



Matushri Pushpaben Vinubhai Valia College of Commerce

Affiliated to : University of Mumbai

**M. K. School Complex, Factory Lane, Borivli (W), Mumbai-400092. Tel.: 28985320
Email: valiacollege07@yahoo.com • www.mpvvaliacollege.in**

College Code : 406 • MS - 50

DATE: 20/07/2016

NOTICE

This is to inform that a meeting will be held on 22nd July, 2016 for designing curriculum of the certificate course- BASICS OF ACCOUNTING AND TALLY for the academic year 2016-2017 in staffroom at 11:30am.

Members Present:

1. Prof. Zubin Batliwalla
2. Prof. Roopa Rege
3. Prof. Leena Vasu
4. Prof. Manoj Upadhyay
5. Prof. Sumedh Bhadekar

Agenda:

1. To prepare the curriculum for certificate course- Basics of Accounting and Tally for the academic year 2016-2017.
2. To discuss the time table for the course.
3. To inform the students about the registration, duration of the certificate course.
4. To discuss the evaluation process of students after the completion of course.
5. To discuss the steps and procedures to be followed throughout the course.
6. To discuss any other matter with the permission of the chair.





Matushri Pushpaben Vinubhai Valia College of Commerce

Affiliated to : University of Mumbai

M. K. School Complex, Factory Lane, Borivli (W), Mumbai-400092. Tel.: 28985320
Email: valiacollege07@yahoo.com • www.mpvvaliacollege.in

College Code : 406 • MS - 50

Minutes:

1. Meeting commenced by welcoming all the members by the chairperson at 11:30 am.
2. Prof. Zubin Batliwalla informed that certificate course Basic of Accounting and Tally will be conducted for students containing 30 hours.
3. It was finalized that the certificate course will commence from 1st August, 2016 to 12th August, 2016 excluding Saturday and Sunday from 4:30pm.
4. Prof. Roopa Rege had opined that the evaluation of the course be divided among 50% for attendance and 50% on basis of viva.
5. Prof. Manoj Upadhyay suggested that relevant topics regarding Basics of Accounting and Tally, principles and rules could be included in the content.
6. Prof. Sumedh Bhadekar suggested that various functioning of softwares, test checks opening of new accounts etc. could be added.
7. Prof. Leena Vasu proposed TDS rules and GST entries, filling returns and their implication should be the part of the curriculum.
8. Prof. Leena Vasu also said Feedback to be collected from the students.
9. Prof. Manoj Upadhyay proposed Vote of thanks.


Prof. V. Manikandan

I/C Principal





Matushri Pushpaben Vinubhai Valia College of Commerce



Affiliated to : University of Mumbai

M. K. School Complex, Factory Lane, Borivli (W), Mumbai-400092. Tel.: 28985320
Email: valiacollege07@yahoo.com : www.mpvvaliacollege.in

College Code : 406 • MS - 50

DATE: 25/07/2017

NOTICE

This is to inform that a meeting will be held on 26nd July, 2017 for designing curriculum of the certificate course- **SOFT SKILL- TECHNIQUES AND TOOLS FOR SUCCESS** for the academic year 2017-2018 in room no 10 at 12.00 pm.

Members Present:

1. Prof. Zubin Batliwalla
2. Prof. Chetna Kukrety
3. Prof. Roopa Rege
4. Prof. Aruna Chetty
5. Prof. Ritu Trivedi

Agenda:

1. To prepare the curriculum for certificate course Soft Skills- Techniques and tools for success for the academic year 2017-2018.
2. To discuss the time schedule for the course.
3. To notify the students about the registration and duration of the certificate course.
4. To discuss the assessment process of students after the completion of course.
5. To discuss any other matter with the permission of the chair.





Matushri Pushpaben Vinubhai Valia College of Commerce

Affiliated to : University of Mumbai

M. K. School Complex, Factory Lane, Borivli (W), Mumbai-400092. Tel.: 28985320
Email: valiacollege07@yahoo.com • www.mpvvaliacollege.in



College Code : 406 • MS - 50

Minutes:

1. Meeting commenced by welcoming all the members by the chairperson at 12:30 pm.
2. Prof. Zubin Batliwalla informed that certificate course Soft Skills- Techniques and tools for success will be conducted for students containing 30 hours.
3. It was decided that the certificate course will commence from 8th August, 2017 to 25th August, 2017 excluding Saturday and Sunday from 4:30pm onwards.
4. Prof. Roopa Rege had opined that the evaluation of the course should be divided among 50% for attendance and 50% based on viva.
5. Prof. Aruna Chetty suggested that relevant topics regarding soft skills like presentation skills, leadership skills need to be part of the curriculum.
6. Prof. Chetna Kukrety suggested that topics like personality development skills, time management skills should be added.
7. Prof. Roopa Rege proposed Vote of thanks.




