

### 1.1.1

The institution ensures effective curriculum delivery through a well-planned and documented process

## Minutes of the Meetings

At the beginning of every Academic year, The principal calls the meeting, addresses, provide Academic and Allied Activities Diary and order to prepare Annual Teaching Plan. The principal call the meetings departments-wise. The discussion let write down on the minutes book of the departments. Some snapshots of the minutes of the meetings are as follows.

DATE: 01-04-19  
PAGE NO.:

Commerce Dept

Best wishes ceremony

For the Year 2018-19 F.Y.B.Com students best wishes ceremony has been arranged on Monday 01-04-19 at 9.30 A.M. Following dignitary attended for this ceremony

- 1] Principal Dr. R.G. Jadhav - [Signature]
- 2] Prof. Desai P.A. - [Signature]
- 3] Prof. Bhagwat P.S. - [Signature]
- 4] Prof. Sanyal P.T. - [Signature]
- 5] Prof. Parkhe D.Y. - [Signature]
- 6] Prof. Khot S.S. - [Signature]
- 7] Prof. Gaikhiye L.M. - [Signature]
- 8] Prof. Shinde K.R. - [Signature]
- 9] [Signature]

Special attendance for this ceremony

- 1] Shrimati Suchita Velhal -
- 2] Shri Sudhakar Chawan -

[Signature]  
01-04-2019

DATE: 27-02-2019  
PAGE NO.:

Commerce Dept. meeting

A meeting of Commerce Dept is convened at 12.15 P.M in Principal Cabin. Following staff members of Commerce Faculty attended the meeting.

- 1] Principal Dr. R.G. Jadhav - [Signature]
- 2] Prof. S.S. Khot - [Signature]
- 3] Prof. K.R. Shinde - [Signature]
- 4] Prof. L.M. Gaikhiye - [Signature]

Following matters have been discussed at the meeting.

- 1] To guide the students in preparing the work papers.
- 2] To contact all the M.Com students to attend the classes regularly.
- 3] To review the syllabus already completed & yet to be completed of different classes & subjects.
- 4] To take measures for increasing the admission to M.Com classes.

[Signature]  
27/02/19

Principal  
Pimpri Chinchwad Education Trust  
Shri. G. K. Kulkarni, Pimpri Chinchwad  
Dist. Maharashtra 411004



## Commerce Dept. Meeting

A meeting of Commerce dept. is convened at 12.00 P.M. in Principal Cabin. Following Commerce Staff members attended the meeting

- 1] Principal Dr. R.G. Jadhav - *[Signature]*
- 2] Prof. S.S. Khot - *[Signature]*
- 3] Prof. K.R. Shinde - *[Signature]*
- 4] Prof. L.M. Gujbhira - *[Signature]*

Following matters have been discussed at the meeting

- 1] Feedback form was finalised.
- 2] To arrange a guest lecture on banking sector on 25th Feb 2019
- 3] To obtain feedback of Commerce Faculty Students on 26th Feb 2019
- 4] A discussion was held on action plan relating to forthcoming Year 2019-20.

*[Signature]*  
25/02/2019.

Principal  
Parganani Arts Commerce & Science College  
Shringarali, Tal. Chikaragi  
Dist. Ratnagiri 415724 (Maharashtra)

## Department of Accountancy Meeting

A meeting of the Accountancy Department is held in the Principal's Cabin on 13-03-2019 at 11.30 A.M.

Following persons were present in the meeting -

- 1] Principal Dr. R.G. Jadhav - *[Signature]*
- 2] Prof. K.R. Shinde - *[Signature]*

Following matters have been discussed in the meeting -

- 1] A review of discussions made in the meeting held on 10-01-2019.
- 2] A discussion is held on the completion of syllabus of Accountancy Subjects.
- 3] A discussion is also held on the measures to be taken for improving the results of T.Y. B.Com. class in the Subject of Accountancy.

*[Signature]*

Principal  
Parganani Arts Commerce & Science College  
Shringarali, Tal. Chikaragi  
Dist. Ratnagiri 415724 (Maharashtra)



29/03/2019

Today that is on Friday dated 29/03/2019 at 12:15 pm. the meeting of Political Science dept held.

Following members were present for the meeting.

1) Dr. R. G. Jadhav. -

2) Prof. P. A. Desai -

Following subject were discussed in the meeting.

