



Shah N.H. Commerce College, Valsad

(Accredited "B" by NAAC)

Department of Accountancy

2nd Meeting of Academic Year :2016-17

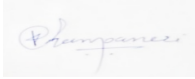


Notice of Meeting

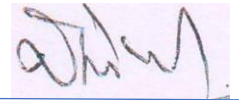
This is to inform all the professors of Accountancy Department that second departmental meeting of 2016-17 is scheduled on 15th September, 2016 from 2:30 PM to 3:15 PM.

Agenda of Meeting

No.	Agenda
1	Welcome & Discussion on topics covered in previous meeting
2	To have a discussion on Paper Setting for Internal Test of odd semesters
3	To have a discussion on assessment of Internal Test Answer sheets of FY BCOM to MCOM students
4	To have a discussion on submission of Internal Test Answer sheets, Marksheets & Assignments
5	Topics suggested by Head of Department

To the Professors of Department of Accountancy

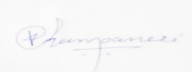


No.	Name	Sign
1	Prof. V.R. Champaneri	
2	Prof. S.Z. Patel	
3	Prof. K.C. Patel	



Head of Department of Accountancy

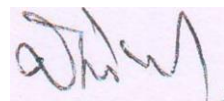
MINUTES OF A MEETING

Today on 15th September, 2016 second meeting of accountancy department for academic year 2016-17 was held at Principal's office under the chairmanship of Prin. Dr. J.M. Naik from 2:30 PM to 3:15 PM. Following members attended the meeting.

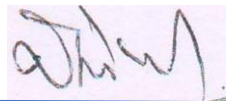
No.	Name	Sign
1	Prof. V.R. Champaneri	
2	Prof. S.Z. Patel	
3	Prof. K.C. Patel	

Following points were discussed in the meeting:

1	Welcome & Discussion on topics covered in previous meeting	All the professors of department were heartily welcomed to the second meeting of the year by the Head of the Department and points discussed in previous meeting were reviewed.
2	Discussion on Paper Setting for Internal Test of odd semesters	During this meeting all the professors were informed to set the papers for upcoming Internal Test and time period for the submission was decided.
3	Discussion on assessment of Internal Test Answer sheets of FY BCOM to MCOM students	In this meeting the assessment task of BCOM semester 1,2 & 3 and MCOM semester 1 & 3 Internal Test was distributed and time period was decided for the completion.
4	Discussion on submission of Internal Test Answer sheets, Marksheets & Assignments	All the members were informed to submit their Internal Exam Answer sheets, collected assignments and Marksheets in given time.
5	Other Discussion:	Some other useful information was provided by the Head of the Department.



Head of Department of Accountancy

A handwritten signature in black ink, enclosed within a light pink rectangular box. The signature is cursive and appears to be the name 'M. J. ...'.

Head of Department of Accountancy