



BUNTS SANGHA'S

**S.M.SHETTY COLLEGE OF SCIENCE, COMMERCE &  
MANAGEMENT STUDIES**

## **DEPARTMENT MOM 2017-2018**


### **INDEX**

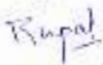
<b>Sr. No</b>	<b>Content</b>	<b>Page no</b>
1.	Department of BCOM	1-18
2.	Department of BMM	19-38
3.	Department of BMS	39-65
4.	Department of BSCIT	66-86
5.	Department of MCOM	87-92
6.	Department of BAF & BBI	93-115
7.	Department of MSCIT	116-119

# **MINUTES OF MEETING 2017-2018**


**MINUTES OF THE BCOM DEPARTMENT MEETING ON 5<sup>TH</sup> JUNE 2017 IN THE CONFERENCE ROOM AT 11.30AM.**

The following members attended the meeting.

1. Ms. Pooja Pandey 

2. Ms. Rupal Jain 

3. Mr John Menezes 

4. Ms Jaspreet Kaur 

5. Ms Darpana Manjarekar

**AGENDA OF BCOM DEPARTMENT**

1. Monthly meetings
2. Teaching methodology
3. Capsule activities
4. Monthly – Teaching methodology. (photo pics + report)
5. Mentoring

**MATTERS DISCUSSED :-**

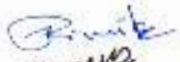
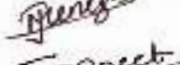
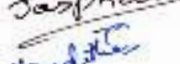

1. Monthly report must be prepared on Activities taken in the class, discipline issues, teaching method and counselor consultation details.
2. Separate file for all Leave applications and medical certificate shall be maintained.
3. Identified the slow learners and advance learners in each class.
4. Advance learner can be extra given guidance and slower learner should be given special attention.
5. Intercollegiate events to be planned well.
6. Any 2 certificate course department must be conducted.
7. Weekly or in every 15 days a message to parents for low attendance must be send by all class teachers.
8. Students having attendance below 30 % a letter should be send to the parents and below 50% attendance parents should be informed by message.

  
Ms Sahana Raviprasad (Cordinator)

  
PRINCIPAL  
Bhims Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai - 400 076.  
Tel. 022 - 6132 7352  
Email : college@smshettyinstitute.in

**Minutes of the meeting Commerce association Dept. meeting on 8<sup>th</sup> June 2017**

The following members attended the meeting.

1. Mr. Jimit Maradia 
2. Mr John Menezes 
3. Ms Jaspreet kaur 
4. Ms Nivedita shetty 

**AGENDA OF THE MEETING**

1. Workshop to be organized in the year.
2. Certificate course

**MATTER DISCUSSED**

1. Inauguration of the commerce association department on 3<sup>rd</sup> august 2017
2. Poster making competition and mood court are the activity to be held on 3<sup>rd</sup> august 2017
3. 4<sup>th</sup> December 2017 Career guidance seminar to be conducted
4. Skills development related course shall be organized.
5. Articles for the magazine by 1<sup>st</sup> week of December and submission by 1<sup>st</sup> January.

  
Ms Sahana Raviprasad (Coordinator)

  
PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai - 400 076  
Tel. 022 - 6102 7352  
Email : college@smshettyinstitute.in

## COMMERCE ASSOCIATION MEETING ON 17<sup>TH</sup> JUNE ,2017

The following staff members attended the meeting:

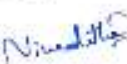
1. Ms.Sahana Raviprasad



2. Mr.John Menezes



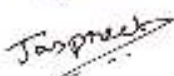
3. Ms.Niveditha Shetty



4.Mr.Jimit Maradia



5. Ms.Jaspreet Kaur



### Agenda of the Meeting:

1. To organise departmental workshop
2. To finalise the date for court visit for SYBCOM students
3. To organise department inter-collegiate fest

### Issues discussed in the meeting:

1. It was decided by all the members to organise workshop on the topic 'How to crack competitive exams?' and the date decided was 8<sup>th</sup> July.
2. Tentative date for the court visit for SYBCOM students was decided to be kept on 6<sup>th</sup> July.
3. Some events like Monopoly, crossword, Start-up ,Error finding were suggested by the members for department intercollegiate fest.

Ms.Sahana Raviprasad

(Co-ordinator)



PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai - 400 076  
Tel. 022 - 6 32 7352  
Email: collage@smshettyinstitute.in

Minutes of the meeting Commerce association Dept. meeting on 3<sup>rd</sup> July 2017

The following members attended the meeting.

1. Ms Nivedita Shetty 
2. Mr. Jimit Maradia 
3. Mr. John Menezes 
4. Mr. Duvannadhan Nadar 

AGENDA OF THE MEETING

Workshop to be organized on 8<sup>th</sup> July 2017 – “How to Crack Competitive Exams”

Matter Discussed

1. Resources Person **Mr. Rajiv Chetiwal** working for **NEW INDIA ASSURANCE** was been finalized for the above workshop.
2. It was decided that the participant would be given certificate.
3. Works was divided among the members such as:
  - I. Certification, banner and poster would be taken care by Mr. John Menezes.
  - II. Registration work would be taken care by Mr. Jimit Maradia.
  - III. Ms. Nivedita Shetty would take charge of notice and feedback session.

  
 PRINCIPAL  
 Boma Design & Print College  
 of Commerce, Computer & Design Studies  
 Pimpri, Mumbai - 411 004  
 Tel: 22-25-11-1111  
 Email: college@bomadesignandprint.edu.in

  
 Ms. Sahana Raviprasad (Coordinator)

**MINUTES OF THE MEETING OF COMMERCE ASSOCIATION HELD  
ON 8<sup>TH</sup> JULY 2017 AT 11.30A.M**

**The Following member attended the meeting:**

1. Ms. Nivedita Shetty
2. Mr. Jimit Maradia
3. Mr. John Menezes
4. Mr. Duvannadhan Nadar

*(Handwritten signatures of the members)*

**Agenda of the Meeting:**

1. Commerce Association Inauguration date to be decided.
2. Moot Court Competition and Poster Making Competition.

**Matters Discussed:**

1. Resource person CS Dhawal Gadda has been finalized.
2. It was decided winner and the participant will be awarded with the certification.
3. Work been divided among the member such as:
  - i. Certification, Banner would be done by Mr. John Sir.
  - ii. Registration work would be done by Ms. Jimit Sir.
  - iii. Poster will be collected by Ms. Nivedita Maam.
  - iv. Poster judgment sheet would be prepared by Ms. Sahana Maam.

  
**Ms. Sahana Raviprasad**  
 (Coordinator)

  
**PRINCIPAL**  
 Buns Sangha's S.M. Shetty College  
 of Science, Commerce & Management Studies  
 Powai, Mumbai - 400 076  
 Tel. 022 - 6732 7352  
 Email : college@smshettyinstitute.in

**MINUTES OF THE BCOM DEPARTMENT MEETING**  
**ON 13<sup>th</sup> JULY 2017 IN THE CONFERENCE ROOM AT**  
**11.30 AM.**

**The Following Members Attended The Meeting.**


1. Ms. Pooja Pandey
2. Ms. Rupal Jain
3. Ms. Darpana Manjarekar
4. Ms. Atisha Khibasara
5. Mr. John Menezes
6. Mr. Duvannadhan Nadar


**Agenda Of The Meeting**

1. Capsule activity
2. Defaulters follow up
3. Encouraging for inter-college activity
4. Student information sheet

**Matters Discussed:**


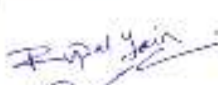


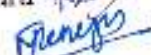
1. Class wise every month innovative teaching methodology need to be followed.
2. Student whose names are there in defaulters list need to be followed up by checking whether there is any improvement or not. If not they need to be mentored accordingly.
3. Encouraging student to participate in inter-college activity.
4. Student information sheet need to be filled up properly such as name, contact no and to be submitted.

  
**Ms. Sahana Raviprasad**  
**(Coordinator)**

  
**PRINCIPAL**  
 Buni Sanshu's S. V. Shree College  
 of Science, Commerce & Management Studies  
 Plot No. 47, 47B,  
 Tel. 01-2622122  
 Email: buni@buni.ac.in

**MINUTES OF THE BCOM DEPARTMENT MEETING ON 22<sup>ND</sup>**  
**AUGUST 2017 IN THE CONFERENCE ROOM AT 11.30 AM.**

**The Following Members Attended The Meeting.**

1. Ms. Pooja Pandey 
2. Ms. Rupal Jain 
3. Ms. Darpana Manjarekar 
4. Ms. Atisha Khibasara 
5. Mr. John Menezes 

**Agenda of the Meeting.**

1. Fybcom PTA.
2. Sybcom Prelims Date.
3. Sybcom Syllabus Completion.
4. Atkt Assignment Date.

**Matters Discussed:**

1. Fybcom PTA date to be finalized.
2. Sybcom prelims to be conducted on 15<sup>th</sup> September 2017. 50 Marks paper for 1 ½ hours duration from 10.30 am to 12.00 pm.
3. Sybcom syllabus to be completed on or before 9<sup>th</sup> September 2017, if not able to complete then need to take extra lectures to finish the syllabus.
4. Internal Atkt assignment last date is 10<sup>th</sup> September 2017.

  
**Ms. Sahana Raviprasad**  
**(Coordinator)**

  
**PRINCIPAL**  
 B. S. Sanghvi's G. M. Shetye College  
 of Science, Commerce & Management Studies  
 Powai, Mumbai - 400 076.  
 Tel: 022-61927332  
 Email: college@bsmstcollege.in

**MINUTES OF THE BCOM DEPARTMENT MEETING ON 5<sup>TH</sup>**  
**SEPTEMBER 2017 IN THE CONFERENCE ROOM AT 1.30 P.M**

The Following member attended the meeting:


1. Ms. Pooja Pandey
2. Ms. Rupal Jain
3. Ms. Darpana Munjarekar
4. Mr. John Menezes
5. Mr. Duvannadhan Nadar

**Agenda of the Meeting:**

1. Identity Card of the Students
2. Reporting Trimming of the Staff
3. Attendance of the Students

**Matters Discussed:**

1. Making it compulsory for the student to wear identity card in the college premises.
2. It needs to make sure that the entire student has collected their identity card from their respective class teacher.
3. If not collected from their respective, it should be posted in official what's up group asking them to collect their identity card.
4. Fine of Rs 250 should be levied if any students found without wearing identity card.
5. Staff should ensure that all are reporting to the college on or before the logging time of 7.20 A.M and after break everyone should reach class at sharp 10.20 A.M
6. Students attendance during first lecture has to be improved for that a comparison of all lecture attendance need to be done by the class teachers.

  
**Ms. Sudana Raviprasad**  
 (Coordinator)



  
 Mr. John Menezes  
 Lecturer

**MINUTES OF THE MEETING OF COMMERCE ASSOCIATION HELD  
ON 12<sup>TH</sup> SEPTEMBER 2017 AT 11.30A.M**

**The Following member attended the meeting:**

1. Ms. Nivedita Shetty 
2. Mr. Jimit Maradia 
3. Mr. John Menezes 
4. Mr. Duvannadhan Nedar 

**Agenda of the Meeting:**

1. To organize department workshop
2. Discussion of department visit to Court and Insurance
3. To organize debate competition.

**Matters Discussed:**

1. Workshop on CS Awareness and Preparation date need to be finalized.
2. Debate date has been decided to be kept on 14<sup>th</sup> September 2017 at 11.30. A.M
3. It was decided to conduct debate on General topic.
4. It was decided Ms. Priyanka Dingra (Visiting Faculty) would do the judgments of the debate competition.
5. Medals and certificates would be given to the first 3 winners.

  
Ms. Sahana Raviprasad  
(Coordinator)

  
PRINCIPAL  
Bunts Saigobai S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai - 400 076  
Tel: 022 - 6132 7352  
Email: cscollege@smshettyinstitute.in

# MINUTES OF THE MEETING OF COMMERCE ASSOCIATION HELD ON 18<sup>TH</sup> SEPTEMBER 2017 AT 11.30A.M

The Following member attended the meeting:

1. Ms. Nivedita Shetty *Nivedita*
2. Mr. Jimit Maradia *Jimit*
3. Mr. John Menczes *John*
4. Mr. Duvannadhan Nadar *Nadar*

## **Agenda of the Meeting:**

1. Finalizing of the resource person for CS WORKSHOP.
2. CS WORKSHOP date to be decided.

## **Matters Discussed:**

1. Resource person CS Dhawal Gadda has been finalized.
2. Workshop on CS Awareness and Preparation date has been finalized for 22<sup>nd</sup> September 2017.
3. The entire participant will be given participant certificate and snacks.
4. Work been divided among the member such as:
  - i. Certification, Banner would be done by Mr. John Sir.
  - ii. Registration work would be done by Ms. Nivedita Maam.
  - iii. Attendance sheet will be prepared by Mr. Jimit Sir.
  - iv. Snacks ordering and distribution will be handled by Mr. Duvannadhan




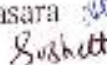


*Suhana*  
Ms. Suhana Raviprasad  
(Coordinator)



*[Signature]*  
Date: \_\_\_\_\_  
Place: \_\_\_\_\_  
By: \_\_\_\_\_  
For: \_\_\_\_\_

MINUTES OF THE BCOM DEPARTMENT MEETING ON 4<sup>th</sup>  
DECEMBER 2017 IN THE CONFERENCE ROOM AT 11.30 AM.

