members attended the meeting

1. Prof. Bhawna Rajput(TIC)

2. Dr. Rajeev Kaur

3. Dr. Hema Gupta

4. Dr. Anu Jain

5. Dr. Nitu Rana

6. Dr. Sunita Dahiya

7. Dr. Parul Goel

8. Ms. Indu

9. Ms. Rashmi

10. Ms. Shashi

11. Dr. Parul Chopra

12. Ms. Lovely

It was decided that the selection committee will comprise of all faculty members of Department of Commerce and would be presided over by the Teacher Incharge (TIC) Prof. Bhawna Rajput and the oath taking ceremony of the cabinet will take place on **20th July, 2022** in the Principal's office.



Prof. Bhawna Rajput(TIC 2022-23)

Minutes of Meeting

The meeting of commerce department was held on 5th Aug 2022 at 5.00pm in an online mode to discuss the forthcoming Poster Making Competition under the aegis of Azadi ka Amrit Mahotsav on the theme - INDIA@75 on Tuesday, 9th August 2022 on the occasion of 76th Independence Day of the Republic of India.

The following Members were present in the meeting

1. Prof. Bhawna Rajput(TIC)
2. Dr. Rajeev Kaur
3. Dr. Hema Gupta
4. Dr. Anu Jain
5. Dr. Nitu Rana
6. Dr. Sunita Dahiya
7. Dr. Parul Goel
8. Ms. Indu
9. Ms. Rashmi
10. Ms. Shashi
11. Dr. Parul Chopra
12. Ms. Lovely

It is decided that the event will be held in the college Hall and the participation of the students will be from different departments of the College viz B.El.ED, BA Prog. BCom Prog, BCom Hons etc. It was also decided to hold SWACHHTA PLEDGE so as to create awareness towards cleanliness of our environment amongst students. The objective of the competition will be to ignite the fire of imagination, consciousness and creativity in the young minds of students and the session will be as a means to achieve better health, peace, tranquility, positive thinking, inner strength and a steady mind.



Prof. Bhawna Rajput(TIC 2022-23)

Minutes of the Meeting

Commerce department of the college holds a meeting on 17th August 2022 at 4.00pm via google meet with the members to decide for the forthcoming webinar on "PREPARING FUTURE READY PROFESSIONALS IN THE COMPETITIVE ERA" by a renowned speaker CA Dayaniwas Sharma from Hyderabad on Saturday, 20th August 2022 on the occasion of "Breaking the Monotony Day".

The following Members were present in the meeting

1. Prof. Bhawna Rajput(TIC)
2. Dr. Rajeev Kaur
3. Dr. Hema Gupta
4. Dr. Anu Jain
5. Dr. Nitu Rana
6. Dr. Sunita Dahiya
7. Dr. Parul Goel
8. Ms. Indu
9. Ms. Rashmi
10. Ms. Shashi
11. Dr. Parul Chopra
12. Ms. Lovely

It was decided that the participants from different Colleges and Departments can also participate the session. It is expected that the session will give students the opportunities to learn more about skills and capabilities which are needed to become a future ready professional. It was also decided to give e certificates for participation in the session.



Prof. Bhawna Rajput(TIC 2022-23)

Minutes of the Meeting

Department of Commerce organized a meeting on **19th August 2022 at 5.00pm** via meet with the members to decide for the forthcoming INDUSTRIAL VISIT TO SEBI-"INVESTMENT WITH KNOWLEDGE" and INDUSTRIAL VISIT TO MOTHER DAIRY for 2nd and 3rd year students.