- ① It is decided that the practice exam of subject Political Science is going to held on the date. 03<sup>rd</sup>, 04<sup>th</sup> and 05<sup>th</sup> April 2019.
- ② The schedule of the same exam is as follows.

Sr. NO.	Name of paper.	Paper NO.	Exam Date	Exam Time
1	India & World	Paper IV	03/04/2019	8.00-11.00
2	Indian Political Thoughts.	V	04/04/2019	8.00-11.00
3	Determinants in the Politics of Maharashtra	VI	05/04/2019	8.00-11.00

- ③ The notice should be issue to the student.



*[Signature]*  
29/03/2019.

Principal  
Patpannate Arts Commerce & Science College  
Shringartali, Tal. Gahagar  
Dist. Ratnagiri 415724 (Maharashtra)

## Annual Teaching Plan

At the beginning of every Academic year, The principal calls the meeting, addresses, provide Academic and Allied Activities Diary and order to prepare Annual Teaching Plan Semester- wise. The diary includes the said annual teaching plan. Each and every staff member prepared the annual teaching plan and submit to the principal. Some snapshots of the annual teaching plan as under:

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7.	Students related co-curricular, Extra curricular and extension activities	216-217
8.	Cells and Associations related activities	218-225
9.	Examination related works (College and University examinations, Tests, Tutorials, case studies, Group discussion, assignments etc. 30 Tips to be used )	225-228
10.	Contribution to corporate and social life	229
11.	Awards, fellowships, Grants etc.	230
12.	Leave Record with additional pages	231

02. ANNUAL TEACHING PLAN		
		Month : <u>July</u> 20 <u>19</u>
Academic Year : 20 <u>19</u> - 20 <u>20</u> Class : <u>SB/Can</u> Division : <u>—</u>		
Subject : <u>Bus. Economics - 3</u> Paper Title : <u>Bus. Eco-3</u> Paper No. : <u>3</u>		
Teaching days	<u>90</u>	Period Allotted <u>45</u>
Periods Conducted :	Teaching <input type="checkbox"/>	Practical's / Tutorials <input type="checkbox"/> Test <input type="checkbox"/>
Sr.No	Duration	Sub-units Planned
1	2nd week of Jan-19	Syllabus & Group Discussion
2	3rd —	Circular Flow of National Income
3	4th —	The Measurement of National Product
4	5th —	Macro Economics - Techniques
5	1st week of July-19	Trade Cycle - Say's Law of Mkt.
6	2nd —	The Principle of Effective Demand
7	3rd —	Consumption Function
8	4th —	Investment Function
9	5th —	Multiplier & Keynesian Tools
10	1st week of Aug-19	The IS - LM Model
11	2nd —	Inflation & Under Employment
12	3rd —	stagflation
13	4th —	Supply side Economics
14	5th —	Money Supply
15	2nd week of Sep-19	Demand for Money
16	3rd —	Money & Prices
17	4th —	Inflation: causes & measures.



## 02. ANNUAL TEACHING PLAN

Month : July 2019

Academic Year : 20 19 - 20 20 Class : FYBA / FYBCom Division : —

Subject : Foundation Course Paper Title : FC-1 Paper No. : 1

Teaching days — Period Allotted 45

Periods Conducted : Teaching — Practical's / Tutorials 15 Test —

Sr.No.	Duration	Sub-units Planned
1	4th week of Jun-19	Syllabus & Group Discussion
2	5th —	Discussion on Multi-Lingual, Culture, Religion
3	1st week of July-19	Multi-Religiousness of India
4	2nd —	Rural, Urban, Tribal Dimension
5	3rd —	Inter Group Conflicts
6	4th —	Communalism, Castism
7	5th —	Classism & Regionalism
8	1st week of Aug-19	Declining Sex Ratio of India
9	2nd —	Violence Against Women in India
10	3rd —	Role of Media in Development of Women
11	4th —	Physically Challenged & people
12	5th —	Mentally Challenged people
13	2nd week of Sep-19	Indian Constitution - Features
14	3rd —	Fundamental Duties of Citizens
15	4th —	National Integration - Youth