The Following Members Attended The Meeting.

1. Ms. Pooja Pandey 
2. Ms. Darpana Manjarekar 
3. Ms. Atisha Khinbasara 
4. Ms. Swati Shetty 
5. Mr. John Menezes 
6. Mr. Duvannadham Nadar 

**Agenda of the Meeting**

1. Motivating Student to Participate in Sports
2. Annual Day Theme Discussion
3. Industrial Visit
4. Improve Attendance
5. Inform parents of those students who have not given hall ticket.

**Matters Discussed:**

1. Motivating more number of students to participate in annual sports day.
2. Discussion on annual day theme. Rajasthan Folk Dance was assigned to the department.
3. Industrial visit date been finalized as on 25<sup>th</sup> January and return date 27<sup>th</sup> January but the place still need to be finalized.
4. Student attendance needs to be improved by sending message in parents' group stating college has been reopened but few students are still not irregular.
6. Inform parents of those students who have not given hall ticket by sending messages.

  
Ms. Sahana Raviprasad  
(Coordinator)

  
PRINCIPAL  
Bharati Bhargava S.M. Shetty College  
of Science, Commerce & Management Studies  
Rowal, Mumbai-400 076.  
Tel: 022-6132 7352  
Email: college@bharatishettyinstitute.org



**MINUTES OF THE COMMERCE ASSOCIATION MEETING ON 7<sup>th</sup>  
DECEMBER 2017 IN THE CONFERENCE ROOM AT 11.30 AM.**

The Following Members Attended The Meeting.

1. Ms. Nivedita Shetty
2. Mr. Jimit Maradia
3. Mr. John Menezes
4. Mr. Duvannadham Nadar


*Ms. Nivedita Shetty*  
*Mr. Jimit Maradia*  
*Mr. John Menezes*  
*Mr. Duvannadham Nadar*

**Agenda of the Meeting**

1. Workshop to be conducted in the Month of January.
2. Organizing Event.
3. Discussion on Departmental Magazine.

**Matters Discussed:**


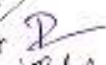

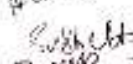
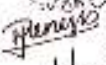
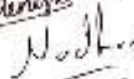
1. Discussion on the workshop to be conducted in the month of January for law related course and financial course.
2. Discussion on organizing event under commerce association in the coming month.
3. Picking 10 students from each class for writing articles.
4. 10 topics for article writing need to be selected from the fields of Commerce, law and environment.
5. Notice to be distributed in the class about the article topic and the last date of the article submission been decided as on 13<sup>th</sup> December.
6. Work divided among the member for magazine such as:
  - I. Special Achievement would be done by Ms. Sahana.
  - II. Cover Paper would be done by Mr. Jimit.
  - III. Notice would be prepared by Ms. Nivideta.
  - IV. Topic selection by Mr. Duvannadham, Mr. Jimit and Mr. John.

  
**Ms. Sahana Raviprasad**  
(Coordinator)

  
**PRINCIPAL**  
Bunty Sanjay's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai - 400 076  
Tel: 022-41527252  
Email: college@buntyshetty.edu.in

**MINUTES OF THE BCOM DEPARTMENT MEETING ON 2<sup>nd</sup>  
JANUARY 2018 IN THE CONFERENCE ROOM AT 11.30 AM.**

**The Following Members Attended The Meeting.**


1. Ms. Pooja Pandey 
2. Ms. Darpana Manjarekar 
3. Ms. Atisha Khinbasara 
4. Ms. Swati Shetty 
5. Mr. John Menezes 
6. Mr. Duvannadhan Nadar 

**Agenda of the Meeting**

1. Lesson Plan
2. Improve Attendance
3. Tybcom Result
4. List of Department Event and Report

**Matters Discussed:**

1. Lesson Plan need to be prepared and pasted in your respective work dairy, for the current term with teaching methodology to be used.
2. Student attendance needs to be improved by sending message in parents' group stating college has been reopened but few students are still not attaining all lectures.
3. Tybcom Result target been set 90% and above. Necessary measure need to taken place to achieve it.
4. List of department events and report need to be prepared along with its assessment. Need to take feedback also.

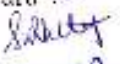
  
**Ms. Sahana Raviprasad**  
**(Coordinator)**

  
PRINCIPAL  
Bharati Bhangde's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076.  
Tel. 022-4132 7152  
Email: college@smshettyinstitute.org



**MINUTES OF THE BCOM DEPARTMENT MEETING ON 24<sup>TH</sup>**  
**FEBRUARY 2018 IN THE CONFERENCE ROOM AT 11.30 AM.**

**The Following Members Attended The Meeting.**

1. Ms. Pooja Pandey 
2. Ms. Darpana Manjarekar 
3. Ms. Atisha Khinbasara 
4. Ms. Swati Shetty 
5. Mr. John Menezes 
6. Mr. Duvannadhan Nadar 

**Agenda of the Meeting**

1. Preparation of defaulter
2. Catch hold of students in the defaulter list
3. Action Plan for defaulter list
4. Result analysis of 1<sup>st</sup> semester and 3<sup>rd</sup> semester

**Matters Discussed:**

1. It was discussed to prepare students defaulter by the respective class teachers.
2. Need to catch hold of students who are repeatedly not coming and serious defaulter in the respective classes.
3. Defaulter parents need to be communicated and assignment need to be given to them.
4. Result analysis of 1<sup>st</sup> semester and 3<sup>rd</sup> semester need to be prepared by the respective class teacher during the month of March.

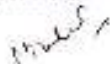

  
**Ms. Sahana Raviprasad**  
**(Coordinator)**

  
**PRINCIPAL**  
 Bunde Sanghvi's S. M. Shetty College  
 of Science, Commerce & Management Studies  
 Powai, Mumbai-400 076  
 Tel. 022-4132 7152  
 Email: college@bundeanghis.institute.org



**MINUTES OF THE COMMERCE ASSOCIATION MEETING ON 22<sup>nd</sup> MARCH 2018 IN THE CONFERENCE ROOM AT 11.30 AM.**

**The Following Members Attended The Meeting.**

1. Ms. Nivedita Shetty 
2. Mr. Jimit Maradia
3. Mr. John Menezes
4. Mr. Duvannadhan Nadar 

**Agenda of the Meeting**

1. Departmental Presentation on 2<sup>nd</sup> April 2018.
2. Future Plan for Academic Year 2018-2019.
3. Document Collection and Submission.
4. Result Analysis.

**Matters Discussed:**

1. Departmental presentation for 2<sup>nd</sup> April 2018 slide preparation work was divided among departmental teachers.
2. It was decided to carry out the High Court Visit in 1<sup>st</sup> term, Jail Visit in 2<sup>nd</sup> Term, online courses and Syllabus revision workshop.
3. Enrollment and attendance report would be submitted by Mr. Duvannadhan while Mr. John would collect data of students processing from Under-graduation to Post-graduation as well student placed in current academic for document submission process. Ms. Nivedita would do document submission for faculty profile.
4. Result analysis need to be done by respective class teacher of Fybcom, Sybcom and Tybcom.



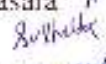



**Ms. Sahana Raviprasad  
(Coordinator)**

  
**PRINCIPAL**  
 Borda College of Arts, Science & Commerce  
 of Science, Commerce & Management Studies  
 Ponda, Margao - 400 016  
 Tel: 022-4112 7357  
 Email: college@borda.ac.in

**MINUTES OF THE BCOM DEPARTMENT MEETING ON 19<sup>TH</sup> March 2018 IN THE CONFERENCE ROOM AT 12.00 AM.**

**The Following Members Attended The Meeting.**

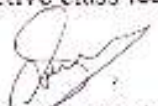
1. Ms. Pooja Pandey 
2. Ms. Darpana Manjarekar 
3. Ms. Atisha Khinbasara 
4. Ms. Swati Shetty 
5. Mr. John Menezes 
6. Mr. Duvannadhan Nadar 

**Agenda of the Meeting**

1. Hall Ticket Distribution of Tybcom.
2. Remedial for Poor Performance of Students after SYBcom Prelims
3. Hall Ticket Distribution of Sybcom.
4. Farewell Discussion
5. Result analysis of 1<sup>st</sup> semester and 3<sup>rd</sup> semester Submission Date

**Matters Discussed:**

1. TYBcom Students who have received exam forms at the last movement will be given hall ticket based on their prelims performance.
2. SYBcom Students whose performances are poor in the prelims exam need to attend remedial lecture and viva by the respective subject teacher.
3. List of students to whom no hall tickets will be issued of FYBCom and SYBcom need to be prepared based on fees defaulter, library defaulter, more than 3 ATKT in last semester and continuous attendance defaulter.
4. Letter need to be send to their respective parents of those students who are not been allowed to sit for the exams.
5. Farewell date been finalized for 31<sup>st</sup> March, 2018 and further discussion such as food, collection of money from students and what type of event need to conducted for the students.
6. Result analysis of 1<sup>st</sup> semester and 3<sup>rd</sup> semester need to be submitted by respective class teachers on 26<sup>th</sup> March, 2018.

  
**Ms. Sahana Raviprasad**  
 (Coordinator)


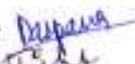

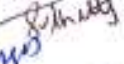




PRINCIPAL  
 B. V. Raghav's S. M. Shetty College  
 of Science, Commerce & Management Studies  
 Rowai, Mumbai-400 076  
 Tel: 022-4132 7352  
 Email: college@smshettyinstitute.org



**MINUTES OF THE BCOM DEPARTMENT MEETING ON 10<sup>th</sup> APRIL 2018 IN THE AUDIO VEDIO ROOM AT 7.30 AM.**

**The Following Members Attended The Meeting.**

1. Ms. Pooja Pandey 
2. Ms. Darpana Manjarekar 
3. Ms. Atisha Khinvasara 
4. Ms. Swati Shetty 
5. Mr. John Menezes 
6. Mr. Duvannadhan Nadar 

**Agenda of the Meeting**

1. Hall Ticket Distribution of Fybcom and Sybcom.
2. Farewell.
3. Pick weak students and give special attendance.
4. Remedial Lecture for Sybcom.

**Matters Discussed:**

1. Fybcom and Sybcom hall ticket should be given on the basis of ATKIT result and prelims performance.
2. Coupon distribution of Tybcom farewell need to be managed well in next year farewell.
3. Informal event of the Tybcom farewell also need to organized and managed well in the next year.
4. Weak students from the respective classes need to be picked up and special attention should be given to improve their efficiency.
5. Remedial lecture for Sybcom should be conducted on 16<sup>th</sup>, 17 & 18 of this month by their respective subject teacher for those students who have not done well in the prelims.

  
**Ms. Sahana Raviprasad**  
**(Coordinator)**

  
**PRINCIPAL**  
 Bhoirde Sanghvi's S.M. Shetty College  
 of Science, Commerce & Management Studies  
 Rowal, Mumbai-400 076.  
 Tel. 022-6132 7352  
 Email: college@smshettyinstitute.org



1. Need to Start Guardian Angel programme
2. Segregation of Students in A/B/C Category
3. Report to be Submitted to Vice principal
4. Advanced Learners parents meet.
5. To promote extension activity for Students
6. Monthly meeting - Agenda/Notice has to be circulated and maintained in a register need to be Signed by Principal and Viceprincipal.
7. Class Incharge needs to maintain a monthly record of:-
  - ① Special Activity
  - ② Placement/Internship
  - ③ Disciplinary Action
  - ④ Achievement of the class
  - ⑤ Issues reported to the Controller.
8. Antismoking / Dhuwani / Resonant to be handled by BMM Department.

HOD  
Department of Mass Media and  
Communication Skills  
Datta Bangia's  
S.M. Shetty College of Science,  
Commerce & Management Studies  
Powai, Mumbai - 76

HOD  
Department of Mass Media and  
Communication Skills  
Datta Bangia's  
D. Kulkarna Sinu Menon :-

② Neelna Sharma :-

③ Nitin Singh :- Nitin Singh

NOTICE

21/6/17.

Department meeting on 24/6/17. at 11:30  
in teacher's corner.

Agenda :-

- 1) Progress on GA meet
- 2) Internal test.
- 3) Debutante week.

Rajendra

HOD

Rajendra Singh Meher  
Regional Assistant and  
Communication Skills  
Bans Sargha's  
S.M. Shrivast College of Science,  
Commerce & Management Studies  
Powai, Mumbai 400 076

Neha Sharma :

Nitin Singh :

21/6/17

Nitin  
21/6/17

24/6/17

11:30 am

1/ Gr A (Guardian Angel) Meet.