The following Members were present in the meeting

1. Prof. Bhawna Rajput(TIC)

2. Dr. Rajeev Kaur

3. Dr. Hema Gupta

4. Dr. Anu Jain

5. Dr. Nitu Rana

6. Dr. Sunita Dahiya

7. Dr. Parul Goel

8. Ms. Indu


9. Ms. Rashmi

10. Ms. Shashi

11. Dr. Parul Chopra

12. Ms. Lovely

It was decided that an Industrial visit to SEBI will be on **Tuesday, 23rd August 2022** and the visit will specially be organized for the 3rd year students of the Commerce Department. There will be 30 students and 7 faculty members for the visit with the purpose to give an overview of SEBI practices to the students. Further an industrial visit to Mother Dairy, Patparganj, Delhi will be organized on **6th September, 2022** for students of the Commerce Department of the College and it is expected that around 40 students and 5 faculty members will join the visit. The objective is to disseminate the information about the strategic importance of milk (mainly for teenagers and working class), its composition, milk varieties (toned, full cream & skimmed milk) based on its fat and Solid-Not-Fat (SNF).



Prof. Bhawna Rajput(TIC 2022-23)

Minutes of the Meeting

Department of Commerce organized a meeting on **1th September 2022 at 6.00pm** via meet with the members to decide for the WEBINAR ON GUESSTIMATE and TEACHER'S DAY for the students.

The following Members were present in the meeting

1. Prof. Bhawna Rajput(TIC)

2. Dr. Rajeev Kaur

3. Dr. Hema Gupta

4. Dr. Anu Jain

5. Dr. Nitu Rana

6. Dr. Sunita Dahiya

7. Dr. Parul Goel

8. Ms. Indu

9. Ms. Rashmi

10. Ms. Shashi

11. Dr. Parul Chopra

12. Ms. Lovely

It was decided that a online symposium will be organized by KAIZEN -The Department of Commerce on **3rd September 2022** in the College on the topic "Guesstimate" by a renowned speaker Mr Sunil Dua, the Senior Regional Head in "TIME Education". It was further decided to organize a cultural programme on the auspicious occasion of Teachers' Day on **5th September 2022** in the College auditorium hall.



Prof. Bhawna Rajput(TIC 2022-23)

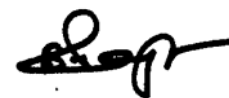
Minutes of the Meeting

Department of Commerce organized a meeting on **7th September 2022 at 5.30pm** via meet with the members to decide for the forthcoming ALUMNI MEET (EMPOWERING WOMEN BEYOND SKY) especially for the 3rd year students of the Commerce Department and an Interactive & Awareness Session on “INVESTMENT AND DEPOSITORY”.

The following Members were present in the meeting

1. Prof. Bhawna Rajput(TIC)
2. Dr. Rajeev Kaur
3. Dr. Hema Gupta
4. Dr. Anu Jain
5. Dr. Nitu Rana
6. Dr. Sunita Dahiya
7. Dr. Parul Goel
8. Ms. Indu
9. Ms. Rashmi
10. Ms. Shashi
11. Dr. Parul Chopra
12. Ms. Lovely

It was decided that a panel discussion on the topic "Empowering Women Beyond Sky" will be held on Saturday, 10th September 2022 by our eminent alumni. The guest speakers for the event would be Ms. Manisha Rana, Branch Head - Bank of India (Dehradun) of batch (2004-2007), Ms. Kanchan Kaur- Team Leader, Bank of America (Gurugram) of batch (2008-20011), Ms. Sonali Joshi - HR Coordinator at Wood PLC (John Wood Group) of batch (2013-2016) and Ms. Shreya Sharma- Finance & Client Management team (Apply Board Company) of batch (2014-2017). It was further decided to organize an Interactive & Awareness Session on “INVESTMENT AND DEPOSITORY” on 17th September, 2022 by a renowned speaker, Dr. Shikha Gupta, Course Coordinator, CDSL. Department also congratulated 2 students for being selected in the Business BAZZI QUIZ SHOW likely to be held in Mumbai on 19th September 2022. The show will be telecasted on MX player application.



Prof. Bhawna Rajput(TIC 2022-23)

Minutes of the Meeting

Department of Commerce organized an online meeting on **3rd September 2022 at 10.30am** to decide for the forthcoming WEBINAR ON “ENTREPRENEURSHIP MINDSET & ACTION and WORLD INVESTOR WEEK.

