

Minutes of Meeting held on 18.6.2024 at 10:30 Am  
in College Staff Rooms.

1. Prof. Hema Gupta (TIC 2023-24) handed over charge to Prof. Anu Jain as TIC for Academic year 2024-25
2. Workload for Academic year 2024-25 was discussed.
3. Discipline Specific Elective and G.E. to be offered in coming session to B.Com (H), B.Com and B.A. (ASPSM) were discussed.
4. Budget and Academic calendar for the year 2024-25 were finalised.
5. Counselling for Discipline Specific Elective (DSE) for B.Com Sem 5 and B.Com (H) Sem 3 and Sem 5 to be done so that classes can commence on time.

Anu Jain  
18/6/24  
Rajeev Kumar  
18/6/24

Prof  
18/6/24  
Hyle  
18/6/24

Dr  
18/6/24

# Minutes of the Meeting

A departmental meeting was held on 01 August, 2024 at 11.00 a.m. in room no. - 1.

- ① The hard copy of the time table was given to all the teachers (odd semesters 2024-25 Sem-3&5).
- ② The academic calendar and the budget for 2024-25 was discussed.
- ③ It was decided that the principal madam will be requested to minimise the migration cases in Sem-III.

The following teachers were present in the meeting:

Prof. Anu Jain

Anu Jain  
01/08/24

Prof. Hema Gupta

Hema Gupta  
01/08/24

Prof. Rajeev Kaur

Rajeev Kaur  
01/08/24

Prof. Bhawna Rajput

Bhawna Rajput  
01/08/24

Prof. Nitu Dabas

Nitu Dabas  
01/08/24

Dr. Sunita Dahiya

Sunita Dahiya  
01/08/24

Dr. Indu

Indu  
01/08/24

Dr. Rashmi Pallwal

Rashmi Pallwal  
01/08/24

Dr. Parul Chopra

Parul Chopra  
01/08/24

Dr. Lovely

Lovely  
01/08/24

Minutes of Meeting of Commerce Department  
held on 21.8.24 at 11:00 AM in Room No. 4.

1. The faculty were informed about zoom meeting (workshop) on Financial Planning by Ms. Deepti M. G, Corporate Trainer B FSI, Soft Skills and Investment, at 1:30 PM on 21-8-24
2. Admission duty allotted to all the faculty members of the department as per the admission dates announced by University of Delhi.
3. Orientation Programme for first year <sup>commerce</sup> students to be organised on 3<sup>rd</sup> September, 2024 in Computer lab. A common orientation programme to be held by College on 29<sup>th</sup> Aug, 30<sup>th</sup> Aug. and 2<sup>nd</sup> Sept, 2024
4. Teachers' Day celebration to be observed on 5<sup>th</sup> Sept. 2024.

Anu Sawi

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[Signature]

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Minutes of Meeting of Commerce Department  
held on 12.9.24 at 11:00 AM in Room no. 3

1. It was decided to organise a Capacity building programme for students for preparing them for competitive exams.
2. Admission status for B.Com (H), B.Com and B.A (P) ASPSM for first year after the 3<sup>rd</sup> phase was reported.
3. It was reported by the TIC that according to Migration Committee meeting held on 6.9.24 it was decided to consider migration on the long distance criteria and on the basis of medical issues.
4. It was proposed to organise an Investor awareness programme for students in the first week of October, 2024

Amudani      Rishi Palivand  
Dr. Paul      Dr. Indu

✓ Meeting of Commerce department on 29.11.24  
at 11:45 AM in Room No.3

### Agenda

- ① Moderation of IA and CA for sem 3 & 5
- ② Options for DSE
- ③ Orientation for DSE options to be held online.
- ④ Report on PTM for 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> Sem.
- ⑤ Report on Student interface with the teachers.

### Minutes

Following was decided

- ① It has been decided that due weightage will be provided to the students of 3<sup>rd</sup> & 5<sup>th</sup> sem on the basis of list provided by Nodal officers of NCC, NSS, Sports, Viksit Bharat and other extra-curricular activities for zero marks explanation should be given
- ② Options for DSE for sem 4<sup>th</sup> and 6<sup>th</sup> were decided in the meeting on the basis of employability and popular choice.
- ③ Class Teachers to organise orientation for sem 4<sup>th</sup> & 6<sup>th</sup> students in online mode.
- ④ It was reported that Class Teachers had organised PTM and appropriate suggestions were given to them for their wards.
- ⑤ It was reported that student interface was organised and slow learners were given extra sessions.