Prof. V. Manikandan

I/C Principal



Matushri Pushpaben Vinubhai Valia College of Commerce

Affiliated to : University of Mumbai

M. K. School Complex, Factory Lane, Borivli (W), Mumbai-400092. Tel.: 28985320
Email: valiacollege07@yahoo.com • www.mpvvaliacollege.in



College Code : 406 • MS - 50

DATE: 21/12/2017

NOTICE

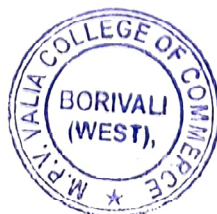
This is to inform that a meeting will be held on 22nd December 2017 for designing curriculum of the certificate course- OVERVIEW OF STOCK EXCHANGE- ONLINE TRADING for the academic year 2017-2018 in room no 10 at 11.30 pm.

Members Present:

1. Prof. Zubin Batliwalla
2. Prof. Sandip Rawool
3. Prof. Roopa Rege
4. Prof. Manoj Upadhyay

Agenda:

1. To prepare the curriculum for certificate course Overview of Stock Exchange- Online Trading for the academic year 2017-2018.
2. To discuss the timings for the course.
3. To inform the students about the procedure for registration and duration of the certificate course.
4. To discuss the assessment process of the course.
5. To discuss any other matter with the permission of the chair.





Matushri Pushpaben Vinubhai Valia College of Commerce

Affiliated to : University of Mumbai

M. K. School Complex, Factory Lane, Borivli (W), Mumbai-400092. Tel.: 28985320
Email: valiacollege07@yahoo.com • www.mpvvaliacollege.in




College Code : 406 • MS - 50

Minutes:

1. Meeting commenced by welcoming all the members by the chairperson at 12:30 pm.
2. Prof. Zubin Batliwalla informed that certificate course- Overview of Stock Exchange- Online Trading will be conducted for students for 30 hours.
3. It was decided that the certificate course will commence from 2nd January, 2018 to 22nd January, 2018 excluding Saturday and Sunday from 4:30 pm onwards.
4. Prof. Roopa Rege suggested that the evaluation of the course will be assessed on 100 marks consisting 50 marks for viva and 50 marks for attendance.
5. Prof. Zubin suggested that different terminology regarding stock exchange and lean investing in stock exchange, mock online trading, Demat account, depository participant (NSDL, CDSL) should be included in the content.
6. Prof. Sandip suggested that topics like how to transact and sale/ purchase of stocks should be introduced with case studies.
7. Prof. Manoj proposed that students should be made aware of using and analyzing platforms like screeners and money control etc. and be added to the curriculum.
8. Prof. Sandip proposed Vote of thanks.




Prof. V. Manikandan
I/C Principal



Matushri Pushpaben Vinubhai Valia College of Commerce

Affiliated to : University of Mumbai

M K School Complex, Factory Lane, Borivli (W), Mumbai-400092. Tel.: 28985320
Email: valiacollege07@yahoo.com • www.mpvvaliacollege.in

College Code : 406 • MS - 50



DATE: 31/07/2018

NOTICE

This is to inform that a meeting will be held on 2nd August 2018 for designing curriculum of the certificate course- Overview of Research Methodology for the academic year 2018-2019 in the college staffroom at 12:30pm.

Members Present:

1. Prof. V. Manikandan
2. Prof. Sunita Yadav
3. Prof. Rupa Gaud

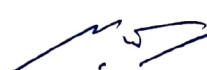
Agenda:

1. To prepare the curriculum for the certificate course overview on Research Methodology for the academic year 2018-2019.
2. To discuss the course's timetable.
3. To notify students about the certificate course enrollment and duration.
4. To Discuss the students' evaluation procedure when the course is completed.
5. To go through the steps and techniques that will be used during the course.
6. To discuss any other topic with the chair's permission.