The following Members were present in the meeting

1. Prof. Bhawna Rajput(TIC)
2. Dr. Rajeev Kaur
3. Dr. Hema Gupta
4. Dr. Anu Jain
5. Dr. Nitu Rana
6. Dr. Sunita Dahiya
7. Dr. Parul Goel
8. Ms. Indu
9. Ms. Rashmi
10. Ms. Shashi
11. Dr. Parul Chopra
12. Ms. Lovely

It was decided that a lecture series on "Entrepreneurship Mindset and Actions" will be organized by the department of Commerce on 8th October 2022 by the renowned speakers, Mr. Piyush Singhal, CEO and Director at Jagannath Polymers Pvt. Ltd. and Mr. Khet Singh, CEO Claimbuddy on the significance of pocket ventures for young entrepreneurs. Department also decided to hold a lecture series during the Investors week from October 10-16, 2022.

The first Day, a webinar entitled "Introduction to Security Markets" will be organized.

Second day will witness the interactive session on Mutual Funds conducted by Ms. Shailja Mishra, Trainer, BFSI Industry.

Third day a session will be on "Tax Planning" and "Career as a Company Secretary" by the renowned personalities, CS J.K. Bareja, Former Professor, Shyam Lal College, DU and CS Sonia Baijal, Joint Secretary, ICSI.



Prof. Bhawna Rajput(TIC 2022-23)

Minutes of the Meeting

Department of Commerce organized an online meeting on **20th October 2022 at 5.30pm** to decide for the ORIENTATION SESSION OF CFX COURSE.

The following Members were present in the meeting

1. Prof. Bhawna Rajput(TIC)

2. Dr. Rajeev Kaur

3. Dr. Hema Gupta

4. Dr. Anu Jain

5. Dr. Nitu Rana

6. Dr. Sunita Dahiya

7. Dr. Parul Goel

8. Ms. Indu

9. Ms. Rashmi

10. Ms. Shashi

11. Dr. Parul Chopra

12. Ms. Lovely

It was decided that the Department of Commerce of Aditi Mahavidyalaya in collaboration with AV Financial Experts Network Private Limited (FinX) will start an add on course on “Chartered Financial Expert” for free for the final year students of the college from different courses on **28th October, 2022**. The course will consist of three segments: Technical, Behavioral & Selling of Financial Products and Services and especially designed with a vision to emphasize adherence to excellence and values in the field of capital markets and will equip students with specialized skills that are needed to excel in the corporate world.



Prof. Bhawna Rajput(TIC 2022-23)

Minutes of the Meeting

Department of Commerce organized an online meeting on **4th November 2022 at 5.00pm** to decide for the ORIENTATION SESSION FOR FIRST YEAR STUDENTS.

The following Members were present in the meeting

1. Prof. Bhawna Rajput(TIC)

2. Dr. Rajeev Kaur

3. Dr. Hema Gupta

4. Dr. Anu Jain

5. Dr. Nitu Rana

6. Dr. Sunita Dahiya

7. Dr. Parul Goel

8. Ms. Indu


9. Ms. Rashi

10. Ms. Shashi

11. Dr. Parul Chopra

12. Ms. Lovely

It was decided that the Students will be informed about the association works in developing their skills and enhancing their knowledge via webinars, workshops and sessions various societies, fests, Clubs, NSS and NCC and also about B Com and B Com Hons. framework on the lines of NEP.



Prof. Bhawna Rajput(TIC2022-23)

Minutes of the Meeting

Commerce department organized an online meeting on 7th November **2022 at 7.00pm** to decide for the E-WORKSHOP ON MS EXCEL, WEBINAR ON GOODS AND SERVICES TAX and INDUSTRIAL VISIT TO TRADE FAIR.