## 02. ANNUAL TEACHING PLAN

Month : July 2019

Academic Year : 20 19 - 20 20 Class : TYBCom Division : —

Subject : Bus. Economics Paper Title : Bus-Eco-5 Paper No. : 5

Teaching days 90 Period Allotted 45

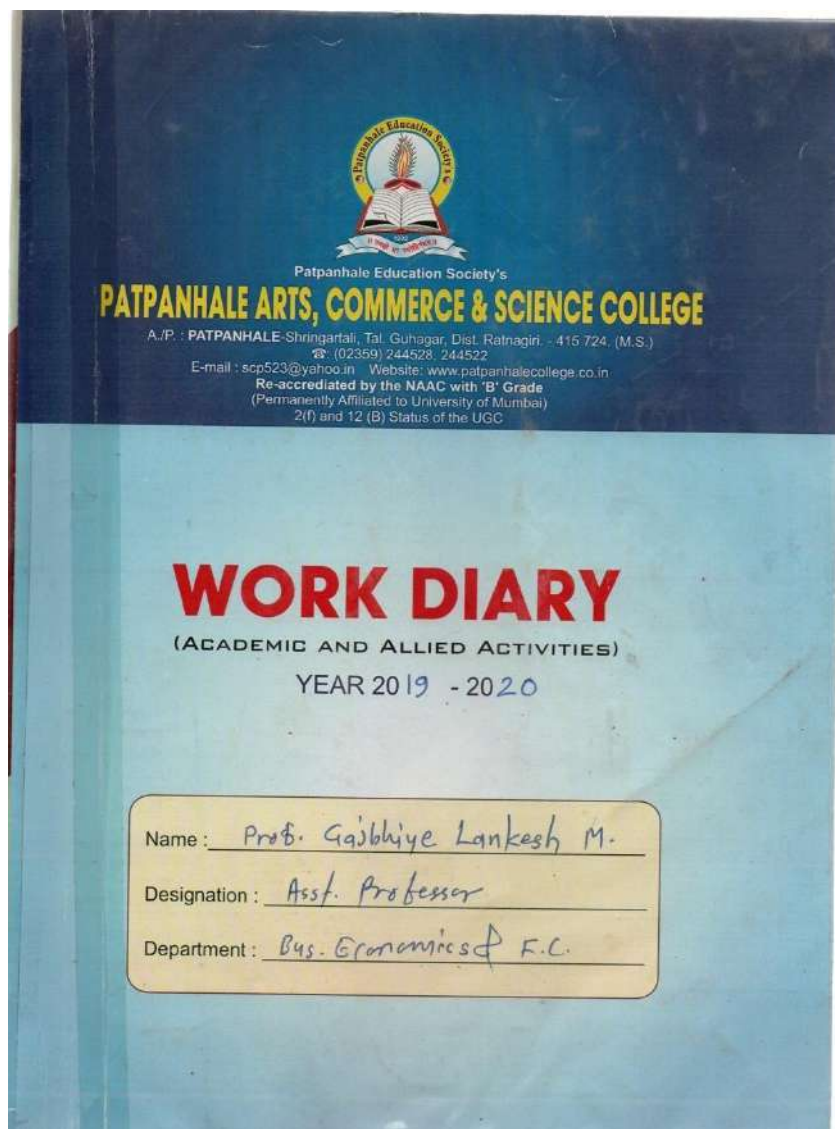
Periods Conducted : Teaching — Practical's / Tutorials — Test —

Sr.No.	Duration	Sub-units Planned
1	2nd week of Jun-19	Syllabus & Group Discussion
2	3rd —	Overview of New Economic Policy
3	4th —	Sustainable Development Goals
4	5th —	Foreign Investment Policy
5	1st of July - 19	Various New Economic Concepts
6	2nd —	National Agriculture Policy
7	3rd —	Agricultural Finance
8	4th —	Agricultural Marketing
9	5th —	New Terms in Agro-Marketing
10	1st week of Aug-19	Policy Measures: Competition Act-2008
11	2nd —	MSME Sector
12	3rd —	Industrial Pollution
13	4th —	Service Sector in Recent years
14	5th —	Money Market
15	2nd week of Sep-19	Capital Market
16	3rd —	Review of Syllabus
17	4th —	Conclusion.