- \* Meeting was held to assess the problem of Students and their progress track.
- \* All teachers were informed to Submit Internal Assessment paper.
- \* Debutant week (Guest were finalised)
  - \* Shortlisting of program
  - \* work was allotted to students
  - \* scheduling of program was prepared
- \* Meet visit to Film city was discussed in second week of July tentatively
- \* PTA to be held on 1st July for BY and TY Bmm.

HOD

Department of Mass Media and Communication Skills

Bhup Singh's

S.M. Singh College of Science,

Gurgaon, Haryana

Kalpana Rai-Memon

Neena Sharma

Nitin Singh

D went at 12:30 to movie  
meeting w

Palpane

M  
bers  
1) Neena Sharma  
a)  
2)

Singh

**HOD**

D... of Mass. Mo... an  
of ... ..  
... ..  
Co ... ..  
Pow., Mumbai - 76



4/7/17

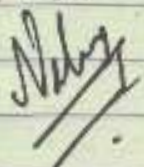
Minutes of Meeting

The following issues were discussed:

1. TY BHM & SY BHM Attendance to be assessed
2. Internal Exam QPs & position to be discussed
3. Updates on department's work to be held on 15th July.  
Cultural programmes & guests were finalised.



Department of Mass Media and  
Communication Skills  
Bans Sahas  
M. Sathy College of Science,  
Commerce & Management Studies  
Powai, Mumbai - 400

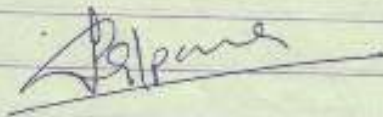
1. Nisha Sharma
  2. Nisha Singh
- 

NOTICE

17/7/17

Department meeting on 18<sup>th</sup> to discuss the following

- 1) Film Friday
- 2) Youth Talk
- 3) GA meets



BMM - HOD.

HOD

Department of Mass Media and  
Communication Skills  
Bhakti Singh's

S.M. Chatterjee, Department of Science,  
Consumer Management Studies  
Central Board of Secondary Education

18/2/17

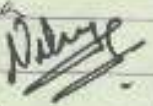
Minutes of Meeting

- ① G.A Group has been allocated.
- ② From each class 20 Students.
- ③ Youth Talk topic has been decided  
"Existence of God".
- ④ Filmy Friday team has been formed.



HOD

Department of Mass Media and  
Communication Skills  
Gurta Sangha's  
S.M. Shetty College of Science,  
Commerce & Management Studies  
Powai, Mumbai - 76

1. Neena Sharma
2. Nitin Singh 
3. Kalpana Rai, Yash.

NOTICE

3/8/17.


Department meeting tomorrow  
to discuss the following issues:-

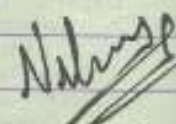
- 1) One day Industrial visit to  
Prahlad Kulkarni Institute of  
Branding & Entrepreneurship.
- 2) Youth fest & cultural participation  
of students.
- 3) TY - I & AD. progress in class.
- 4) Students' feedback



HUD HOD BMM  
Department of Mass Media and  
Communication Skills

S.M. Science,  
Commerce, and Studies  
Pawai, Dist. - 76

1) Neena Sharma 

2) Nitesh Singh. 

## Minutes of meeting

4/8/17

1. Students of TY & SY will visit Mahlad Kakkar Institute on 12th August, Saturday accompanied by a teacher.
2. Students to be told in class about Youth Fest participation. Class attendance is to be emphasised upon.
3. An assessment to be made of TYBMM progress and problems if any to be taken care of.
4. Informal feedback to be taken from all classes.
5. Alumni Monika & Abhishek to be invited to interact with students.



HOD

Department of Mass Media and  
Communication Skills  
Bunt's Sangha's  
S.M. Shetty College of Science,  
Commerce & Management Studies  
Powai, Mumbai - 76

- 1) Neena Sharma
- 2) Nitin Singh

11/9/17

Minutes of meeting

1. ID cards to be collected by students by 12th Sept. latest
2. Teachers to be in class on time.
3. Students have to be told about the exam rules and etiquettes.
4. Students to be asked to go to the library if teacher is absent.
5. Finalisation of career counselling by R.J. Dilip.

1) Neena Sharma

2) Nilim Singh

3) Kalpana Menon

HOD  
Department of Mass Media and  
Communication SkillsBunty Sangha's  
S.M. Shetty College of Science,  
Commerce & Management Studies

Feedback of career counselling by R.J. Dilip.

The guest discussed various opportunities available in radio broadcasting and also offered to guide students in future.

Students appreciated the session. They

21.9.2017

A meeting was held to discuss the following:

1. Syllabus completion dates were finalized for SY (24/9), TY (27/9) and FY (6/10)
2. Prelims for TY to be conducted from 3/10/17. Results on 13/10/17
3. SY Prelims from 3/10, FY from 9/10
4. Question Paper for all exams to be submitted on 23/9/17
5. SY PTA to be conducted on 29/9
6. Letters to be sent to all defaulters of all classes
7. Action to be taken against defaulters for regular exams
8. Teachers to focus on their own subjects and will be held responsible for results of that subject

  
HOD

22.9.17

Expert lecture for TYBMM (Ad) in ACS  
by Sunil Jagwani.

Prof. Sunil Jagwani conducted  
a session on answering University  
exam papers, especially the Case  
Studies.

Students got a chance to solve  
a case study and discuss with  
the expert and also cleared  
doubts.



HOD

Department of Mass Media and  
Communication Skills  
Dr. B. S. Sangha's  
S.M. S. College of Science,  
Commerce & Management Studies  
Powai, Mumbai - 76

Kalpana Bai Menon  
Neena Sharma -  
Nitin Singh - Na

12/11/17

Department Meeting

- ① Samvarta → Collection of articles from Student (By 20/12/17).
- ② Magazine to be ready by 10<sup>th</sup> December.
  - ① 1 Page Photographs of Achievers
  - ② Aluminae
  - ③
- ③ Annual Day preparation need to be done.
- ④ Film Friday invite to be held ~~in~~ in month of December (Anand Timari)
- ⑤ Dr. Harish Shetty for 'Y' talk.
- ⑥ IV need to be planned.

Karpana Rai Menon

— Karpana  
12/11/17

Neeha Sharma

— Neeha

Nitin Singh

— Nitin

HOD  
Department of Mass Media and  
Communication  
S.M. Sarda College of Arts, Science and  
Commerce

02/01/18

- 1) CAA group monitoring need to be done on a regular basis with focus on result and Attendance.
- 2) Identify weak student from class and help them in their academic progress.
- 3) Analysis of Remedial Classes.
- 4) 'Y Talk' on 4th work distribution.
- 5) To plan on path wise.
- 6) Filmy Friday need to be done in January.
- 7) T.V. Cancelled because of poor response of students.

Palpara Rai Menon

Neena Sharma

Nitin Singh

Nana Sharma

Department of Mass Media and  
Communication Skills  
Bhambhani's  
S. V. Joshi College of Science,  
Commerce & Management Studies  
P. 22, Mumbai - 76

12/11

- 1) Work on weak Students
- 2) Pathways and guest speaker for the same  
(1<sup>st</sup> week of February).
- 3) 2 Subject experts need to be called for the same.
- 4) One day visit to Doordarshan
- 5) Film Friday → Documentary. (A. D. Bhatt)  
19/11/18
- 6) Video Editing course by Harman Khan Stud
- 7) Students participating in outside college event  
need to register for their name with coordinator.
- 8) Paper presentation by department faculty  
before April.

9/10

Kalpna Rai Menon  
Neena Sharma  
Neha Singh  
HOD  
Department of Mass Media and  
Communication Skills  
Bunty Singh

23-1-18

The following was discussed:

1. Defaulthens to be called, parents be informed
2. Events calendar for next academic calendar to be ready by March.  
Dates, Speakers, Budgets to be given
3. Focus on placement for T.Y.s  
Interviews, I.D., soft skills course done in first week of Feb. - 150/- per p.  
to be collected
4. Students to be informed about unfair means in exams
5. Kaarva - 24<sup>th</sup> Feb. Two even
- 6.

HOD  
Department of Mass Media and  
Communication Skills  
Bhuts Sangha's  
S.M. Shetty College of Science,  
Commerce & Management Studies  
Khar, Mumbai - 76

Neena Sharn

1/82/2018

Department Meeting


Following points were discussed:-

- 1) Prof. Nitin to finalise on Filmy Friday for 9<sup>th</sup> Feb.
- 2) Class in-charges to do result analysis
- 3) Remedial classes to be scheduled for students with ATRT
- 4) Kacava events to be finalised and work allocated to students.
- 5) GA meet for February to be done class wise
- 6) Pathwise budget to be approved 1<sup>st</sup> meet on 16<sup>th</sup> Feb.
- 7) IV to Pune scheduled for 17, 18, 19  
requestion for collecting money from students
- 8) To plan internals for students with less attendance in the 1<sup>st</sup> week of March
- 9) Class teachers to submit Event attendance and winner lists on a monthly basis.

2/2/18

A department meeting to be held  
on 3rd Feb to discuss.

- Path wise
- Kaarva

  
Department of Mass Media and  
Communication Skills  
Bhima Singh  
S.M. Shetty College of Science,  
Commerce & Management Studies  
Powai, Mumbai - 76

Narva Sharma

09.2.18

A meeting was held to discuss,

1. Speakers for Pathwise to be confirmed - Prof. Renu Narwal, Shweta Poojary (PR Professional)
2. Alumni interaction for career development with Sumedh Sengankar.
3. Finalisation of IV details for trip to Pune.
4. Students' feedback given to Teachers



HOD  
Department of Mass Media and  
Communicating Skills  
Prof. Renu Narwal  
S.M. Shetye College of Science,  
Commerce & Management Studies  
Powai, Mumbai - 40

21.3.18

## Minutes of Meeting

The following ~~agenda~~ discussed:

1. Plan academic calendar. The following to be planned for:
  - Script Writing Workshop
  - Photo shop workshop
  - Video editing
  - Photoography
  - Digital Marketing
  - Film making
  - Event Management
  - Debates
  - Pathways
2. Plan a refresher workshop for TYBMMH teachers, intercollegiate level with BOS.

HOD

Department of Mass Media and  
Communication Skills

Bunty Sangha's

S. S. Shetty College of Science,  
M. C. S. Management Studies  
P. O. Box, Mumbai, Thane

Neena Sharma

Dnyana Marjankar

Library - Teachers Corner

03/06/14

12 noon

Minutes of the meeting

1) Generalising points discussed in staff meeting

2) Target for 100% result in C4 &amp; T4

3) Monthly Report: Content of the report

(i) Mentorship Report (By each subject teacher)

S.no.	Name of	Name of the st	Attendance	Progress	Remark
			status		

Each teacher gets atleast 15 students from each class  
(Class teacher gets 20-25)

(ii) Activities conducted - Go for small, meaningful capsules of activities. Report with pics &amp; attendance record

(iii) Placement of the month

(iv) Achievement of students (intra &amp; inter college)

(v) Monthly meeting Report = Agenda & Minutes  
(to be signed by principal)

4) Forms of new admissions to be checked

(Nidhi Chaudhary)

Department of Education, District Studies

S. No. \_\_\_\_\_ Date \_\_\_\_\_

Signature of \_\_\_\_\_

Date \_\_\_\_\_

Amritesh Mishra

Jimit Maradiya

Vijayak V. Joshi

Rajendra Shetty

Amishree


Rajendra

Conference Room

05/06/17

Meeting for Mentorship & EDC

- 1) Role of mentor
- 2) Capacity of teacher to handle <sup>no</sup> students & meeting schedule for meeting students
- 3) Encouraging students for NUSSD &
- 4) Get atleast 20 students for EDC.

  
(NISHI CHANDekar)  
HOD


Department of Management Studies  
Pune, India  
S.M. Joshi College of Science,  
Commerce & Management Studies  
Pune, Mumbai - 41

Amritesh Mishra

Timit Maradia

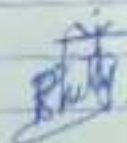
Jeff Salve.

2

  
Timit  
2

Vinayak V. Joshi


Raja Shetty

  
Raja


Circular

06/06/17

All the class teachers of BMS classes are hereby informed to visit the 'teachers' corner for meeting on Friday program & membership distribution on 07/06/17.


SUBMS (A) - SUBMS (B) - 

SUBMS (A) - 2

SUBMS (B) - 

HOD  
Department of Management Studies  
(BMS Branch)  
J. J. College of Distance  
Education & Management Studies  
Pondicherry - 76

## Minutes of the Meeting

02/06/17

- 1) An attractive name to be given to the Friday event. Suggestions -
- Big Buzz
  - Weekly Insight
  - The KNOW show
- 2) Teachers are requested to come up with a name with a tag line by next meeting.
- 3) Event for the Friday will be discussing about current taxation system & GST (circulation) to be taken up by Ch. Anurish Mishra in Room no 818

4) Mentorship has been divided as follows:

Class	Roll nos	Mentor
TU BMS	1 - 35	Nidhi
TU BMS	36 - 70	Steffi
TU BMS	71 - 100	Anurish
TU BMS	101 - 126	Zainab

SUBMS	1 - 35	Pooja S.
SUBMS	36 - 70	Jimut
SUBMS	71 - 110	Steffi
SUBMS	111 - 138	Zainab

FU BMS	1 - 40	Nidhi
FU BMS	41 - 70	Jimut
FU BMS	71 - 110	Pooja S.
FU BMS	111 - 138	Anurish

5) All the teachers have been given mentorship for students of 2 classes only.