The following Members were present in the meeting

1. Prof. Bhawna Rajput(TIC)
2. Dr. Rajeev Kaur
3. Dr. Hema Gupta
4. Dr. Anu Jain
5. Dr. Nitu Rana
6. Dr. Sunita Dahiya
7. Dr. Parul Goel
8. Ms. Indu
9. Ms. Rashmi
10. Ms. Shashi
11. Dr. Parul Chopra
12. Ms. Lovely

It was decided The Commerce Association of Aditi Mahavidyalaya organized a two day E-workshop on MS EXCEL during **8th November to 9th November 2022**. On the first day, the renowned speaker Dr.Nupur Saboo-Assistant Professor in Ram Lal Anand College in Department of Commerce will hold the session on the Basics of Excel. Second day of the workshop will be coordinated by Dr. Sunita Dahiya, Assistant Professor, Department of Commerce of the College for discussing about Data analysis, Forecasting, Paper layout, Nine Principles of MsExcel, its various features, and the process of using MsExcel. It was further decided that the Department of Commerce will organize a webinar on International Accounting Day on the topic "Goods and Service Tax" by a renowned speaker CA Atul Gupta (Former President, Institute of Chartered Accountant of India) on 10th November 2022 .Session is expected to emphasize on the changing role of GDP, negative impact of GST, and also about the mechanism of reverse charge. The Department of Commerce in collaboration with SEBI, and CDSL will also organize a visit to Trade Fair, Pragati Maidan for the Investor awareness program by SEBI, NSE, and CDSL on Sunday, **20th November 2022**.



Prof. Bhawna Rajput(TIC 2022-23)

Minutes of the Meeting

Department OF Commerce organized an online meeting on **2nd January 2023 at 5.00pm** to decide for the Short Term Course - Cyber Security Essentials & Workshop, PARENTS TEACHERS MEET and TALLY WORKSHOP.

The following Members were present in the meeting

1. Prof. Bhawna Rajput(TIC)
2. Dr. Rajeev Kaur
3. Dr. Hema Gupta
4. Dr. Anu Jain
5. Dr. Nitu Rana
6. Dr. Sunita Dahiya
7. Dr. Parul Goel
8. Ms. Indu
9. Ms. Rashmi
10. Ms. Shashi
11. Dr. Parul Chopra
12. Ms. Lovely

It was decided the Department of Commerce in collaboration with the training partners “N.I.I.T. Foundation” will introduce a 30 hours short term course titled “Cyber Security Essentials” in an online mode in the month of January 2023 in order to equip the students’ with various laws and measures to understand, identify and tackle the potential threats related to cyber use. Further a Parents Teachers meet will be organized by the Department Of Commerce on 4th January, 2023 for all the students of B.Com Prog. B.Com Hons. and BA (Prog.) ASPSM via Google meet platform with a view to share the valuable feedback of the teachers and the parents. Further an interactive workshop on “CYBER SECURITY” will be organized by the department in collaboration with Shri Kartik Bhardwaj, Master trainer - NIIT foundation on 16th & 17th January 2023 focusing upon the measures to mitigate cybercrimes and bullying. The session will highlight the dangers of using public Wi-Fi routers and possibility of hacking. Department will conduct an Interactive workshop on “TALLY PRIME” by Mr. "Salik Khan" of NIIT FOUNDATION on 18th & 19th of January 2023. The resource speaker will be expected to deliberate upon the creation, alterations, deletions and naming of a Company in tally.



Prof. Bhawna Rajput(TIC 2022-23)

Minutes of the Meeting

Department OF Commerce organized an online meeting on 15th January 2023 at 11.00am to decide for VISIT TO NCUI BY FACULTY OF DEPARTMENT OF COMMERCE ON TOPIC “AWARENESS PROGRAMME ON COOPERATION FOR FACULTY AND TEACHERS, WEBINAR ON "HOW TO CRACK GOVERNMENT EXAMS" and VANIJYAM - THE ANNUAL COMMERCE FEST.

