



Shah N.H. Commerce College, Valsad

(Accredited "B" by NAAC)

Department of Accountancy

2nd Meeting of Academic Year :2017-18

Notice of Meeting

This is to inform all the professors of Accountancy Department that second departmental meeting of 2017-18 is scheduled on 4th September, 2017 from 2:30 PM to 3:00 PM.

Agenda of Meeting

No.	Agenda
1	Discussion on topics covered in previous meeting
2	To discuss the progress of first term syllabus and to make plan accordingly
3	To have a discussion on assessment and paper setting of Internal Test Answer sheets of FY BCOM to MCOM students
4	To have a discussion on how to provide practical information to the students in the accounts of the company as per the Companies Act 2013
5	Topics suggested by Head of Department


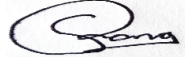

To the Professors of Department of Accountancy

No.	Name	Sign
1	Prof. K.C. Patel	
2	Prof. C.S. Rana	
3	Prof. Shivani P. Acharya	

Head of Department of Accountancy

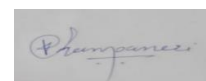
MINUTES OF A MEETING

Today on 4th September, 2017 second meeting of accountancy department for academic year 2017-18 was held at college staff room under the chairmanship of Prof. V.R. Champaneri from 2:30 PM to 3:00 PM. Following members attended the meeting.

No.	Name	Sign
1	Prof. K.C. Patel	
2	Prof. C.S. Rana	
3	Prof. Shivani P. Acharya	

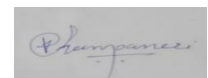
Following points were discussed in the meeting:

1	Discussion on topics covered in previous meeting	In today's meeting, the head of the department welcomed all the members of the department and presented the details of the points discussed in the previous meeting and appealed to every member to ensure that the decisions taken under this meeting are implemented in an orderly manner.
2	Discussion the progress of first term syllabus and to make plan accordingly	Head of the department got the information about the completion of the syllabus allotted to every professor and considering the depth and length of the syllabus, the need for more lectures was discussed. Professors were urged to complete the entire syllabus.
3	Discussion on assessment and paper setting of Internal Test Answer sheets of FY BCOM to MCOM students	In today's meeting, while discussing this point, in the subject of accountancy, the related professors were told to set the question paper for Internal Test. It was discussed to set the paper in a balanced way. In addition, each professor was assigned the task of paper verification work according to his workload.
4	On providing practical information to the students in the accounts of the company	The arrangement presented in the horizontal balance sheet as per the Companies Act of 1956 has been introduced in the vertical structure with many changes as per the Companies Act 2013. It was decided in today's meeting to discuss practical and



Head of Department of Accountancy

	as per the Companies Act 2013	informative information on these matters with the idea that detailed and practical information would be very helpful for the students to understand.
5	Topics suggested by Head of Department	Some other useful information was provided by the Head of the Department.



Head of Department of Accountancy