## Members Present

- 1) Prof. Anu Jaisi Anu Jaisi  
29/11/24
- 2) Prof. Bhawna Rajput Bhawna Rajput  
29/11/24
- 3) Prof. Hema Gupta
- 4) Prof. Nitu Rana Nitu Rana  
29/11/24
- 5) Dr. Sumita Sumita  
29/11/24
- 6) Dr. Rashi Rashi  
29/11/24
- 7) Dr. Indu Indu  
29/11/24
- 8) Dr. Lovely Lovely  
29/11/24
- 9) Dr. Parul Parul  
29/11/24

Meeting of Commerce Department at 12:30 pm  
in Room No. 3 on 4<sup>th</sup> Feb. 2025

Members Present

1. Prof. Anu Jain (TIG) Anu Jain
2. Prof. Hema Gupta Hema Gupta
3. Prof. Nitu Rana Nitu Rana
4. Dr. Indu Indu
5. Dr. Rashi Rashi
6. Dr. Lovely Lovely
7. Dr. Sunita Sunita
8. Ms Lija Lija
9. Ms Jyoti - Jyoti
10. Ms. Rishu - Rishu

The following matters were resolved / discussed.

1. It was decided to hold annual Commerce Festival Vanijyam on 27<sup>th</sup> and 28<sup>th</sup> February. The theme shall be Viksit Bharat. (Sustainability and AI)
2. The following competitions will be held
  - (i) Start up fiesta
  - (ii) Business Plan
  - (iii) Poster competition
  - (iv) Presentation (Viksit Bharat)
  - (v) Solo and Group Dance
  - (vi) Rangoli
  - (vii) Ludo
3. All the members agreed to give refreshments to all the commerce students attending the Commerce fest. (Two days)
4. Dr. Lovely, Dr. Indu, Ms Jyoti and Ms. Rishu were allotted the duty to decorate selfie wall during Vanijyam.

5. The Budget for Vanijyam was decided as follows:

| <u>Competition</u>              | <u>Prizes</u>                   | <u>Total</u>     |
|---------------------------------|---------------------------------|------------------|
| <u>Academic Competition</u>     |                                 |                  |
| 1. Start up                     | 1 <sup>st</sup> Rs 2000         |                  |
| 2. Business Plan                | 2 <sup>nd</sup> Rs. 1500        |                  |
| 3. Poster Competition           | 3 <sup>rd</sup> Rs. 1000        |                  |
| 4. Presentation                 | <u>4500 X 4</u>                 | 18000/-          |
| <u>Non Academic Competition</u> |                                 |                  |
| 1. Ludo                         | 1 <sup>st</sup> Rs 1000         |                  |
| 2. Solo Dance                   | 2 <sup>nd</sup> 500             |                  |
| 3. Group Dance                  | 3 <sup>rd</sup> 300             |                  |
| 4. Rangoli                      | <u>1800 X 4</u>                 | 7200             |
| <u>Refreshments</u>             | 150 X 30 X 2 days<br>= 4500 X 2 | 9000             |
| <u>Certificates</u>             | 200 X Rs. 20                    | 4000             |
| Banner                          |                                 | 1000             |
| Misc.                           |                                 | 4000             |
|                                 |                                 | <u>Rs. 43200</u> |

Taxes to be applicable as per rules.

6. Industrial Visit is planned for Commerce Students to NCVI for third week of February 2025 or first week of March 2025.

Dr. Lovely and Dr. Indu shall coordinate the Industrial Visit.

7. Commerce Department in collaboration with Extensive Lecture Series shall organise an online session on Advanced Excel on 15<sup>th</sup> Feb. 2025.  
Dr. Indu to coordinate

8. As per NEP Steering Committee meeting it was decided to offer Research Methodology as DSE to 6<sup>th</sup> Semester students of B.Com(H) and B.Com

9. As discussed with NEP Steering Committee Convenor the Department offered the following DSEs to B.Com(H) and B.Com students of 4<sup>th</sup> & 6<sup>th</sup> Semester in addition to RM.