## Teachers Diary

At the beginning of every Academic year, The principal calls the meeting, addresses, provide Academic and Allied Activities. The diary includes Personal Information of teachers, Individual Timetable, Annual Teaching plan, Text and References used, Professional Developmental Activities, Extension Activities, Cells and Association related activities, Examination related works, Contribution to corporate and social life, Awards, Fellowship, Grants, Counselling of Students and Leave Record. Some snapshots of the Diary of a teachers are as under:



Personal Information of the Teacher	
Academic Year 20 - 20	
Name in Full :	<u>Lankesh Murlidhar Gajbhiye</u>
Date of Birth :	<u>10/11/1974</u> Blood Group : <u>O+</u>
Qualification :	<u>MA (Eco), NET, SET</u> Department : <u>Bus. Economics</u>
Designation :	<u>Asst. Professor</u> Present Pay Scale :
Date of Appointment :	<u>13/06/2002</u> Date of Superannuation : <u>2034</u>
University Approval No.	<u>CONCOLISA/525203-07/11/2003</u>
Address	
Residential	Permanent
<u>Sarvati Plaza, 1st Floor</u>	<u>At. Ashoknagar, Post- Shringapur</u>
<u>A/P- Shringartali,</u>	<u>Tal. &amp; Dist- Bhandara</u>
<u>Tal- Guhagar Dist- Ratnagiri</u>	
Ph.No. (R) : <u>—</u>	Mobile No. : <u>9421186418</u>
(O) <u>02359-244528</u>	E-mail : <u>lm8101174@gmail.com</u>
Fax : <u>02359-244528</u>	

## CONTENT

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## 1. Individual Time Table

Academic Year - 2019 - 2020

DEPARTMENT Bus. Eco / FC College Timings 7.30 to 13.00

Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	07.55		FYBCom B.Eco	FYBCom Bus.Eco	FYBC FC	FYBC FC	FYBC FC
2	08.45	SYBCom Bus.Eco		SYBCom Bus.Eco	SYBC FC	SYBC FC	SYBC FC
3	10.45	TYBCom Bus.Eco	TYBCom Bus.Eco				
Short Recess							
4	10.29	FYBA FC	FYBA FC	FYBA FC	SYBA FC	SYBA FC	SYBA FC
5							
6							
7							

Head of Department

Theory : 21 Practical : 2020

Total No. of Period per Week 21

PRINCIPAL



### 03. Academic Teaching and Practical Programme

Daily Report : To be filled in immediately after the conclusion of the respective day's work

Day : Tuesday

Date : 09/07/19

Period No. / Time	Class	Paper No.	Topics Thought
1	F4BC Eco	1	shifts in Demand Curve
2	T4BC Eco	5	FDI & Skill Development Programme
3	S4BC Eco	3	Green Gross Domestic Product.
4	F4BA FC	1	Programme arranged by DLLE Dept. Guest
Extra Period			Lecture - Prof. Baly Swamit Mandagad College
Library Work			
Other Work			Nexus Papers Reading.

Signature of the Teacher

[Signature]

Note : At the end of every month it should be verified and Signed by the Principal.

### 05. TEXT AND REFERENCE BOOKS USED

(Give the list of Prescribed text books/reference books/Audio Visual aids and Other Resource material consulted)

Class & Subject	Title of the books, Journals, Periodicals & Magazines etc.	Author & Publication
S4BCan Bus. Economics	Modern Economics 19th Edition	Ashiq H.L. S. Chand & Company Pvt. Ltd. New Delhi
-11-	Public Finance	Bhatia H.L. Vikas Pub. House P. Ltd.
-11-	Public Finance: A Contem- porary Application of Theory of Policy	Darind M. Mymam Krishna Offset Delhi
T4BCan Bus. Eco.	International Economics	Kindleberger C.P. Homewood
-11-	<a href="https://europe.eco">https:// europe.eco</a>	asian.org.
-11-	International Economics	M.L. Jhingran Virendra Pub. Co. Delhi



### 03. Academic Teaching and Practical Programme

Daily Report : To be filled in immediately after the conclusion of the respective day's work

Day : Tuesday

Date : 09/07/19

Period No. / Time	Class	Paper No.	Topics Thought
1	F4BC ECO	1	shifts in Demand Curve
2	T4BC Geo	5	FDI & Skill Development Programme
3	S4BC Geo	3	Green Gross Domestic Product.
4	F4BA FC	1	Programme arranged by DLE Dept. Guest
Extra Period			Lecture - Prof. B. S. Sawant Mandana College
Library Work			
Other Work			News Papers Reading.

Signature of the Teacher

*[Signature]*

Note : At the end of every month it should be verified and Signed by the Principal.

