

2018-19



**Kandivli Education Society's  
B.K. Shroff College of Arts  
&  
M.H. Shroff College of Commerce**

Bhulabhai Desai Road, Kandivli (West), Mumbai - 400 067.

Tel.: 28072477 | 28090185

Email : kessc1989@gmail.com

September 8, 2018

**Mrs. Nandini Katti**  
Asst. Prof.

Dear Madam,

This is to inform you that you are hereby appointed as 'Head of the Department of Business Economics' w.e.f. 18<sup>th</sup> June 2018.

It is expected that you will work for the academic upliftment of the students, self as well as the teacher colleagues within the department. You will also work out plans and strategies of giving experiential teaching, use of technology etc. as required in contemporary teaching and learning environment.

Wishing you all the best,

Thanking you,

Yours truly,

**Dr. L. Bhushan**  
Principal

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Thank you  
10/9/2018

**HEAD**  
CRITERIA - VI  
Governance, Leadership  
and Management

**PRINCIPAL**  
Kandivli Education Society's  
B. K. Shroff College of Arts &  
M. H. Shroff College of Commerce  
Bhulabhai Desai Road,  
Kandivli (West), Mumbai-67

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**KES' B. K. SHROFF COLLEGE OF ARTS & M. H. SHROFF COLLEGE OF COMMERCE, MUMBAI**

May 19, 2011

**Mr. Vishesh Shrivastava**  
**Lecturer in Electronics**

I am pleased to inform you that you are hereby appointed as a  
Co-ordinator for BSC-IT course for the academic year  
2011-12


Your duties include-

1. Counselling
2. Preparing Timetable
3. Conducting Exam / Tests
4. Arranging Lectures & Guest Lectures
5. Preparing Results
6. Arranging Industrial visits
7. Any other duties that the undersigned may assign


You will be paid a consolidated allowance of Rs. 2,000/- per  
month.

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**CRITERIA - VI**  
**Governance, Leadership**  
**and Management**

  
**Dr.L. Bhushan**  
**Principal**

  
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KES' B.K. SHROFF COLLEGE OF ARTS & M.H.SHROFF COLLEGE OF COMMERCE, MUMBAI

August 20, 2018

**Ms.Anubhuti Singh**


I am pleased to inform you that you are hereby appointed as a Co-ordinator for BBI course for the academic year 2018-19.



Your duties include-

- 1.Counselling
- 2.Preparing Timetable
- 3.Conducting Exam / Tests
- 4.Arranging Lectures & Guest Lectures
- 5.Preparing Results
- 6.Arranging Industrial visits
- 7.Any other duties that the undersigned may assign

You will be paid a consolidated allowance of Rs. 4000/- per month.

  
**Dr.L. Bhushan**  
**Principal**

  
**HEAD**  
**CENTRE - VI**  
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KES' B.K. SHROFF COLLEGE OF ARTS & M.H.SHROFF COLLEGE OF COMMERCE, MUMBAI

August 20, 2018

**Mr. Vaibhav Ashar**  
**Lecturer in Accountancy**


I am pleased to inform you that you are hereby appointed as a Co-ordinator for B.Com (A &F ) ,B.Com (BFM) and BIM course for the academic year 2018-19.


Your duties include-

- 1.Counselling
- 2.Preparing Timetable
- 3.Conducting Exam / Tests
- 4.Arranging Lectures & Guest Lectures
- 5.Preparing Results
- 6.Arranging Industrial visits
- 7.Any other duties that the undersigned may assign

You will be paid a Consolidated allowance of Rs. 13,000/- per month.

  
**Dr.L. Bhushan**  
**Principal**

  
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KES' B.K. SHROFF COLLEGE OF ARTS & M.H.SHROFF COLLEGE OF COMMERCE, MUMBAI

August 20, 2018

**Ms. Sweta Mishra**


I am pleased to inform you that you are hereby appointed as a Co-ordinator for BMS & BEM course for the academic year 2018-19.


Your duties include-

- 1.Counselling
- 2.Preparing Timetable
- 3.Conducting Exam / Tests
- 4.Arranging Lectures & Guest Lectures
- 5.Preparing Results
- 6.Arranging Industrial visits
- 7.Any other duties that the undersigned may assign

You will be paid a consolidated allowance of Rs. 9,000/- per month.

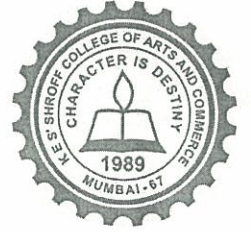
  
**Dr.L. Bhushan**  
**Principal**

  
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An Autonomous College NAAC Re-accredited 'A' Grade ISO 9001:2015 Certified  
Mentor College under UGC's 'PARAMARSH' Scheme • 'Best College 2017-18' award from University of Mumbai



## NOTICE

1st March 2021

This is to inform that **Dr. Sonika Gupta** is hereby appointed as **Dean of Arts** from 1st March 2021 onwards.

Yours truly

**Dr. L. Bhushan**

Principal

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November 23, 2020

**NOTICE**

From 1<sup>st</sup> December 2020 **Dr. Sonika Gupta** will take charge of Arts Coordinator for undergraduate programme.

The Dean of Arts position will be retained by the Principal.

**Dr. L. Bhushan,**

Principal

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Governance, Leadership  
and Management

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KES' B.K. SHROFF COLLEGE OF ARTS & M.H. SHROFF COLLEGE OF COMMERCE, MUMBAI

12 February 2021

To

Ms. Raavi Parihar

**Sub: Appointment of In-charge Coordinator**

It is to be stated that in lieu of Asst. Professor Vidhi Rajora going on Maternity leave, you are hereby appointed as In-charge Coordinator of **BAMMC** and **BAFTNMP** courses from 1<sup>st</sup> Feb till 31<sup>st</sup> July 2021.


Yours truly

  
Dr. L. Bhushan

Principal

*Received by  
Raavi 12 Feb 2021*

  
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September 8, 2018

**Shri Vishesh Srivastava**  
Asst. Prof. – BSc-IT Course

Dear Sir,


This is to inform you that you are hereby appointed as 'Campus Coordinator' of Self finance Courses w.e.f. 1<sup>st</sup> July 2018 housed at Bhogilal Fadia Road Building and you will be paid a fixed amount of Rs. 5,000/- per month.

Yours duties include - looking after infrastructural requirements, supervising teaching and non-teaching staff, housekeeping and security.

You are instructed to report to the undersigned about the above issues as and when required.


Thanking you,


Yours truly,

  
**Dr. L. Bhushan**  
Principal

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**CRITERIA - VI**  
Governance, Leadership  
and Ethics

  
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