B.Com(H) - Investment  
(4<sup>th</sup> Sem) - ~~FOI~~ and HRD  
Management

B.Com - FOI | HRD  
6<sup>th</sup> Sem

B.Com(H) - Advertising | Learning and  
6<sup>th</sup> Sem Development

Tyoti  
Bhargava  
Indu

Anuska  
04/2/25

Rita

Rashmi

WV

Lovely

Date 4 April, 2025

Minutes of meeting of Commerce Department  
held on 4 April, 2025 at 11 am in Room No 3

Members Present:

Prof. Anu Jain (TIC) Anu Jain  
4/4/25

Prof. Bhawna Rajput Bh

Prof. Hema Gupta

Prof. Nitu Rana Nitu  
04/4/25

DR. Sunita Dahiya Sunita

DR. Indu Indu  
4/4/25

DR. Rashmi Paliwal Rashmi Paliwal  
4/4/25

DR. Parul Chopra Parul  
4/4/25

Minutes:

1) The department decided to conduct workshop on 9 April, 2025 on the topic "Wealth creation through equity" by Prof. R.P. Tulsian, chairman, committee for promotion of financial literacy, university of Delhi.

2) The proposed Budget for the event

|                                      |                     |
|--------------------------------------|---------------------|
| a) Honorarium + TA                   | - Rs. 4,500/-       |
| b) Mementoes                         | - Rs. 1,000         |
| c) Refreshment<br>(Guest + students) | - Rs. 3,500         |
| d) Banner + Bulletin                 | - Rs. 4,000         |
| e) certificates (100x12)             | - Rs. 1,200         |
| f) Miscellaneous                     | - Rs. 1,000         |
| Total                                | - <u>Rs. 15,200</u> |

3) Student of the year to be decided as per the previously decided process in the month of April,

4) All the faculty members were requested to compile CO's & PO's data for 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> sem students of their respective subject

5) DR. Sunita Dahiya would be compiling CO's & PO's data for commerce department.

24.04.2025

Minutes

Department of Commerce

An interview for the "Student of the Year" award 2024-25 of B. Com & B. Com (Hons) third year was held on 24<sup>th</sup> April, 2025 at 11 a.m in room no. Computer lab.

Ms. Tanisha Sachan from B. Com and (2202503026) and Ms. Tanisha (2202504003) from B. Com (Hons) were declared winners on the basis of criteria decided for Student of the Year.

Following teachers were present for the Interview:

- ① Prof. Anu Jain (TIC)
- ② Prof. Bhavna Rajput
- ③ Prof. Hema Gupta
- ④ Prof. Niku Kana
- ⑤ Dr. Sunita Dahiya
- ⑥ Dr. Rashi Paliwal
- ⑦ Dr. Lovely Lamba

  
 Anurain  
  
 Smit  
 24/4/25  
  
 Rashi  
 24/4/25

Student of year 24.04.2025.

Attendance - B.com (P)

| Name          | Roll No | Sign              |
|---------------|---------|-------------------|
| 1) Vaishnavi  | 2205004 | <u>Suman</u>      |
| 2) Taniya     | 2205030 | <u>Taniya</u>     |
| 3) Deepshikha | 2205003 | <u>Deepshikha</u> |
| 4) Anshika    | 2205054 | <u>Anshika</u>    |

B.com (H)

|               |         |                   |
|---------------|---------|-------------------|
| 1) Kratika    | 2206024 | <u>Kratika</u>    |
| 2) Tanisha    | 2206006 | <u>Tanisha</u>    |
| 3) Deep Prabh | 2206066 | <u>Deep Prabh</u> |
| 4) Dipinti    | 2206061 | <u>Dipinti</u>    |

B. Com Hons V<sup>th</sup> Semester 24/04/2025  
 Student of the Year  
 Interview. (10 marks)

| Name               | Roll no.    | Marks |
|--------------------|-------------|-------|
| Kratika Jain       | 22002504014 | 8     |
| Tanisha            | 22002504003 | 10    |
| 3. Deep Prabh Kaur | 22002504051 | 8     |
| 4. Dipinhi Kumari  | 22002504050 | 7     |

|                                     | Academic (50)<br>I <sup>st</sup> II <sup>nd</sup> | Department/College<br>Participation (20) | Internship (20) | Total (100) |
|-------------------------------------|---|--|-----------------|-------------|
| 1. Kratika Jain<br>(22002504014)    | 7.95 7.64 (49)                                    | 8 19                                     | 4 20            | 96          |
| 2. Tanisha<br>(22002504003)         | 8.18 8.27 (50)                                    | 4 18                                     | 3 19            | 97          |
| 3. Deep Prabh Kaur<br>(22002504051) | 7.36 7.95 (47)                                    | 8 19                                     | 1 18            | 92          |
| 4. Dipinhi Kumari<br>(22002504050)  | 7.55 7.41 (48)                                    | 10 20                                    | 3 19            | 94.         |