Minutes:

1. Meeting commenced by welcoming all the members by the chairperson at 12:30 pm.
2. Prof. V. Manikandan informed that the certificate course- Overview of Research Methodology will be conducted for students containing 30 hours.
3. It was finalized that the certificate course will commence from 13th August 2018 to 30th August, 2018 excluding Saturday and Sunday from 4:30 pm.
4. Prof. Rupa Gaud had opined that the evaluation of the course is divided among 50% for attendance and 50% on basis of the viva.
5. Prof. Sunita Yadav suggested relevant topics for the course such as Research Process, Research design, collection of data with the help of secondary as well as primary data.
6. Prof Sunita Yadav proposed statistical techniques, Summary data collection, Article Format of a Research Report, Title to Bibliography, Principles of writing the Research Report should be the part of the curriculum.
7. Prof. Rupa Gaud proposed Vote of thanks.




Prof. V. Manikandan
I/C Principal



Matushri Pushpaben Vinubhai Valia College of Commerce

Affiliated to : University of Mumbai

M. K. School Complex, Factory Lane, Borivli (W), Mumbai-400092. Tel.: 28985320
Email: valiacollege07@yahoo.com • www.mpvvaliacollege.in

College Code : 406 • MS - 50



DATE: 24/12/2018

NOTICE

This is to inform that a meeting will be held on 25th December 2018 for designing curriculum of the certificate course- **BASICS OF LEGAL DRAFTING** for the academic year 2018-19 in IT lab at 11.30 pm.

Members Present:

1. Prof. V Manikandan
2. Prof. Sandip Rawool
3. Prof. Zubin Batliwala
4. Prof. Hitli
5. Prof. Neelam Dixit

Agenda:

1. To prepare the curriculum for certificate course Basics of Legal Drafting for the academic year 2018-19
2. To discuss the time table for the course.
3. To inform the students about the registration process and duration of the certificate course.
4. Matters to be discussed on successful completion of the course.
5. To discuss the assessment process of students after the completion of course.
6. To discuss any other matter with the permission of the chair.

Minutes:

1. Meeting was addressed by Prof. Zubin Batliwalla and started at 11.30 am.
2. Prof. Zubin Batliwalla informed that certificate course- Basics of Legal drafting will be conducted for students containing 30 hours from 2nd January 2019 to 23rd January 2019.
3. Prof. Manikandan said the evaluation of the course should be allocated among 50% for attendance and 50% based on viva.
4. Prof. Sandip suggested that relevant topics regarding Partnership Deeds, Drafting, Procedure for registration of Partnership deed, Power of attorney should be included in the content.
5. Prof. Hitli suggested that topics like registration of will, Importance of witness should be added.
6. Prof. Sandip proposed preparation MOU, Sales deeds should be the part of the curriculum.
7. Prof. Hitli proposed Vote of thanks.




Prof. V. Manikandan

I/C Principal



Matushri Pushpaben Vinubhai Valia College of Commerce

Affiliated to : University of Mumbai

M K School Complex, Factory Lane, Borivli (W), Mumbai-400092. Tel.: 28985320
Email: valiacollege07@yahoo.com • www.mpvvaliacollege.in



College Code : 406 • MS - 50

DATE: 23/07/2019

NOTICE

This is to inform that a meeting will be held on 26th July, 2019 for designing curriculum of the certificate course- **BASICS OF TALLY** for Term I for the academic year 2019-2020 in staff room at 11.30 pm.

Members Present:

1. Prof. V Manikandan
2. Prof. Roopa Rege
3. Prof. Sandip Rawool
4. Prof. Neelam Dixit
5. Prof. Leena Vasu
6. Prof. Pooja Solanki

Agenda:

1. To prepare the curriculum for certificate course Basics of Tally for the academic year 2019-2020.
2. To discuss the time table for the course.
3. To inform the students about the registration process and duration of the certificate course.
4. Matters to be discussed for the successful completion of the course
5. To discuss the assessment process of students after the completion of course.
6. To discuss any other matter with the permission of the chair.