6) Role of mentor:

- (i) They have to know students better by first collecting basic info. about their attendance, score in subjects, likes & dislikes in subjects.
- (ii) Be vigilant about their attendance & work for improvement by talking to their parents (phone or in person) talking to them etc.
- (iii) Understand their environmental conditions by knowing about how are they staying with whom, where, travelling etc.
- (iv) Give them time for personal interests.
- (v) Don't behave like class teacher, give them comfortable environment by being friendly.
- (vi) Decide and inform the students their meeting schedule.
- (vii) Maintain records of meeting with student signature.

SUBMS (A) -

SUBMS (B) -

TUBMS (A) -

TUBMS (B) -

Zawab (19/6/12) -

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

19/6/17

Circular

There is an urgent and important meeting for all course teachers regarding workshop for syllabus revision today in 8/2.



HOD

Department of Management Studies  
 Pooja Sonigrao  
 S.M. Shetty College of Commerce,  
 Commerce & Management Studies  
 Pooja, Mumbai - 76

Staffs :-  
 Anurag M.  
 Pooja S.  
 Jinal M.  
 Zarnab R.



~~Signature~~  
  
 [Signature]  
 [Signature]

R.no 812

19/6/17

Minutes of the Meeting

- 1) Date for the event is yet to be decided as BBI & BMR prog. have their workshop too. Tentatively 24/6/17 (Saturday)
- 2) Create a team of students for organizing
  - Creative team
  - Stage & inauguration function team
  - Registration team
  - Refreshments
- 3) Participants to be contacted - Students Team
- 4) List of resource persons are yet to be received. Resource person communication will be done by Nidhi & Steffi.
- 5) Refreshment Teacher In-charge - Poopa S.  
 Folder preparation - Zainab & team of students  
 Anchoring & Felicitation - Steffi S.  
 Registration - Jinal T.  
 Inauguration function - Anurish
- 6) Team of students to be called together at 11:15 for meeting in R.no. 812

Steffi  
Anurish - In-charge

  
 HOD  
 Department of Management Studies  
 Datta Bhargava's  
 S.M. Shetye College of Education,  
 Commerce & Management Studies  
 Fungal, Mumbai - 40

27/6/17

## Circular

All the programme teachers are required to meet today in R.no. 812 at 12 noon for meeting. Agenda-

- (i) Discussion on workshop.
- (ii) Discussion on Friday event.
- (iii) Information for monthly report.

Anurish H.

Jimit H.

Staff S.

Pooja S.

Zainab R.

HOD

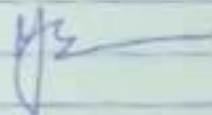
Department of Mass-Comm Studies  
 Hanta Bldg. 2nd Flr  
 S.M. Shetye College of Science,  
 Chhatrapati S. J. Ashrafi Nagar  
 Powai, Mumbai - 76

812

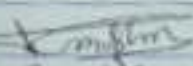
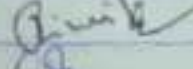

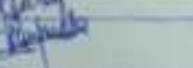

27/6/17

## Minutes of the Meeting

- 1) The name for the next Friday workshops is The KNOW show.
- 2) CA Anuradha & Adv. Jinist will be taking it on 30/6/17 on "Insider Trading"
- 3) There was no issues or were no problem areas in the workshop. Good job done by all. But somehow the turn up of participants was poor. Need introspection.
- 4) Teachers are requested to go thru their membership data & furnish necessary info. by 3<sup>rd</sup> July.  
Please make reports of your event and save it at one place.  
Common folder - Nidhi - BMS 2017-18 - Departmental Activities
- 5) Letters are to be sent to all defaulters SMS informing parents to need to be sent to all low attendance students.



## Teachers Attended:

Anuradha M	
Jinist M	
Shilpi S	
Rajni S	
Zohrab R	

HOD

Department of Management Studies  
Hons. Saroj's  
S.M. Shetye College of Science  
Commerce & Management Studies  
Pune, Mumbai - 46

19/7/12

## Minutes of the Meeting

- 1) Discussion on events for 22<sup>nd</sup> July event for FVBS students
- 2) Inviting guests - Javed →  
- Nipun Tachan →  
- Naina Hegde →
- 3) Opening Remark → English  
- Principal Sir  
- Introduction Guests → Floral Decoration  
Panel  
- Activities  
- Amit Kapoor, ~~Shantanu Kapoor~~ Karthik, ~~Arjun~~ Arjun  
- Grouping - Pig, Wolf, duck, ~~Monkey~~ ~~Goat~~ ~~Goat~~  
- Paper quiz  
- Audio / V. quiz  
- Funny Tasks - 5  
- "Esperanza" - "First Year - Farewell Meet"  
- Party Wear  
- Food - 140 - 35/-  
- ~~Guests~~ <sup>Guests</sup> - Hamper - chocolate - 250 x 1/4 = 1000  
- Gift for winner - 300/-  
- ~~Guests~~ <sup>Guests</sup> - water bottle - coffee / Tea / Juice.

Kucjał Pał

Rohan Patil

Nuzhat Kaur

Haikigunon

Bujaya Shetty

1

2) Pongon Shelly

3) Zahab

4)  $\frac{1}{2}$  inch

5) Insult

8 Staff


*Lucy*

Wade

Q. 1

1. Introduction

2

  
HOD

Department of Education  
Office of the Secretary  
Washington, D.C. 20540

30/7/17

Circular

There is an important departmental meeting in Room no. 318 at 11:30 am for duty allotment among volunteers

*[Signature]*

HOD

Department of Management Studies  
Jyoti's  
N.M. Shetty College of Commerce,  
Commerce & Management Studies  
Pune, Mumbai - 76

- 1)
- 2) Pooja Shetty
- 3) Zainab A.
- 4) Jimit Maradiya - *Attended*
- 5) Anvitha Mishra - *Present*
- 6) *[Signature]*

*[Signature]*  
*[Signature]*  
2

L. no 818

Dt 20/7/17

List of Volunteers :Teachers

- 1) Shri. ~~Shri. R. K. Singh~~
- 2) Zarnat ~~Shri. Singh~~
- 3) H. K. ~~Shri. Singh~~
- 4) Rohan ~~Shri. Singh~~

Prayer Song

- 5) Shri. P. P.
- 6) Sujaya Shetty ~~Shri. Singh~~

Volunteers at entry

- 7) Abhishek ~~Shri. Singh~~
- 8) Roshan ~~Shri. Singh~~

Stage A Felicitation

- 9) Aziba ~~Shri. Singh~~
- 10) Shikha ~~Shri. Singh~~
- 11) Kunal ~~Shri. Singh~~

Suggested questions

- 12) Nuzhat ~~Shri. Singh~~
- 13) Varna ~~Shri. Singh~~
- 14) Pooja ~~Shri. Singh~~

HOD  
Department of Management Studies  
S.M. Shetye College of Science  
Computer & Management Studies  
Pune, Mumbai - 411

29/07/17

Notice

All the departmental class teachers are requested to come for meeting at 11:15 am on 31<sup>st</sup> July.



HOD  
Department of Management Studies  
Rasta Sankul's  
S.D. Shetty College of Commerce,  
Coimbatore & Management Studies  
Pondal, Mumbai - 79

- |   |                 |   |       |
|---|-----------------|---|-------|
| 1 | Sheth           | 2 | Sheth |
| 2 | Jimist Maradiya | 3 | Sheth |
| 3 | Pooja R. Shetty | 4 | Sheth |
| 4 | Zainab Rangwala | 5 | Sheth |
| 5 | Amritesh Mishra |   |       |

29/07/17

Notice

All the departmental class teachers are requested to come for meeting at 11:15 am on 31<sup>st</sup> July.



HOD  
Department of Management Studies  
Rasta Sankul's  
S.D. Shetty College of Commerce,  
Coimbatore & Management Studies  
Pondal, Mumbai - 70

1. Saffa
2. Jivnit Maradiya
3. Pooja R. Shetty
4. Zainab Rangwade
5. Anuradha Mishra

3. Kumbhar
4. Kumbhar
5. Kumbhar

11:50 am / Staff room

31/7/13

Minutes of Meeting

- 1) Day of Inauguration - Instead of 12<sup>th</sup>, 14<sup>th</sup> (Mon)  
at 11:15 am. in AV room due to blood donation
- 2) 2co to Hero. - Think of better title
- 3) Finalise guest by mon tuesday.
- 4) Topic should not be repeated
  - Max. 1 groups from each class
  - 3 people in 1 group.
  - 10 - 12 minutes
  - Class Inch. need to register topic by 8<sup>th</sup> Aug.  
to Poopa Shetty
- 5) Title for 3rd Aug "Know Show" - Aapaatkaal

1:

- 2 Staff: S.
- 3 Jinit Maredia
- 4 Zainab Rongwala
- 5 Poopa R. Shetty
- 6 Anvitha Mishra

Department of Management Studies  
Bharati Vardha  
S.M. Shetye College of Science,  
Commerce & Management Studies  
Pawar, Mumbai - 70

31/8/17

Library corner

- 1) Syllabus completion of SUBMS by 16<sup>th</sup> Sept.
- 2) Internal II of TUBMS from 30<sup>th</sup> Aug.
- 3) Syllabus completion for TUBMS - 26<sup>th</sup> Sept.
- 4) Submission of internal question paper of SUBMS by 30<sup>th</sup> Aug.
- 5) Submission of Internal paper of TUBMS by tomorrow

H

Aurilash

2) Zainab

3) Pooja

4) Sumit

Comilla  
Bansala  
Pooja Shetty  
Rishi

Staff - 2

Staff Room

14/9/17

# Minutes of the Meeting Agenda - Important Dates

- 1) Syllabus completion dates  
 EYBMS - 06/10/17  
 SUBMS - 24/9/17  
 TYBMS - 27/9/17
- 2) Preliminary Examination  
 EYBMS - 09/10/17  
 SUBMS - 29/9/17  
 TYBMS - 03/10/17
- 3) Preliminary Q paper submissions for all years  
 - 23/9/17
- 4) Consolidated Internal Marksheet - 23/9/17  
 (all years) (soft copy + Hard copy)
- 5) All the class teachers are requested to mail the format of internal marksheet to each subject teacher on 19/9/17

Manuela Jinit

3.00 - 2

Post S.

Amalish

Zainab

14/9/17

Print

14/9/17

14/9/17

14/9/17

19/12/17

Time: 11:10am Staff &amp; Students Meeting

R20

Agenda 1) Finalizing team for annual day Dance  
 2) Editing team for Magazine & more articles

Minutes:

- 1) At different forms of dance to be included.
- 2) Heads for each dance form identified.
- 3) Overall head will be Kunal Pal
- 4) Editors for the magazine from students will be
  - Suleha Butt
  - Vardman A.
- 5) Dress colour code decided: Red & Green (if available)

Minutes L:

Kunal Pal

Suleha B.

Vardman A.

Rohan Patel

Sajanya Shetty

Sajanya Shetty

Sajanya Shetty

HOD

Department of Management Studies

S.M. Tatyasaheb Kore Institute of Technology

Chhatrapati Sambhaji Maharaj Road, Pune - 411 004

Phone: 26122222-23

Time: 12:30

Date: 02/01/18

Staff Meeting

- 1) More attention on Attendance
  - Make Parents Group
  - Post TT to the students Parents Group
  - Call parents of defaulters & send letters
- 2) Feedback of all the events done. exp. know show.
- 3) Reporting of events have to be structured
  - 1) Title.
  - 2) Objective:
  - 3) Lesson Person:
  - 4) Teacher Incharge:
  - 5) Date & Venue.
  - 6) Activity Details.
  - 7) Evidence of Success.
  - 8) Photos.
- 4) Defaulter list should be submitted by 3<sup>rd</sup>.
- 5) Take feedback from students

9/11/5 \_\_\_\_\_ 2

Janab R. 12

Amsterd. 11

Final 24

Department of English Studies  
S.M. Datta College,  
Chhatrapati S. Sambhaji Maharaj  
Nagar, Mumbai - 40

Leave - Staff Room

03/01/18

### Department Meeting

- 1) Do the teaching process as per the plan made in the beginning of semester.
- 2) Pls. do specify methodology without fail
- 3) Declaration of SY & PY results after 8<sup>th</sup> Jan.
- 4) Focus on TUBMS result. Work harder for TUBMS weak students & TUBMS(B) - Toppers. [90% overall]
- 5) Principal is going to have departmental meeting. One department in one day.
- 6) Work for rankers.

Steffi S.

