

Bunts Sangha's
S.M. Shetty College of Science, Commerce and
Management Studies, Powai.

DEPARTMENT OF BAF & BBI

Department Minutes of the Meeting

Date: 07/07/2022

Time: 11:30 a.m.

Following matters were discussed in the meeting: -

1. All class attendance sheets need to be finalized and a new sheet to be uploaded in the link and every month a new sheet needs to be created in the link to avoid delay.
2. If department faculty is taking C.L. On any day, the same should be informed in the Department teachers group and a mail to be sent to the coordinator without fail.
3. All class teachers are required to complete the appointment of Representatives of the class as early as possible.
4. Activities and Certificate Courses for the Current Academic Year allocated as below:
 - a. Creative Explosion Activities - Ms. Avneet Kuar
 - b. Department social Media Incharge - Ms. Avneet Kaur
 - c. Alumni Sessions - Ms. Komal Tiwair and Ms. Sahana Raviprasad
 - d. Department Magazine - Ms. Avneet Kuar and Ms. Niveditha Shetty
 - e. Expert Guidance Session - Mr. Virendra Singh
 - f. Certificate Courses - G - Suite: Ms. Avneet Kaur and Niveditha Shetty and On Capital Market: Mr. Komal Tiwari and Mr. Chirag Chandan
 - g. Competitions under Commerce Association: Ms. Komal Tiwari , Ms. Niveditha Shetty ,Mr. Chirag Chandan
5. Students team needs to be finalised under commerce association

6. PTM of SYBAF & SYBBI will be conducted on 6th August, 2022 and TYBAF & TYBBI on 30th July, 2023.



Coordinator's Signature

Departmental Staff: -

CLASS	CLASS INCHARGE	SIGNATURE
TYBAF	Sahana Raviprasad	
SYBAF	Virendra Singh	
FYBAF	Chirag Chandan	
TYBBI	Komal Tiwari	
SYBBI	Avneet Kaur	
FYBBI	Niveditha Shetty	

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DEPARTMENT OF BAF & BBI

Minutes of the Meeting of Subject Teachers of TYBAF & TYBBI

Date: 23/06/2022

Time: 11:30 a.m.



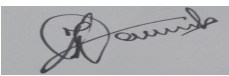
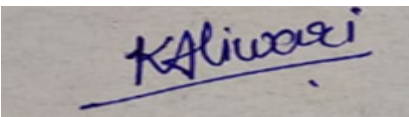
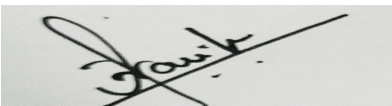
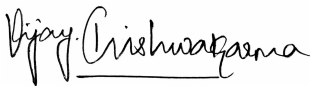

Following matters were discussed in the meeting: -

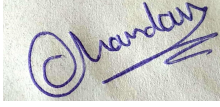
1. It was decided to conduct Unit wise Tests of 15 Marks for TYBBI and TYBAF students so as to improve their performance in the Semester exam.
2. Subject Teachers were informed to be particular about the attendance of the students and observe the frequent late comers.
3. Subject teachers agreed to make the students write their subject notes to improve their writing skills.
4. Teachers were instructed to conduct capsule activities for their subjects at least two capsule activities to be conducted.
5. Teachers were further informed that they need to correct the Unit Test papers and maintain a marksheet of it.



Coordinator's Signature

Teaching Staff of TYBAF & TYBBI :-

CLASS	SUBJECT TEACHER	SIGNATURE
TYBAF & TYBBI	Sahana Raviprasad	
TYBAF	Virendra Singh	
TYBAF	Zainab Rangwala	
TYBAF & TYBBI	Komal Tiwari	
TYBAF & TYBBI	Ashish Navik	
TYBBI	Vijay Vishwaakrma	
TYBBI	John Menezes	

TYBBI	Chirag Chandan	
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DEPARTMENT OF BAF & BBI

Department Minutes of the Meeting

Date: 12-01-2023

Time: 11.00 am

1. As per University guidelines creation of ABC ID is mandatory for all the students. In this regard, class teachers of all the classes make sure that all students have created the ABC ID. In case if any students are not having ABC ID because of Aadhar card issue and sign in issue then kindly follow up with those students.

2. Class teachers need to select 60% of the student strength of their respective class for the student satisfaction survey.

It was instructed to keep the students official e- mail id active as the selected students will be getting the survey link on their official mail id.

3. All department teachers have to guide 20 students of TYBAF & TYBBI for their project work.

4. Class teachers have to monitor the attendance of their respective class.

5. Department activities division among teachers:

Creative exposure- Prof. Avneet Kaur

Alumni sessions -Prof. Komal Tiwari

Department Magazine- Prof. Avneet Kaur & Prof. Niveditha Shetty




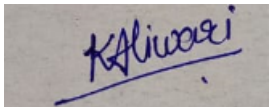

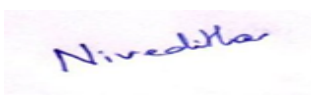
Expert guidance- Prof. Virendra Singh

Commerce Association-Prof. Niveditha Shetty & Prof. Chirag Chandan.



Coordinator's Signature

Departmental Staff: -

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SYBAF	Virendra Singh	
FYBAF	Chirag Chandan	
TYBBI	Komal Tiwari	
SYBBI	Avneet Kaur	
FYBBI	Niveditha Shetty	

**BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND
MANAGEMENT STUDIES, POWAI.
Permanently Affiliated to University of Mumbai
NAAC ACCREDITED 'A' GRADE
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED
MINUTES OF THE MEETING**

Date: 12/03/2023

Time: 12:30 pm

Following matters were discussed in the meeting:-



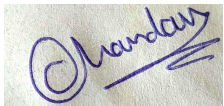
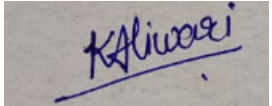

1. It was decided to conduct intercollegiate moot court competition on 25th March 2023
2. Duties of the teachers with respect to above events were explained to them.
3. Finalising the judges for moot court competition was discussed

Coordinators Signature



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