



Shah N.H. Commerce College, Valsad

(Accredited "B" by NAAC)

Department of Accountancy

3rd Meeting of Academic Year :2015-16

Notice of Meeting

This is to inform all the professors of Accountancy Department that third departmental meeting of 2015-16 is scheduled on 10th December, 2015 form 3:45 PM to 4:30 PM.

Agenda of Meeting

No.	Agenda
1	Welcome & Discussion on topics covered in previous meeting
2	To have a discussion on Second term syllabus
3	To review the results of odd semester exams of FY BCOM to MCOM PART-2
4	To decide syllabus and work plan
5	To assign Internal Test paper setting
6	Topics suggested by Head of Department

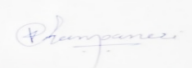


To the Professors of Department of Accountancy

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

Head of Department of Accountancy

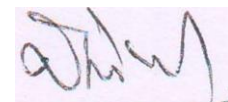
MINUTES OF A MEETING

Today on 10th December, 2015 third 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 & Discussion on points covered in Previous Meeting:	All the professors of department were heartily welcomed to the third meeting of the year by the Head of the Department and the implementation of topics discussed in last meeting was verified.
2	Discussion on Second term syllabus	In this meeting, the syllabus of all papers of second term was discussed and useful suggestions were provided on how to complete it within available time period.
3	Review of odd semester exams results of FY BCOM to MCOM PART-2	University Exam results of BCOM semester 1,2 & 3 and MCOM semester1 & 3 were reviewed. All the professors were congratulated during the meeting for the good results.
4	Syllabus and work plan	During the meeting the syllabus of even semester of all classes, FY BCOM to MCOM, were discussed and guidelines were given to prepare and implement proper workplan.
5	Discussion on Paper Setting for Internal Test	The paper setting task for Internal Exams of BCOM semester 2,4 & 6 and MCOM semester 2 & 4 was distributed among the professors and time limit was decided for the submission of the same.



Head of Department of Accountancy