Jimit M.

Amrutesh M.

Zainab R.

  
Zainab R.

  
Department of Science and Studies  
S.N. State University, Tumkur.  
Coordinator & In-charge of Studies  
Physics, Chemistry & Zoology

Cl. 11/1/18

Library corner

① Dividing the TUBUS class

01 - 26	-	Nidhi
27 - 52	-	2am Staff
53 - 76	-	Jimit
77 - 103	-	Zainab
104 - 129	-	Amritesh

Mentoring process should include

- Calling the parents of defaulters - on Saturday
- Giving them assignments against low attendance
- Also include

Media planning - Guest

Guest lectures on OR, Media,

Defaulting OR - 0

Better results on OR - Bi-weekly Test - Saturday - 11/10/18

20th Jan

3rd Feb - X

14th Feb

3rd March

HOD

Department of Management Studies

S.M. Chaudhary College of Technology,  
Commerce & Management Studies  
Pune, Maharashtra - 411 004

2 Amritesh

3 Jimit Maradia

4 Steffi Sahu - 2

5 Zainab Rengwala



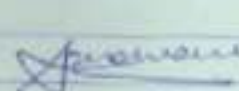
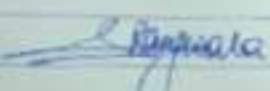
2 noon

# Minutes of Meeting (Library Corner)

03/02/18

- 1) The list of events suggested by students & teachers are were discussed.
- 2) Events finalized were
  - 1) Quizoholic - Quiz for business managers
  - 2) Tumsajeez - Treasure hunt
- 3) Overall event incharge is Ms Zainab.
- 4) Students incharge are:
  - Tanusha Seng
  - Harikrishnan Pillai
  - Dashrath Prapapati

Department of Studies  
S.M. Chitambar College of Education,  
Post Box No. 2, Siddhaganga Road,  
Pune, Mumbai - 411 004

- |              |   |  |
|--------------|---|--|
| 1) Amritesh  | - |  |
| 2) Jimit M   | - |  |
| 3) Vassha H. | - |  |
| 4) Zainab R  | - |  |
| 5) -Saffi    | - | ?  |

2 noon

# Minutes of Meeting (Library Corner)

03/02/18

- 1) The list of events suggested by students & teachers are were discussed.
- 2) Events finalized were
  - 1) Quizoholic - Quiz for business managers
  - 2) Tumsajeez - Treasure hunt
- 3) Overall event incharge is Ms Zainab.
- 4) Students incharge are:
  - Tanusha Seng
  - Harikrishnan Pillai
  - Dashrath Prapapati

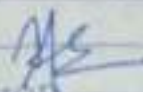
Department of Studies  
S.M. Chitambar College of Education,  
Post Box No. 2, Siddhaganga Road,  
Pune, Mumbai - 41

- 1) Amritesh - ~~Amritesh~~
- 2) Jimit M - ~~Amritesh~~
- 3) Vassha H. - ~~Amritesh~~
- 4) Zainab R - ~~Amritesh~~
- 5) -Steffi - 2

22/2/18

## Notice

All department teachers are requested to attend departmental meeting today at 12:30 at library corner.



HOD

Department of Management Studies  
Shri ChhatrapatiS.M. Shetty College of Science &  
Commerce & Management Studies  
Pune, Mumbai - 411

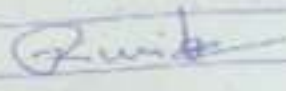
1) Anurita

-



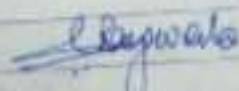
2) Jimit M

-



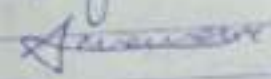
3) Zainab R

-



4) Vaseela H

-



5) Steffi S

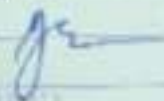
-



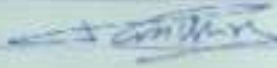

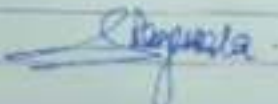
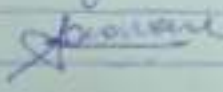

22/2/18

## Minutes of the Meeting

- ① Contact personally for the fest.
  - Separate desk for registration
  - Banners to be placed in the rooms
  - Allocation of duties (done by <sup>Ms</sup> Zainab)
- ② Engage students in first 2 lectures
- ③ No inauguration will be done on 24<sup>th</sup>
- ④ Internal Addition exam is starting on 26<sup>th</sup> Feb.
- ⑤ University exams are going to continue to 2<sup>nd</sup> May, Teachers will have supervision duty
- ⑥ Prepare calendar for 2018-19



HEAD OF INSTITUTION  
 Dr. [Name]  
 [Address]  
 [City, State, Pin Code]

- |             |   |  |
|-------------|---|--|
| 1) Anuritha | - |  |
| 2) Jimit M  | - |  |
| 3) Zainab R | - |  |
| 4) Vassha H | - |  |
| 5) Staff S  | - |   |

Library Coraz


06/03/18

## MINUTES OF THE MEETING

- 1) Syllabus completion of P4, S4, T4 by 10<sup>th</sup>. We can extend till 14<sup>th</sup> But avoid
- 2) Prelims of T4 will start from 20<sup>th</sup> March
- 3) Date of submission of T4 Prelims OP by 15<sup>th</sup> March
- 4) Farewell for T4BMS along with T4BHM on 7<sup>th</sup> April - Second session
- 5) Zainab & Vansha, please collect 100/- from each student of S4.
- 6) Term exam will end by May 21. So plan holidays accordingly.

  
 HOD  
 Department of Management Studies  
 Pimpri Chinchwad  
 S.M. Joshi College of Science,  
 Commerce & Management Studies  
 Pimpri, Mumbai - 41

1) Jimit M

- 

2) Zainab R

- 

3) Vansha H




23/3/18

Department Meeting  
 Agenda: Important dates related to exams & results  
 Number.

- 1) Old ATKT results to be declared on 28/3/18
- 2) 28/3/18 - 5/4/18 : Reconfiguration & Reval of old ATKT
- 3) 2/4/18: Submission of new ATKT marksheet
- 4) 7/4/18: Result of new ATKT & distribution of marks
- 5) 7/4/18 - 13/4/18 : Reconfiguration & Reval
- 6) 12/4/18 - 23/4/18 : II Sem regular exams
- 7) 25/4/18:- Marksheet submission & moderation
- 8) 05/5/18: Result declaration with marksheet distribut
- 9) 10/5/18: Marksheet submission of Sem 4
- 10) 18/5/18: Declaration of results with n/s of Sem 4
- 11) 28/5/18 - 31/5/18: Admission of SU & TU
- 12) 04/6/18 - College re-opens for SU & TU

Staff  
 Jimit

2  
 Jimit

  
 Principal  
 J. M. S. College  
 J. M. S. College  
 J. M. S. College  
 J. M. S. College

Date: 10/1/17

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

**B.Sc. IT Department**  
**Meeting Notice**

It is hereby informed that there is meeting of the committee members on 12<sup>th</sup> Jan 2017 at 12 noon in 6<sup>th</sup> Floor lab to discuss the following agenda:

1. Result Analysis
2. Preparation of Files
3. Future plans

Faculty of the department

1. Prof. Tushar S

2. Prof. Nabila K

3. Prof. Trupti K.

4. Prof. Sujata R

5. Prof. Vinayak S

6. Prof. Suman U

7. Prof. Raveena S

8. Prof. Himani S

Coordinator

*[Signature]*

PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076  
Tel. 022-6132 7352  
Email: college@buntingsangha.edu.org



Date: 12/1/17

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

**B.Sc. IT Department**  
**Minutes of Meeting**

Following decision were made on 12<sup>th</sup> Jan 2017 at 12 noon in 6<sup>th</sup> Floor lab.

1. Result Analysis :

SY results analysis-----sujata and suman

F.Y Results analysis-----trupti and vinay

2. Files to be prepared by faculty members and submit by 15<sup>th</sup> Feb

IT association reports -----Trupti

Attendance ---defaulters list , lecture attendance , consolidated sheets-----vinay

Exam – internal practical mark sheets and attendance , ATKT data-----trupti

Project File – Placements record -----tushar

Spoken tutorial –report, attendance, photo-----sujata and vinay

Dept meet minutes register-----nabila

IV file – report, students list, photo -----suman

Time table – class wise, conso, workload, lab wise -----Trupti

Alumni record to be collected ---file-----sheetal yadav

2. Future plans

To increase number of Students in campus placements.

To promote research and development amongst faculties and students.

To conduct Interactive sessions for students with Industry Experts.

To give E-waste management & Training Basics of IT to under-privileged children.

To facilitate printed workbook cum journal

To start certificate courses .

To take initiative for Bridge Course in Logic and Algorithm.

To focus on Soft Skills-Basic Spoken and written English [Language Laboratory].

To create Blogs and applications to discuss current affairs and advancement in IT.

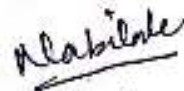
To take an initiative to reward learners in different categories- library use, punctuality, research work, designing applications.

## Faculty of the department

1. Prof. Tushar S



2. Prof. Nabila K



3. Prof. Trupti K.



4. Prof. Sujata R



5. Prof. Vinayak S



6. Prof. Suman U



7. Prof Raveena S



8. Prof Himani S



PRINCIPAL

Burra Saheb's S.M. Shetty College  
of Science, Commerce & Management Studies  
Rowai, Mumbai-400 076.  
Tel. 022-6132 7352  
Email: college@smashettyinstitute.org



Co-ordinator



Date: 10/2/17

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

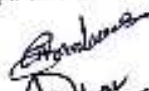
**B.Sc. IT Department**  
**Meeting Notice**

It is hereby informed that there is meeting of the committee members on 14<sup>th</sup> Feb 2017 at 12 noon in 6<sup>th</sup> Floor lab to discuss the following agenda:

1. Departmental NAAC files (preparation work distribution)
2. ATKT Examination notices.
3. SY mark sheets distribution.
4. FY mark sheets distribution.
5. Remedial sessions and doubt solving sessions
6. Class Attendance

Faculty of the department

1. Prof. Tushar S



2. Prof. Nabila K



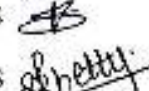
3. Prof. Trupti K.



4. Prof. Sujata R.



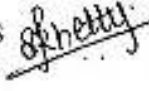
5. Prof. Vinayak S



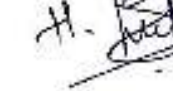
6. Prof. Suman U



7. Prof. Raveena S



8. Prof. Himani S



  
Coordinator



PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076  
Tel. 022-6132 7152  
Email: college@smshettyinstitute.org



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

**B.Sc. IT Department**  
**Minutes of Meeting**

Following decision were made on 14<sup>th</sup> Feb 2017 at 12 noon in 6<sup>th</sup> Floor lab.

1. All the teachers are requested to complete their dept NAAC files and submit the same by 25<sup>th</sup> Feb 2017 and work distribution is as follows:

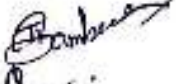
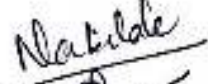



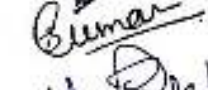
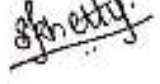
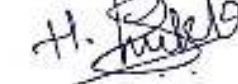
Faculty Name	Work Assigned
1)Trupti and Vinay	Practical examination timetable (even –Odd sem) , F.Y Results analysis
2)Raveena	Gender audit record ( FY, SY , TY, MSc- IT) with passing ratio
3) Himani	Teaching plan (Even-Odd Sem) Intercollegiate Event (Teacher Achievement)
4)Sujata and Nabila	Intercollegiate Event ( Student Certificate)
5 )Trupti	IT association File
6)Vinay & sujata	Spoken Tutorial File
7) Vinay S	Attendance Record (Even-ODD sem)
8)Tushar S	IT Placement Data M.Sc.IT Part I/ II - Results Analysis
9)Suman	IV Report – (2016-17)
10) Trupti and Suman	Consolidated Class wise Timetable as per NAAC format
11)Sheetal K	Department file
12)Sheetal yadav	Alumni Report(2016-17)
13)Trupti Sheetal- K and Suman	ATKT Notices for all subjects Exam time Tables ATKT exams Attendance & marks sheets Regular & Practical Exam Attendance sheets
14) Nabila	Departmental Meetings Minutes Register

2. All the subject teachers have to submit ATKT ( internal and practical examination notices for Sem 1-4) and display the same by 20 Feb 2017 at department notice board.

3. SY class teachers have to submit mark sheets signature copy to office after distribution is completed.

4. FY class teachers are informed that they have to check grade calculation on mark sheet before distributing among students.
5. Remedial sessions and doubt solving sessions should be conducted by subject teachers for ATKIT students.
6. All the teachers are responsible for their class attendance.

