



Shah N.H. Commerce College, Valsad

(Accredited "B" by NAAC)

Department of Accountancy

4th Meeting of Academic Year :2015-16

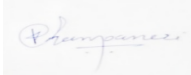


Notice of Meeting

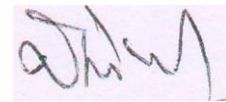
This is to inform all the professors of Accountancy Department that fourth departmental meeting of 2015-16 is scheduled on 9th March, 2016 from 2:30 PM to 3:00 PM.

Agenda of Meeting

No.	Agenda
1	Welcome
2	Discussion on topics covered in previous meeting
3	To have a discussion on submission of Internal Exam marksheets
4	To have a discussion on completion of syllabus
5	Topics suggested by Head of Department

To the Professors of Department of Accountancy

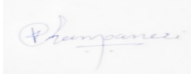


No.	Name	Sign
1	Prof. V.R. Champaneri	
2	Prof. S.Z. Patel	
3	Prof. K.C. Patel	



Head of Department of Accountancy

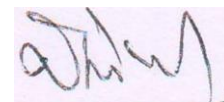
MINUTES OF A MEETING

Today on 9th March, 2016 fourth meeting of accountancy department for academic year 2015-16 was held at Principal's office under the chairmanship of Prin. Dr. J.M. Naik from 3:45 PM to 4:30 PM. Following members attended the meeting.

No.	Name	Sign
1	Prof. V.R. Champaneri	
2	Prof. S.Z. Patel	
3	Prof. K.C. Patel	

Following points were discussed in the meeting:

1	Welcome:	All the professors of department were heartily welcomed to the fourth meeting of the year by the Head of the Department.
2	Discussion on points covered in Previous Meeting:	The points discussed in previous meeting were revied from minutes.
3	Discussion on submission of Internal Exam marksheets	All the professors were notified during the meeting to complete the assessment of second term Internal Exam and to submit the marksheets as soon as possible.
4	Discussion on syllabus completed and to plan for pending syllabus	All the members were told to complete their syllabus before Internal exams. In case of pending syllabus, the guidelines to complete the syllabus after the completion of Internal Exams were provided.
5	Other Discussion:	All the professors were congratulated for their excellent work during the whole year and the Head of the department expressed his satisfaction towards their work.



Head of Department of Accountancy