 Anuraj  
 Sush  
 Pritu  
 Lovely

Meeting of Commerce Department on 29.4.2025  
at 11:00 am in Room No. 3

### Agenda

1. Moderation of IA and CA for Sem 2, 4 and 6
2. Reporting of activities undertaken by Commerce Department during Academic year 2024-25

### Minutes

- ① It was decided that due weightage will be provided to the students in attendance on the basis of list provided by Nodal officers of NCC, NSS, Sports.
- ② Whenever a student has secured zero marks, appropriate explanation is to be given.
- ③ As informed by IA committee, all the teachers are required to submit IA & CA in new format also.
- ④ The activities conducted during the year 2024-25 were discussed. The list is attached. Report is sent for uploading on college website.  
Jyoti  
(Dr. Jyoti)

Monika  
29/04/25  
(Dr. Monika)

Anu Jain  
29/4/2025  
(Dr. Anu Jain)

29/4/25  
(Dr. Bhawana)

Indy  
29/4/25  
(Dr. Indu)

(Dr. Hema)  
Rashi Paliwal  
(Dr. Rashi)  
29/4/25

Lovely  
29/4/25  
(Dr. Lovely)

Preeti  
29/4/25  
(Dr. Preeti)

Sunita  
29/4/25  
(Dr. Sunita)

Sanjay  
29/4/25  
(Dr. Sanjay)

Rishyadav  
(Dr. Rishu)

(Dr. Anu)  
29/4/25  
(Dr. Anu)

Ravi Kumar  
29/04/2025

## Activities

Date:

1. Workshop on Financial Planning  
21<sup>st</sup> August, 2024
2. Orientation Programme for  
Batch 2024-27  
3<sup>rd</sup> Sept. 2024
3. Workshop on "Vocabulary building  
for competitive exams"  
24<sup>th</sup> Sept. 2024
4. Investor awareness programme under  
auspices of SEBI and NSE  
8<sup>th</sup> Oct. 2024
5. Expert session on "AI in Digital  
Marketing"  
22<sup>nd</sup> Oct. 2024
6. Workshop on Tally Prime in  
association with NIIT  
23<sup>rd</sup> Nov., 2024
7. Online seminar on "Financial  
wellness through green finance"  
20<sup>th</sup> Jan. 2024
8. Expert session on "Advanced excel"  
22<sup>nd</sup> Feb. 2024
9. Annual Commerce fest 'Varijyam'  
27<sup>th</sup> & 28<sup>th</sup> Feb. 2024
10. Industrial Visit to National  
Cooperative Union of India (NCUI)-  
Awareness programme on CO OPS  
4<sup>th</sup> March, 2024
11. Workshop on "Wealth Creation  
Through Equity"  
9<sup>th</sup> April, 2024.

## Minutes of the Meeting of Commerce Department

A meeting of the Commerce Department was held on 17.6.25 at 1pm in the staff room.

- 1.) The incharge ship of Commerce Department was handed over by the current incharge (2024-25) Prof. Anu Jain to Prof. Nitu Dabas (2025-26).
- 2.) The members present in the meeting discussed the academic calendar for the academic year 2025-26.
- 3.) It was also decided that the online counselling will be done for DSEs to be offered in Sem-3 and Sem-5 in the month of July.

The following members were present in the meeting:

| S.No. | Name                | Signature   |
|-------|---------------------|-------------|
| 1.    | Prof. Anu Jain      | Anu Jain    |
| 2.)   | Prof. Hema Gupta    | Hema        |
| 3.)   | Prof. Rajeev Kaur   | Rajeev Kaur |
| 4.)   | Prof. Bhawna Rajput | Bhawna      |
| 5.)   | Prof. Nitu Dabas    | Nitu        |
| 6.)   | Dr. Indu            | Indu        |
| 7.)   | Dr. Parul Chopra    | Parul       |
| 8.)   | Dr. Lovely          | Lovely      |
| 9.)   | Dr. Rashi Palival   | Rashi       |