Faculty of the department

- |                    |   |                   |  |
|--------------------|---|-------------------|--|
| 1. Prof. Tushar S  |  | 2. Prof. Nabila K |  |
| 3. Prof. Trupti K. |  | 4. Prof. Sujata R |  |
| 5. Prof. Vinayak S |  | 6. Prof. Suman U  |  |
| 7. Prof Raveena S  |  | 8. Prof Himani S  |  |



Co-ordinator



PRINCIPAL  
Bharati Baghel's S.M. Shetty College  
of Science, Commerce & Management Studies  
Rowal, Mumbai-400 076  
Tel. 022-6132 7352  
Email: college@bharatishettyinstitute.org



Date: 16/2/17

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

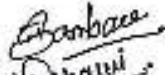
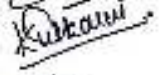
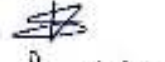
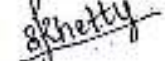
Staff Meeting with B.Sc. IT Department

Minutes of Meeting

In BSc.IT departmental meeting held on 16<sup>th</sup> Feb 2017 in principal's cabin. Following resolution has been passed for immediate implementation.

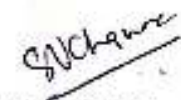
1. Each teacher is responsible for student attendance of his/her class.
2. Each teacher is accountable for his/her class.
3. The measures to be adopted to improve the attendance, results and overall image of the department should be efficient and effective.
4. Each micro aspect of the unit of the syllabus should be taught, recorded in work dairy and verified by the co-coordinator.
5. Appropriate teaching methodologies should be adopted depending upon the nature of subject.
6. Theory teaching should be supported by relevant & timely practical classes(whenever required).
7. There should be proper communication, co-operation & co-ordination in the department among seniors and juniors to produce the desired results.

Faculty of the department

1. Prof. Tushar S 
3. Prof. Trupti K. 
5. Prof. Vinay S 
7. Prof Raveena S 

2. Prof. Nabila K
4. Prof. Sujata R
6. Prof. Suman U
8. Prof Himani S


  
Co-ordinator

  
Vice-Principal



  
Principal

Date: 10/3/17

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

**B.Sc. IT Department**  
**Meeting Notice**

It is hereby informed that there is meeting of the committee members on 15<sup>th</sup> March 2017 at 12 noon in 6<sup>th</sup> Floor lab to discuss the following agenda:

1. Remedial Session's attendance record
2. Assessment of regular exam & additional examination mark sheets
3. Farewell function Arrangement
4. Discussion on workload

Faculty of the department

1. Prof. Tushar S

2. Prof. Nabila K

3. Prof. Trupti K.

4. Prof. Sujata R

5. Prof. Vinayak S

6. Prof. Suman U

7. Prof. Ravena S

8. Prof. Himani S

  
Coordinator

  
PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076  
Tel. 022-6152 7152  
Email: college@buntsangha.institute.org



Date: 15/3/17

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

**B.Sc. IT Department**  
**Minutes of Meeting**

Following decision were made on 15<sup>th</sup> March 2017 at 12 noon in 6<sup>th</sup> Floor lab.

1. All the class teachers have to maintain remedial session's attendance and submit the copy by 20<sup>th</sup> March 2017.
2. FY and SY class teachers have to check regular exam & additional examination mark sheets before distributing it to the students.
3. All the farewell functions arrangement are to be handled by Nabila and Raveena.
4. Following are the dates of commencement of practical examination (even sem) :

FYBSc.IT	3 <sup>rd</sup> April to 10 <sup>th</sup> April 2017
SYBSc.IT	12 <sup>th</sup> April to 17 <sup>th</sup> April 2017

5. Discussion on workload for the academic year 2017-18 .

Faculty of the department

1. Prof. Tushar S

3. Prof. Trupti K.

5. Prof. Vinayak S

7. Prof. Raveena S

2. Prof. Nabila K

4. Prof. Sujata R

6. Prof. Suman U

8. Prof. Himani S

  
Co-ordinator

  
PRINCIPAL  
Bunshi Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076  
Tel. 022-4132 7352  
Email: college@smshetyinstitute.org



Date: 12/6/17

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

Minutes of Meeting

Following decision were made on 12<sup>th</sup> June 2017 at 12 noon in 6<sup>th</sup> Floor lab.

1. All the class teachers have to take care of there respective class attendance and call defaulters parents by March end. PTA meet for SY will be held on 17<sup>th</sup> June 2017 and TY on 24<sup>th</sup> June 2017.
2. All class teachers have to use various teaching methodology during lectures for betterment of students and results.
3. Dept of IT is going to organize 2 Microsoft courses which includes IOT (Internet of Things) for SY and Cloud Management for TY students.
4. Dept of IT is organizing "One day workshop on revised syllabus" for SYBSc.IT-SEM -III.

Duties allocated among dept members are as follows:

Faculty Names	Duties assigned
Sheetal K & Vinay S	Refreshment, Guest letters
Sujata R & Suman U	Registration Team
Nabila K , Himani S , Tushar S	Technical Team
Raveena S	Certificate Team

5. All class teachers have to announce in class that copy cases if received this semester then students entire semester will be terminated.
6. All class teachers have to give there reference book requirement in library for there respec. . st.
7. All class teachers have to submit by 28<sup>th</sup> June list of students who are consistently irregular during lectures and also identify 10 advanced learners.
8. All class teachers inform in your respective classes that there is Drug Awareness poster making competition (12 posters are to be prepared) every student will be awarded with participation certificate.
9. Sheetal Yadav is hereby informed to take care of software installations and install the same for smooth conduct of practical sessions.
10. Next week there will be meeting with Principal Sir for discussing about using various teaching methodologies for academic excellence.

Faculty of the department

- |                                    |                                  |
|------------------------------------|----------------------------------|
| 1. Prof. Sheetal K. <i>Sheetal</i> | 2. Prof. Nabila K. <i>Nabila</i> |
| 3. Prof. Trupti K. <i>Trupti</i>   | 4. Prof. Sujata R. <i>Sujata</i> |
| 5. Prof. Vinay S. <i>Vinay</i>     | 6. Prof. Suman U. <i>Suman</i>   |
| 7. Prof. Raveena S. <i>Raveena</i> | 8. Prof. Himani S. <i>Himani</i> |

*Sheetal*  
Coordinator

*Sheetal*  
PRINCIPAL  
Bunts Sanghu's S.M. Shetty College  
of Science, Commerce & Management Studies  
Rowai, Mundal-400 076.  
Tel. 022-6132 7352  
Email: college@bunshetyinstitute.org



Date: 9/6/17

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

**B.Sc. IT Department**  
**Meeting Notice**

It is hereby informed that there is meeting of the committee members on 12<sup>th</sup> June 2017 at 12 noon in 6<sup>th</sup> Floor lab to discuss the following agenda:

1. Class Attendance & PTA meet
2. Teaching Methodology.
3. Microsoft Courses.
4. IT - Revised Syllabus Workshop preparation.
5. Copy Case
6. Book requirements submitted in library
7. Low and Advanced Learners
8. Poster Making Competition
9. Software Installation
10. Dept meeting with Principal Sir

1

Faculty of the department

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| 1. Prof. Sheetal K. <i>Sheetal</i> | 2. Prof. Nabila K. <i>Nabila</i>    |
| 3. Prof. Trupti K. <i>Trupti</i>   | 4. Prof. Sujata R. <i>Sujata</i>    |
| 5. Prof. Vinay S. <i>Vinay</i>     | 6. Prof. Suman U. <i>Suman</i>      |
| 7. Prof. Raveena S. <i>Raveena</i> | 8. Prof. Himani S. <i>H. Himani</i> |

*Sheetal*  
Coordinator

*Sheetal*  
PRINCIPAL  
Bunts Sanghu's S.M. Shetty College  
of Science, Commerce & Management Studies  
Rowai, Mundal-400 076.  
Tel. 022-6132 7352  
Email: college@bunshetyinstitute.org



Date: 27/6/17

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

**B.Sc. IT Department**  
**Meeting Notice**

It is hereby informed that there is meeting of the committee members 1<sup>st</sup> July 2017 in Conference room at 12 noon in 6<sup>th</sup> Floor lab to discuss the following agenda:

1. Attendance
2. Teaching Methodology
3. Verify Contents in Work dairy
4. Analyze nature of subject
5. Department Co-operation
6. Defaulter's follow-up
7. Attendance photograph on parents teacher group
8. Management Interview

**Faculty of the department**

1. Prof. Sheetal K

3. Prof. Sujata R

5. Prof. Suman U

7. Prof Himani S

2. Prof. Nabila K

4. Prof. Vinay S

6. Prof Raveena S

8. Prof Mithilesh

Co-ordinator

Vice-Principal

PRINCIPAL

Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076  
Tel. 022-4132 7352  
Email: college@smshetysangha.edu.org



Date: 1/7/17

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

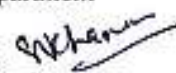
**Staff Meeting with B.Sc. IT Department**  
**Minutes of Meeting**

BSc.IT departmental meeting held on 1<sup>st</sup> July 2017 in Conference room. Following resolutions have been passed for immediate implementation.

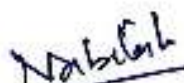
1. Each teacher is responsible for his/her attendance in class.
2. Each subject teacher has to adopt appropriate teaching methodology to improve results.
3. Each micro aspect of the unit of syllabus should be taught, recorded in work-diary and verified by coordinator.
4. Appropriate teaching methodologies should be adopted depending upon the nature of subject.
5. There should be proper communication, co-operation & co-ordination in department among seniors & juniors to achieve desired results.
6. Attendance defaulter's follow-up will be taken for one week for monitoring irregular students.
7. To monitor attendance of each student and report the same to their parents at the end of each day attendance (photograph) of respective class will put into respective class parents teacher group.
8. Next year onwards all faculties have to face Management Interview as a part of recruitment process for next academic year.

Faculty of the department

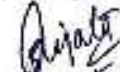
1. Prof. Sheetal K



2. Prof. Nabila K



3. Prof. Sujata R



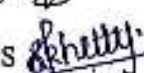
4. Prof. Vinay S



5. Prof. Suman U



6. Prof. Raveena S



7. Prof. Himani S



8. Prof. Mithilesh



Coordinator

Vice-Principal

  
PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076  
Tel. 022-4132 7352  
Email: college@buntsangha.edu.org



Date: 7/7/17

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

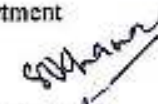
**B.Sc. IT Department**  
**Meeting Notice**

It is hereby informed that there is meeting of the committee members 12<sup>th</sup> July 2017 in AV room at 12 noon to discuss the following agenda:

1. spoken tutorial
2. Defaulter Student list
3. Defaulter Student Follow-up
4. TY Project session
5. IT association preparation
6. Departmental library
7. Teaching Methodology
8. IT Association theme

Faculty of the department

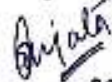
1. Prof. Sheetal K



2. Prof. Nabila K



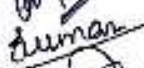
3. Prof. Sujata R



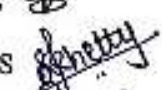
4. Prof. Vinay S



5. Prof. Suman U



6. Prof. Raveena S



7. Prof. Himani S



8. Prof. Mithilesh



  
Coordinator



PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076.  
Tel. 022-6132 7352  
Email: college@buntsangha.institute.org



Date: 12/7/17

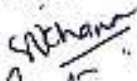
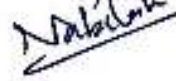




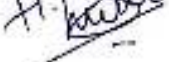
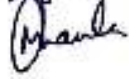
Bunts Sangha's  
S.M. Shetty College of Science, Commerce and Management Studies, Powai


**B.Sc. IT Department**  
**Minutes of Meeting**

Following decision were made on 12<sup>th</sup> July 2017 at 12 noon in AV room.

1. Discussion on spoken tutorial examination to be conducted in Dec.
2. All class teachers have to submit list of students who will not be allowed for internal exam.
3. TY class teacher have to follow up defaulter students and submit their status.
4. Project session for TY will be conducted from next week onwards.
5. IT association event preparation which includes formal and informal functions.
6. Departmental library will be handled by Himani with all collection of books as per revised syllabus.
7. All the subject teachers have to mention there teaching methodology in work dairy.
8. IT Association theme "Grooming Youth for the Future India".

Faculty of the department

- |                    |   |                   |  |
|--------------------|---|-------------------|--|
| 1. Prof. Sheetal K |  | 2. Prof. Nabila K |  |
| 3. Prof. Sujata R  |  | 4. Prof. Vinay S  |   |
| 5. Prof. Suman U   |  | 6. Prof Raveena S |  |
| 7. Prof Himani S   |  | 8. Prof Mithilesh |  |

  
Coordinator



PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076  
Tel. 022-6132 7352  
Email: college@buntsangha.institute.org



Date: 18/8/17

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

**B.Sc. IT Department**  
**Meeting Notice**

It is hereby informed that there is meeting of the committee members 20<sup>th</sup> Aug 2017 in Conference room at 12 noon in 6<sup>th</sup> Floor lab to discuss the following agenda:

1. Exam Schedules
2. Defaulter List
3. Departmental IV
4. Examination Supervision Sessions

Faculty of the department

1. Prof. Sheetal K

3. Prof. Sujata R

5. Prof. Suman U

7. Prof Himani S

2. Prof. Nabila K

4. Prof. Vinay S

6. Prof Ravcena S

8. Prof Mithilesh C

Coordinator

  
PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076.  
Tel. 022-6132 7152  
Email: college@smshettyinstitute.org



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

**Staff Meeting with B.Sc. IT Department**  
**Minutes of Meeting**

Following decision were made on 20<sup>th</sup> Aug 2017 at 12 noon in 6<sup>th</sup> Floor lab.