The following Members were present in the meeting

1. Prof. Bhawna Rajput(TIC)
2. Dr. Rajeev Kaur
3. Dr. Hema Gupta
4. Dr. Anu Jain
5. Dr. Nitu Rana
6. Dr. Sunita Dahiya
7. Dr. Parul Goel
8. Ms. Indu
9. Ms. Rashmi
10. Ms. Shashi
11. Dr. Parul Chopra
12. Ms. Lovely

It was decided Ms. Indu, Ms. Shashi and Ms. lovely from the Department of Commerce, Aditi Mahavidyalaya will participate in the awareness program on “Cooperation” for faculty members on 21st January,2023 which will be organized by National Cooperative Union of India (NCUI). Further an interactive live session will be coordinated by Ms. Prerna Chauhan-HR from TIME Education. The webinar will be scheduled on 21th January 2023 on the topic "HOW TO CRACK GOVERNMENT EXAM". The resource person will explain about the crucial importance of aptitude test in clearing the Government exams like CAT, GATE and GRE. The Department Of Commerce and Kaizen - the Commerce association of Aditi Mahavidhyalya will jointly organize its annual fest "Vanijyam " on 24th & 25th of January 2023 in the College campus. STARTUP INNOVATION (24 January 2023) G-20 SUMMIT (24 January 2023) COMMERCIAL COMEDY HOURS (24 January 2023) BIZ - O- VIZ (25 January 2023) AD MAD SHOW (25 January 2023) FOOTLOOSE - THE DANCE COMPETITION (25 January 2023).



Prof. Bhawna Rajput(TIC 2022-23)

Minutes of the Meeting

Department OF Commerce organized meet on 25th January **2023 at 7.00pm** to decide for participation in the distinguished lecture series on “Bharat@2047: Role of Commerce and Business” under the Centenary celebrations of The University of Delhi ,SEMINAR ON "EDUCATION - ABROAD" , EMERGING TRENDS OF CORPORATE GOVERNANCE IN INDIA, VISIT TO NATIONAL COOPERATIVE UNION OF INDIA FOR ONE DAY AWARENESS PROGRAM ON COOPS and BUSINESS QUIZ.

The following Members were present in the meeting

1. Prof. Bhawna Rajput(TIC)

2. Dr. Rajeev Kaur

3. Dr. Hema Gupta

4. Dr. Anu Jain

5. Dr. Nitu Rana

6. Dr. Sunita Dahiya

7. Dr. Parul Goel

8. Ms. Indu

9. Ms. Rashmi

10. Ms. Shashi

11. Dr. Parul Chopra

12. Ms. Lovely

It was decided Students of B.Com Hons. and B.Com of Aditi Mahavidyalaya, along with the faculty members of the Department of Commerce Ms. Indu, Ms. Lovely, Ms. Shashi Kumari and Dr. Parul Goel will attend the distinguished lecture series on “Bharat@2047: Role of Commerce and Business” under the Centenary celebrations of The University of Delhi on 27th January, 2023. The Department of Commerce will organize an illuminative seminar with Shri. Sunil Dua, the Senior Regional Head at “TIME” on 7th February 2023 on the topic "EDUCATION - ABROAD". The resource speaker will explain about different examination conducted at different intervals which afford an opportunity to study abroad.

Further the session will be organized on 25th February 2023 on the topic “EMERGING TRENDS OF CORPORATE GOVERNANCE IN INDIA”. The speaker will be Prof Anil Kumar from Department of Commerce University of Delhi and is expected to explain that the corporate governance is the System by which Companies are directed and controlled. Session is also likely to focus on Board of Directors’ responsibilities and shareholders’ role in corporate governance. A visit to National Cooperative Union of India (NCUI) for one day awareness program on COOPS

will be allowed to 3 faculty members of the department on 18th March 2023. The session is expected to explain the values of cooperation i.e. Knowledge, Awareness, Skill and Habits and to NCUI Haat wherein products from small and rural businessmen from different countries will be showcased. The Department of Commerce will also conduct a Business Quiz on 28th March 2023 at the Reading Hall of the College. The Quiz will be hosted by Sh. Amit Poddar, Senior Regional Head, “Time Education” wherein three rounds Quiz competition is going to be held and It is expected that the competition will be a very informative and knowledge enriching for the participants.



Prof. Bhawna Rajput(TIC 2022-23)