Patpanhale Arts, Commerce & Science College

A/p- Patpanhale-Shringratali, Tal-Guhagar, Dist-Ratnagiri

Counselling to the students

2019-20

Prof. Yankesh M. Gajbure

Sr. No.	Date & Time	Name of the Student with Class	Signature	Particulars
1	06/12/19 10:30-11:00	Apurva Ashok Mawankar F4BCam	<i>[Signature]</i>	Wanted to leave college. Now refreshed.
2	09/01/20	S4BCam Shraddha Dilip Chavhan	<i>[Signature]</i>	How to prepare for competitive exam.
3	23/01/20	Rutuja R. Pawar TYBCam	<i>[Signature]</i>	Wanted to proper guidance about study.
4	31/01/20	Lafila Laxman Solkar TYBA	<i>[Signature]</i>	Counselled about future planning of life.
5	05/02/20	Samrath Santosh Pawar TYBCam	S.S. Pawar	Confusion about study.
6				
7				
8				

Name & Signature of the Professor

(Dr. R. G. Jadhav)  
Name & Signature of the Principal



10. Contribution to corporate & Social life		
Name of the Committee Activity	Position held (As a Chairperson/Member/Co-ordinator)	Date & Hours Spent
College Development Committee	Member	20/07/19 12 hrs.
C D C	Member	03/10/19 1.30 hrs.
NSS - Donated blood to Blood Banks.		18/11/19
Marathon Meet	Mivas Committee	18/12/19 3 hrs.
Visited Bhatnagar, Tisang Aboli	for Marathon forms distribution	24/12/19 7 hrs.
Academic Audit	Member	2016-17 13 to 20/01/20
Field Visit.	Member FYBcom - Dabho/visit	11/03/20

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09. Examination Related Works (College and University Examinations, Tests, Tutorials, Case Studies, Group Discussions, Assignments, CAP Work, Squad Work etc.)						
Sr. No.	Date	Types of Exam (Unit Test / Tutorial / College / University Examination / Terminals/Semester etc. above stated)	Class	Subject	Period	Type of Work
12	24/09/19	chalk out Super-Visor chart.	All TY	All	2nd Half 2019	Done.
13	25/09/19	TYBcom - Preparatory Exam.	TYBC	Bus. Geo.v	8.30-11.30	Done.
15	01/10/19 to 24/10/19	TYBA / TYBcom Exam 2nd Half.	TY	All	13.00 to 18.00	Gr. Supervisors.
16	03/10/19	Assessment of FC Ans. Papers (SYBA)	SYBA	FC.	3.00 to 6.00	Assess ment
17	07/10/19	TYBcom. Bus. Geo.v Paper delayed for 15 mins. due to Power Supply.				
18	10, 11/10/19	CAP- Coordinator (sent email also) Called for Technical support but in vain.				
19	17/10/19	CAP- Co-ordinator Dr. P. T. Sanyal - Regs sent for CAP				
Total Days Spent for the examination .....						

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08. Cells & Association related Activities		
Date & Time Spent	Position held (As a Chairperson/Member/Co-ordinator)	Event conducted
26/07/19	ICT-Chairman	Due to Kargi/Victory, the movie 'Dri' disrupted.
01/08/19	Chairman, Website Com.	Notice issued to the colleges for website
02/08/19	Member IQAC	Attended National Seminar on Revised Accreditation of MQAC
06/08/19	ICT-Chairman	Whats APP Group Creation of College.
08/08/19	ICT-Chairman	Teachers information Appointment Unit.
09/08/19	IAAC-Member	Preparation of AQAR 2018-17
16/08/19	CAP-Co-ordinator	Notice issued the Teachers who have not assessed.
17/08/19	ICT-Whats APP Group-Female generated.	_____
21/08/19	ICT-Whats APP.	Notice, Time Table (Commencement date sent).
24/08/19	ICT-Whats APP.	Male Group formation.
22/08/19	IAAC-Member	Attended meeting.

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## 12. Leave Records with Additional Papes

## 1] Casual Leave

Sr. No.	Date		Number of days	Sr. No.	Date		Number of days
	From	To			From	To	
1	17/07/19	19/07/19	3	9			
2	20/12/19	20/12/19	1	10			
3	27/01/20	30/01/20	4	11			
4				12			
5				13			
6				14			
7				15			
8							