1. All the teachers are hereby informed with examination schedule for academic year 2017-18(odd sem).  
Prelims Exam Date: FYIT- 9<sup>th</sup> Oct, SYIT- 13<sup>th</sup> Oct, TYIT- 13<sup>th</sup> Oct  
Practical Exam Date: FYIT – 10<sup>th</sup> Nov, SYIT-9<sup>th</sup> Oct, TYIT- 6<sup>th</sup> Oct  
Prelims Paper Submission Date: FYIT- 20<sup>th</sup> Sept, SYIT- 13<sup>th</sup> Sept, TYIT- 13<sup>th</sup> Sept
2. All the class teachers are requested to submit list of students not allowed to sit for exam.
3. Departmental IV will be in Jan interested teachers give your names by next week.
4. Examination sessions for TY will be in morning and FY SY will be in evening.

Faculty of the department

1. Prof. Sheetal K

3. Prof. Sujata R

5. Prof. Suman U

7. Prof Himani S

2. Prof. Nabila K

4. Prof. Vinay S

6. Prof Raveena S

8. Prof Mithilesh C

Co-ordinator

PRINCIPAL

Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076.  
Tel. 022-6132 7352  
Email: college@smshettyinstitute.org



Date: 13/10/17

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

**B.Sc. IT Department**  
**Meeting Notice**

It is hereby informed that there is meeting of the committee members 16<sup>th</sup> Oct 2017 at 12 noon in 6<sup>th</sup> Floor lab to discuss the following agenda:

1. Workload Discussion for next semester
2. Class teacher ship
3. Departmental IV
4. ATKT Mark sheets submission

**Faculty of the department**

- |                    |                      |
|--------------------|----------------------|
| 1. Prof. Sheetal K | 2. Prof. Nabila K    |
| 3. Prof. Sujata R  | 4. Prof. Vinay S     |
| 5. Prof. Suman U   | 6. Prof. Raveena S   |
| 7. Prof. Himani S  | 8. Prof. Mithilesh C |

Coordinator

PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076  
Tel: 022-4132 7352  
Email: college@smshettyinstitute.org



Date:16/10/17

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

**Staff Meeting with B.Sc. IT Department**  
**Minutes of Meeting**

Following decision were made on 16<sup>th</sup> Oct 2017 at 12 noon in 6<sup>th</sup> Floor lab.

1. Workload discussion with faculties.
2. Class Teacher-ship is allocated as follows

FYIT-A'	Raveena Shetty
FYIT-B'	Mithilesh Chauhan
SYIT-A'	Suman Upadhyay
SYIT-B'	Sujata Rizal
TYIT-A'	Nabila Kazi
TYIT-B'	Sheetal Khanore

3. Departmental IV will be in Jan teachers will submit final list by Nov 20<sup>th</sup> 2017 .
4. All class teachers have to submit their ATKT marks list (internal and practical) to prema by Nov end.

Faculty of the department

1. Prof. Sheetal K

3. Prof. Sujata R

5. Prof. Suman U

7. Prof Himani S

2. Prof. Nabila K

4. Prof. Vinay S

6. Prof Raveena S

8. Prof Mithilesh C

  
Co-ordinator

  
PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076,  
Tel. 022-4132 7352  
Email: college@smshettyinstitute.org



Date: 23/11/17

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

**B.Sc. IT Department**  
**Meeting Notice**

It is hereby informed that there is meeting of the committee members 27<sup>th</sup> Nov 2017 at 12 noon in 6<sup>th</sup> Floor lab to discuss the following agenda:

1. ATKT mark sheet submission.
2. Cross Verification of Marks.
3. ATS Learning Training program
4. ATKT Mark sheets submission
5. IT Association

Faculty of the department

1. Prof. Sheetal K.

3. Prof. Sujata R

5. Prof. Suman U

7. Prof Himani S

2. Prof. Nabila K

4. Prof. Vinay S

6. Prof Raveena S

8. Prof Mithilesh C

Coordinator

Principal

PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076  
Tel: 022-4132 7352  
Email: college@buntsangha.institute.org



Date: 27/11/17

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

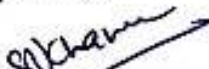
**Staff Meeting with B.Sc. IT Department**  
**Minutes of Meeting**

Following decision were made on 27<sup>th</sup> Nov 2017 at 12 noon in 6<sup>th</sup> Floor lab.

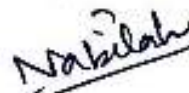
1. All the class teachers have to submit ATKT mark sheets by 30<sup>th</sup> Nov 2017
2. All the class teachers have to cross verify marks entered in answer sheets earliest on or before 30<sup>th</sup> Nov 2017.
3. ATS Learning Training program in area of 'Cyber Security' will be held on 27<sup>th</sup> -29<sup>th</sup> Dec 2017 which was managed by Prof. Vinay and Prof Mithilesh.
4. IT association will be handled by Prof Sujata , Prof Raveena , Prof Mithilesh.

Faculty of the department

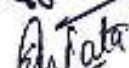
1. Prof. Sheetal K



2. Prof. Nabila K



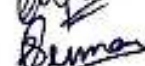
3. Prof. Sujata R



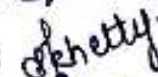
4. Prof. Vinay S



5. Prof. Suman U



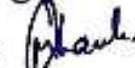
6. Prof Raveena S



7. Prof Himani S



8. Prof Mithilesh C



  
Co-ordinator

  
PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076  
Tel. 022-4132 7152  
Email: college@buntsangha.institute.org



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

Minutes of the meeting

Date: 08/07/2017

Time: 06:00 p.m.

Following matters were discussed in the meeting:-

- 1) SUBMISSION OF LESSON PLAN OF M.COM PART 2 SEM 3
- 2) CREATING A WHATSAPP GROUP OF M.COM SEM 3 STUDENTS.
- 3) STARTING SEM 3 LECTURES FROM 22<sup>nd</sup> JULY 2021.
- 4) TIME TABLE DISCUSSION
- 5) MAINTAINING ATTENDANCE & WORK DIARY FOR LECTURES TAKEN THROUGH REMUNERATION BILL
- 6) SUBMISSION OF LECTURE REMUNERATION BILL OF EACH MONTH BEFORE 5<sup>TH</sup> OF NEXT MONTH.



PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076  
Tel: 022-6132 7152  
Email: college@smshettyinstitute.org



SIGNATURE

M.COM COORDINATOR

M.COM TEACHING STAFF :-

NAME OF TEACHER	SIGNATURE
VIRENDRA SINGH	
SANDESH SHETTY	
NIDHI CHANDORKAR	
JOHN MENEZES	
CA HARDIK SAVLA	



PRINCIPAL  
Bharati Ranghe's S.M. Shetty College  
of Science, Commerce & Management Studies  
Rowai, Mumbai-400 076.  
Tel. 022-6132 7752  
Email: college@bharatcityinstitute.org



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

Minutes of the meeting

Date: 05/08/2017

Time: 06:00 p.m.

Following matters were discussed in the meeting:-

1. SUBMISSION OF LESSON PLAN OF M.COM PART 1 SEM 1
2. CREATING A WHATSAPP GROUP OF M.COM SEM 1 STUDENTS.
3. STARTING SEM 1 LECTURES FROM 19<sup>th</sup> AUGUST 2017.
4. TIME TABLE DISCUSSION
5. MAINTAINING ATTENDANCE & WORK DIARY FOR LECTURES TAKEN THROUGH REMUNERATION BILL
6. CONDUCT OF INTERNAL TEST OF SEM 3 STUDENTS.
7. SUBMISSION OF INTERNAL TEST MARKSHEET OF SEM 3 BEFORE 2<sup>ND</sup> DECEMBER 2021.
8. CONTACTING ATTENDANCE DEFAULTER STUDENTS OF SEM 3.
9. IT WAS DECIDED TO INFORM THE COORDINATOR ABOUT ANY TECHNICAL ISSUE FACED BY ANY TEACHER WHILE CONDUCTING THE LECTURES.

  
PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076.  
Tel. 022-6132 7152  
Email: college@smshettyinstitute.org



SIGNATURE

M.COM COORDINATOR

M.COM TEACHING STAFF :-

NAME OF TEACHER	SIGNATURE
VIRENDRA SINGH	
SANDESH SHETTY	
NIDHI CHANDORKAR	
JOHN MENEZES	
CA HARDIK SAVLA	



PRINCIPAL  
Baird Baghel's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076  
Tel. 022-4132 7152  
Email: college@smashetyinstitute.org



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

Minutes of the meeting

Date: 06/01/2018

Time: 06:00 P.M.

Following matters were discussed in the meeting:-

1. FOR CONDUCT OF SEM 2 INTERNAL TEST FROM 24<sup>TH</sup> FEBRUARY 2018.
2. SUBMISSION OF INTERNAL TEST MARKSHEET OF SEM 2 BEFORE 4<sup>TH</sup> MARCH 2016.
3. COMPLETION OF SYLLABUS OF SEM 2 BEFORE 29<sup>TH</sup> APRIL, 2018
4. SPEAKING WITH ATTENDANCE DEFAULTER STUDENTS.
5. COMPLETION OF SYLLABUS OF SEM 4 BEFORE 8<sup>TH</sup> APRIL 2021.
6. STARTING SEM 4 LECTURES FROM 13<sup>TH</sup> JAN 2018.
7. SUBMISSION OF LESSON PLAN OF M.COM PART 2 - SEM 4

  
PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076.  
Tel. 022-4132 7352  
Email: college@smshetysangha.org



SIGNATURE

M.COM COORDINATOR

M.COM TEACHING STAFF :-

NAME OF TEACHER	SIGNATURE
VIRENDRA SINGH	
SANDESH SHETTY	
NIDHI CHANDORKAR	
JOHN MENEZES	
CA HARDIK SAVLA	



PRINCIPAL  
 Bhai Saheb's S.M. Shetty College  
 of Science, Commerce & Management Studies  
 Powai, Mumbai-400 076  
 Tel. 022-4132 7152  
 Email: college@smshettyinstitute.org



# MINUTES OF THE MEETING

Held on 29<sup>th</sup> July, 2016,  
At - 12:00 p.m.

Held on 6<sup>th</sup> floor staff  
room.

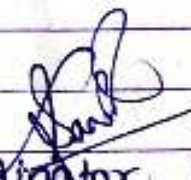
The meeting commenced at 12:00 noon, with a warm welcome by Mr. Sandesha Shetty, co-ordinator of the department.

## TOPICS DISCUSSED:-

- i) Last Date for completion of syllabus.
- ii) Preparation of schedule of extra classes
- iii) finalisation of preliminary exam date.

### Details of Discussion:-

- i) It was decided to complete the syllabus of Third year (BAF & BBI) by 3<sup>rd</sup> of October, 2016.
- ii) It was further decided that schedule of extra classes required by teachers to be prepared, and timetable to be <sup>adjusted</sup> accordingly.
- iii) It was further decided to commence preliminary exams by 14<sup>th</sup> of October, 2016.
- iv) It was unanimously decided to put extra efforts by way bridge courses in accountancy & workshop on financial markets.

  
(Co-ordinator) B.com (B&F)  
& B.com (B&I).

HOD  
Department of Accountancy and Financial  
Management  
Bunt's Sangha's  
S.M. Shetty College of Science,  
Commerce & Management Studies  
Powai, Mumbai - 76

  
PRINCIPAL  
Bunt's Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai - 400 076  
Tel. 022 - 8132 7352  
Email: college@smshettyinstitute.in

Teachers present:

Bandesha Shetty

Komal Tiwari

Neha Bhatia

Virendra Singh

Vinayak Joshi

Kalpna Rai Menon

Amrithesh Mishra

Ruchi Thakkar

John Menezes.

*[Signature]*  
Bhatia

*[Signature]*  
Mishra

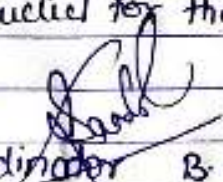
## MINUTES OF THE MEETING

Held on 19<sup>th</sup> of September, 2016. on 6<sup>th</sup> floor staff room  
at 12:00 noon.

Department co-ordinator m. Sandisha Shetty  
commenced the meeting by welcoming all the  
teachers & discussed the following topics.

### Topics discussed:

- 1) It was decided to complete the syllabus of 2<sup>nd</sup> years by 10<sup>th</sup> of October 2016.
- 2) It was decided to prepare a schedule of extra lectures needed by teachers, & separate time table to be prepared accordingly.
- 3) ~~It~~ It was further decided to conduct Remedial lectures for batch.
- 4) It was decided on the basis of the performance of the students in Internal, that slow learners from each class should be identified and remedial lectures to be conducted for them.