Matushri Pushpaben Vinubhai Valia College of Commerce

Affiliated to : University of Mumbai

M. K. School Complex, Factory Lane, Borivli (W), Mumbai-400092. Tel.: 28985320
Email: valiacollege07@yahoo.com • www.mpvvaliacollege.in



College Code : 406 • MS - 50



Minutes:

1. Meeting was addressed by Prof. Zubin Batliwalla and started at 11.30 am.
2. Prof. Zubin Batliwalla informed that certificate course- Basics of Tally will be conducted for students containing 30 hours from 1st August 2019 to 30th Aug 2019.
3. Prof. Manikandan said the evaluation of the course should be divided among 50% for attendance and 50% based on viva.
4. Prof. Neelam suggested that relevant topics regarding Basics of Accounting and Tally, principles and rules could be included in the content.
5. Prof. Leena suggested that various functioning of software, test checks opening of new accounts etc. could be added.
6. Prof. Pooja proposed TDS rules and GST entries, filling returns and their implication should be the part of the curriculum.
7. Prof. Roopa Rege proposed Vote of thanks.




Prof. V. Manikandan

I/C Principal



Matushri Pushpaben Vinubhai Valia College of Commerce

Affiliated to : University of Mumbai

M. K. School Complex, Factory Lane, Borivli (W), Mumbai-400092. Tel.: 28985320
Email: valiacollege07@yahoo.com • www.mpvvaliacollege.in



College Code : 406 • MS - 50



DATE: 19/12/2019

NOTICE

This is to inform that a meeting will be held on 20th December 2019 for designing curriculum of the certificate course- **DIGITAL MARKETING** for the academic year 2019-20 in college staffroom at 12 pm.

Members Present:

1. Prof. Parth Thakar
2. Prof. Prapti Vyas
3. Prof. Chetna Kukrety
4. Prof. Sarah Peediakal

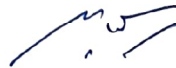
Agenda:

1. To prepare the curriculum for certificate course Digital Marketing for the academic year 2018-19
2. To discuss the time table for the course.
3. To inform the students about the registration process and duration of the certificate course.
4. Matters to be discussed on successful completion of the course.
5. To discuss the assessment process of students after the completion of course.
6. To discuss any other matter with the permission of the chair.

Minutes:

1. Meeting was addressed by Prof. Roopa Rege and started at 11.30 am.
2. Prof. Prapti Vyas informed that certificate course- Digital Marketing will be conducted for students containing 30 hours from 2nd January 2020 to 23rd January 2020.
3. Prof. Parth said the evaluation of the course should be allocated among 50% for attendance and 50% based on viva.
4. Prof. Prapti suggested that relevant topics like setting up of website-HTML, Wordpress.com, search engine optimisation should be included in the content.
5. Prof. Sarah suggested that topics like social media marketing, new trends in internet marketing should be added.
6. Prof. Sarah proposed Vote of thanks.




Prof. V. Manikandan
I/C Principal



Matushri Pushpaben Vinubhai Valia College of Commerce

Affiliated to : University of Mumbai

M K School Complex, Factory Lane, Borivli (W), Mumbai-400092. Tel.: 28985320
Email: valiacollege07@yahoo.com • www.mpvvaliacollege.in

College Code : 406 • MS - 50



04/12/2020

NOTICE

This is to inform that a virtual meeting will be held on December 7th, Monday at 11.30 am for designing curriculum of the certificate course- Cybercrime and Security for the academic year 2020-2021. The zoom ids will be shared.

Members Present:

1. Prof. Sarah Peediakal
2. Prof. Prapti Vyas
3. Prof. Disha Mehta
4. Prof. Parth Thakar


Agenda:

1. To prepare the curriculum for the certificate course cybercrime and security for the academic year 2020-2021
2. To discuss the time table for the course.
3. To inform the students about the registration, duration of the certificate course.
4. To discuss the evaluation process of students after the completion of course.
5. To discuss the steps and procedures to be followed throughout the course.
6. To discuss any other matter with the permission of the chair.

Minutes:

1. Meeting commenced by welcoming all the members by the chairperson at 11:30 am on Zoom.
2. Prof. Sarah informed that the certificate course Cybercrime and security will be conducted for students containing 30 hours.
3. It was finalized that the certificate course will commence from 11th January 2021 to 23rd January 2021 excluding public holidays, Saturday and Sunday.
4. Prof. Prapti Vyas had opined that the evaluation of the course be divided among 50% for attendance and 50% on basis of viva.
5. Prof. Disha Mehta suggested that relevant topics regarding cyber crime and security, Cyberbullying, Cyberstalking, Cyber harassment, Online grooming Cyber Squatting, could be included in the content.
6. Prof. Parth Thakar proposed Vote of thanks.




Prof. V. Manikandan
I/C Principal