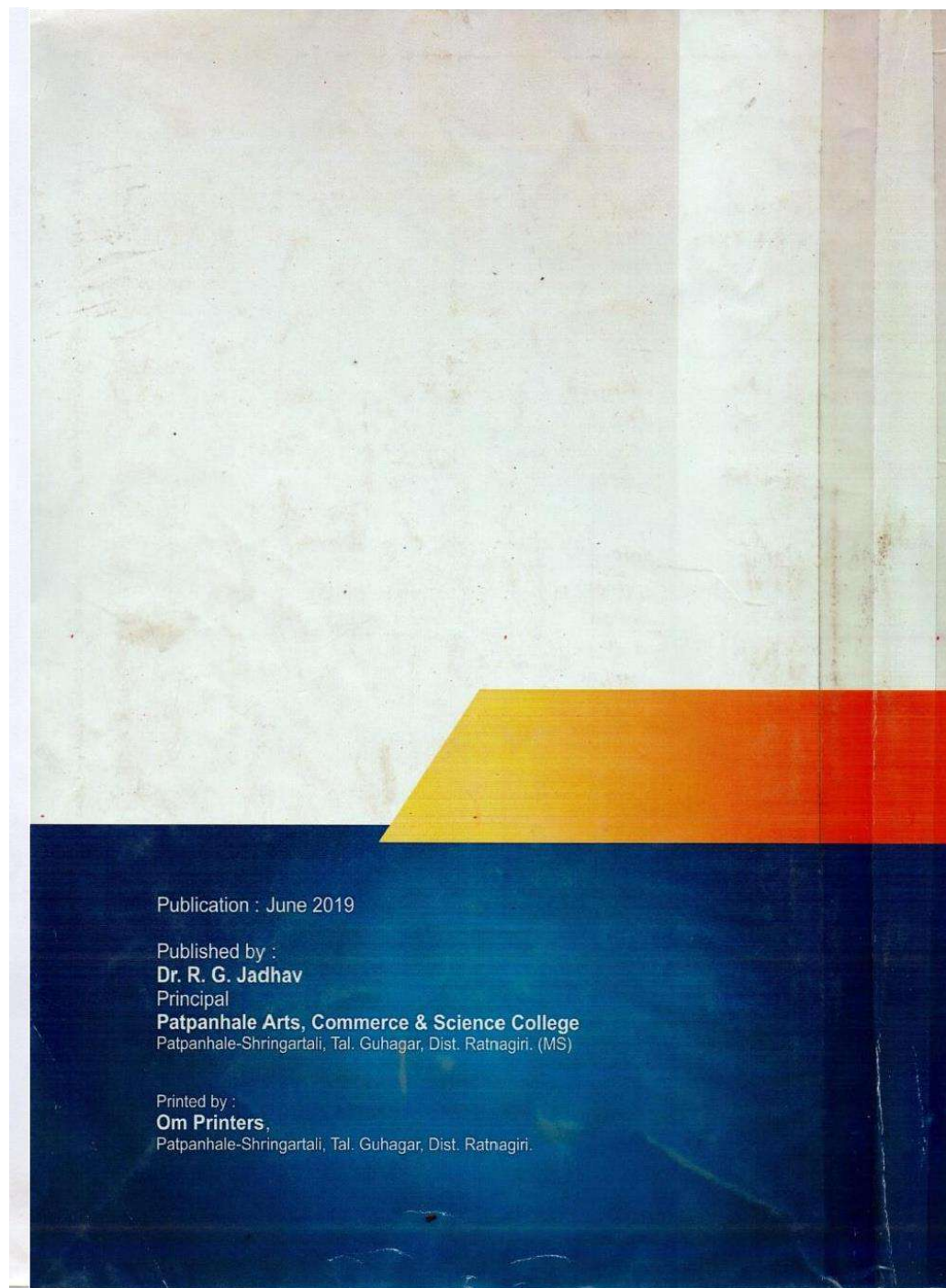
## 2] Duty Leave

Sr. No.	Date		Number of days	Nature of Work
	From	To		
1	20/07/19	20/07/19	1	Workshop on CDC - Ratnagiri
2	02/08/19	03/08/19	2	Seminar - IQAC - Khead.
3	08/01/20	08/01/20	1	Ratnagiri - Marathon - Industrial Visit.
4	24/01/20	24/01/20	1	Exam meet - Ratnagiri College.
5	17/02/20	17/02/20	1	CAS - Mumbai
6	11/03/20	11/03/20	1	Field visit - Dhopane

## 3] Other Type of Leave, if any

Sr. No.	Date		Number of days	Type of Leave	Remarks
	From	To			

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Publication : June 2019

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**Dr. R. G. Jadhav**

Principal

**Patpanhale Arts, Commerce & Science College**

Patpanhale-Shringartali, Tal. Guhagar, Dist. Ratnagiri. (MS)

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