  
Co-ordinator B.com (H&F)

B.com HOD (B&I).

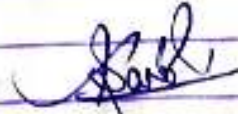
Department of Accountancy and Financial  
Management  
Bunts Sangha's  
S.M. Shetty College of Science,  
Commerce & Management Studies  
Powai, Mumbai - 76

  
PRINCIPAL

Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai - 400 076  
Tel. 022 - 6132 7352  
Email: college@smshettyinstitute.in

list of teachers:

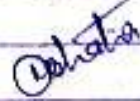
Sandesha Shetty



Komal Tiwari



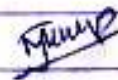
Neha Bhatia



Veerendra Singh



John Menegus



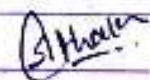
Vinayak Joshi



Amritesh Mishra



Ruchi Thakkar



Kalpana Rai Menon.




## MINUTES OF THE MEETING:

Held on 24<sup>th</sup> November, 2016 in 6<sup>th</sup> flr. Staff room at 12.00 pm.

The meeting commenced at 12.00 pm with the warm welcome by the co-ordinator of the Department Mr. Sandesha Shetty.

### Issues discussed:-

1. The marking Scheme was decided for internal. It was decided to conduct test for 20 marks, a specific paper pattern was decided to be followed by B.B-I & B.A-F teachers, depending on subject.
2. It was decided to conduct guidance lectures for slow learners, and strategy to engage advance learners was formed.
3. Instruction about marksheet distribution was given to all the class incharges.
4. Strategy was decided to take care of few disciplinary issues, parents of those students were decided to be called upon, Marksheet to be withheld till then.

  
 HOD  
 Department of Accountancy and Financial  
 Management  
 Bunts Sangha's  
 S.M. Shetty College of Science,  
 Commerce & Management Studies  
 Powai, Mumbai - 76

  
 PRINCIPAL  
 Bunts Sangha's S.M. Shetty College  
 of Science, Commerce & Management Studies  
 Powai, Mumbai - 400 076  
 Tel. 022 - 6132 7352  
 Email: colleg\_@smshetyinstitute.in

# MINUTES OF THE MEETING

Time: 12:30 pm  
Date: 9-Jan-2017

## List of Teachers:-

Sandesh Shetty



Virendra Singh

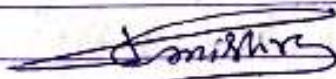
Komal Tiwari



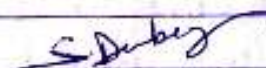
Vinayak Joshi



Amrutesh Mishra



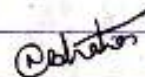
Suraj Dubey



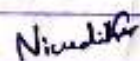
Alisha K.



Neha Bhatia




Niveditha Shetty



Darpana Manjekar



Nidhi Chandorkar



Pooja Shetty



Pooja Pandey



Nitin Singh



MINUTES OF THE MEETING Time: 12:30 pm  
 Venue:- 6<sup>th</sup> flr Staff Room Date: 9<sup>th</sup> Jan, 2017.

The meeting commenced at its scheduled date & time; The coordinator of the department Mr. Sandeepa Shetty give the following instructions & discussed the topics mentioned below:

1. It was decided by mutual consent to submit the question paper (two copies), for 20 marks on or before 18 Jan, 2017 for T.Y.
2. It was further decided that Internal Exams to be commenced from 21<sup>st</sup> Jan for T.Y & 9<sup>th</sup> Feb, 2017 for F.Y & S.Y.
3. It was mutually agreed upon to conduct extra lectures for slow learners & teacher's to counsel the slow learners.
4. It was mutually decided to organise department -al fest 'FINMAN' on 25<sup>th</sup> January 2017.
5. Events for FINMAN were decided upon.
6. It was also mutually agreed upon to realise departmental Magazine named 'Artha Lekha' on the same date, teacher's were supposed to submit their articles and also motivate students to give the articles for the same on or before 20<sup>th</sup> January, 2017.

# MINUTES OF THE MEETING

TIME - 1:45pm

DATE - 20<sup>th</sup> April, 2017

VENUE - AV ROOM

Meeting started on time with a warm welcome to the Coordinator Prof. Sandesha Shetty.

## Matters Discussed:

1. It was declared by all the teachers that they have completed their respective subject syllabus well on time.
2. It was informed that all the teachers will be allotted exam supervision duty & same has to be carried out by the teachers.
3. It was also informed that departmental PPT will be held on 29<sup>th</sup> April 2017. Departmental teachers are supposed to complete the PPT data on time.

PRINCIPAL

Bunty Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai - 400 076  
Tel. 022 - 6132 7352  
Email : college@smsheetyinstitute.in

HOD

Department of Accountancy and Financial  
Management  
Bunty Sangha's  
S.M. Shetty College of Science,  
Commerce & Management Studies  
Powai, Mumbai - 76

# List of Teachers:

Sandesh Shetty

*[Signature]*

Virendra Singh

*[Signature]*

Komal Tiwari

*[Signature]*

Neha Bhatia

*[Signature]*

Vinayak Joshi

*[Signature]*

Anurag Mishra

*[Signature]*

Suraj Dubey

*[Signature]*

Atisha K.

*[Signature]*

Niveditha Shetty

*[Signature]*

Darpana Manjekar

*[Signature]*

Nitin Singh

*[Signature]*

Nidhi Chondrakar

*[Signature]*

Pooja Pandey

*[Signature]*

Pooja Shetty

*[Signature]*

# MINUTES OF THE MEETING

Venue: 6<sup>th</sup> floor staff room.

Date: 08/06/2017  
Time: 12.15 pm.

1. Prof. Neha Bhatia was selected as the incharge for Accounts Association for the year 2017-18.
2. It was resolved that...
  - i) During the year 2017-18, Department will conduct following two supplementary courses:
    - a) Taxation literary course &
    - b) Financial Market.
  - ii) Teacher's will collect 5 articles or research papers from students for departmental magazine.
  - iii) Inauguration of the department to be held in the month of July, 2017.
  - iv) Prof. Neha along with Prof. Amritesh will list the number of activities (with date) to be undertaken by the department.
  - v) Prof. Vinayak will update student progression report from UG to PG.
  - vi) First year teacher's (class incharge's) will do result analysis of F.Y. (BAF) and F.Y. (BBI).
  - vii) Teacher's will plan & inform about the innovative teaching methods, that they wish to adopt, in the next meeting.
  - viii) Teacher's will brainstorm and suggest the future plan of the department in the next meeting.

# LIST OF TEACHERS:

Sandesh Shetty



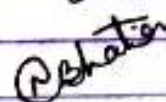
Komal Tiwari



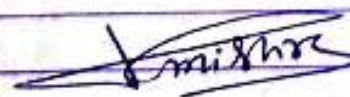
Virendra Singh



Neha Bhadra



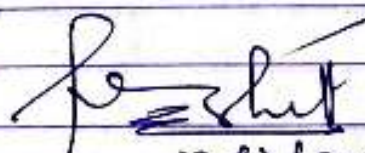
Amrutesh Mishra



Rajesh Jais

Zainab

  
**SANDESH SHETTY**  
 HOD  
 Department of Accountancy and Financial  
 Management  
 B.S. Shetty College of Science,  
 Commerce & Management Studies  
 Powai, Mumbai - 76

  
 12/12/2017  
**PRINCIPAL**

Bunts Sangha's S.M. Shetty College  
 of Science, Commerce & Management Studies  
 Powai, Mumbai - 400 076  
 Tel: 022-4132 7352  
 Email: college@buntsangha.in

# MINUTES OF THE MEETING

venue:- Conference Room.

Date: 21, June, 2017  
Time: 12.15

It was resolved that,

1. Workshop on revised syllabus of S.Y. Bcom (Banking & Insurance) to be held on 23<sup>rd</sup> June, 2017. Sequence of activities were decided & accordingly work was allocated amongst teachers.
2. Workshop on revised syllabus, of S.Y. Bcom (Accounting & Finance) to be held on 27<sup>th</sup> June, 2017. Teachers would have the same role as on 23<sup>rd</sup> June.
3. Bridge course for F.Y. students to be conducted by all the teachers & record to be maintained.
4. Teachers to will document the capsule activity conducted by them in the month of June.
5. Class Incharge's should call the parents of those students who are attendance defaulters & strict actions to be taken.
6. Industrial visit of one day or two days to be planned by the department teachers.
7. Departmental fest to be held alongwith other Department's, slot's will be allocated for activities, 3 activities per department, & activities were decided.
8. Teachers to plan & implement certificate courses to be held by the department.

q. Teacher's should suggest, reference books for these subjects, in the library.

### List of Teachers

Komal Tiwari

*KT*

Neha Bhatia

*Neha*

Virendra Singh

*V Singh*

Anritesh Mishra

*Anritesh*

Rupal Jain

*Rupal*

Zainab Arngwala.

*Zainab*

*[Signature]*

**SANDEEP SINGH**

HOD

Department of Accountancy and Financial Management

Bunty Sangha's

S.M. Shetty College of Science,  
Commerce & Management Studies  
Powai, Mumbai - 75

*[Signature]*

12/7/2017  
PRINCIPAL

Bunty Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai - 400 076  
Tel. 022 - 5132 7352  
Email : college@smshettyinstitute.in

BUNTS SANGHA'S  
S.M.SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES POWAI.

DEPARTMENT OF ACCOUNTANCY AND FINANCIAL MANAGEMENT


MINUTES OF THE MEETING

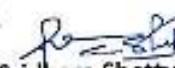
Venue: Sixth Floor Staff Room  
Time : 12.00p.m

Date: 11 July, 2017

It was resolved that,

1. Third Year paper assessment to be given prime importance and will be completed in time, accordingly Lectures of Teachers assessing Third Year papers will be adjusted to relieve them for paper assessment.
2. Inauguration of Accounts Association to be held on 12<sup>th</sup> of July, 2017. Responsibilities in relation to inauguration were allocated among the teachers.
3. Bridge Course to be converted into a certificate course, Schedule for the same was decided and Syllabus was allocated among the teachers.

  
HOD  
Department of Accountancy and Financial  
Sandesha Shetty  
Bunts Sangha's  
Head of the Department  
Commerce & Management Studies  
Powai, Mumbai - 76  
List of Teachers

  
Dr. Sridhara Shetty  
Principal

Name of Teacher

Signature

Sandesha Shetty

Virendra Singh

Komal Tiwari

Neha Bhatia

Amritesh Mishra

Zainab Rangwala

Rupal Jain


BUNTS SANGHA'S  
S.M.SHETTY COLLEGE OF SCIENCE ,COMMERCE AND MANAGEMENT STUDIES, POWAI.  
DEPARTMENT OF ACCOUNTANCY AND FINANCIAL MANAGEMENT


MINUTES OF THE MEETING

Venue: Conference Room  
Time : 12.30 pm

Date: 4<sup>th</sup> August, 2017

It was resolved that,

1. Parents—teacher meet for first year students to be held on 22/08/2017.
2. Class incharges will identify slow learners and act as mentor for those students.
3. Class incharges will identify the students pursuing professional courses or some other courses.
4. All the Departmental events will ,hereafter, be held after 12.00 noon.
5. Subject teachers of second year to be informed about the last date i.e. 30<sup>th</sup> August, for completing the internal paper assessment.
6. Class incharges will take necessary actions to improve the attendance as well as the result of students.
7. Reports of Capsule activities to be collected by the class incharges by the end of every month.
8. Class incharges will keep the count of students having KT in previous years, in order to arrange the remedial lectures for the respective students.
9. Students will not be entertained in staff room as it may cause disturbance in work of other teachers.

  
HOD  
Department of Accountancy and Financial  
Management  
Head of the Department  
S.M. Shetty College of Science,  
Commerce & Management Studies  
List of Teachers - 76

  
Dr. Sridhara Shetty  
Principal

Name of Teacher  
Komal Tiwari (T.Y.B.B.I)  
Virendra Singh (S.Y.B.A.F)  
Avneet Kaur (S.Y.B.B.I)  
Neha Bhatia (F.Y.B.A.F)  
Niveditha Shetty (F.Y.B.B.I)

Signature

  
Niveditha

BUNTS SANGHA'S  
S.M.Shetty College of Science, Commerce and Management Studies, Powai  
NAAC Accredited 'A' Grade

Department of Accountancy and Financial Management

Minutes of the Meeting

Date: 24<sup>th</sup> August, 2017  
Venue: Conference room

It was resolved that-

- i. First Internal marks of Third Years to be submitted by all the subject teachers on or before 30<sup>th</sup> August, 2017.
- ii. Question paper of Second Internal of Third Year to be submitted on or before 30<sup>th</sup> August, 2017.
- iii. Subject teachers will adopt strategies in order to get 100% result in their respective subjects.

Department of Accountancy and Financial  
Head of the Department

S.M. Shetty College of Science,  
Commerce & Management Studies

List of Teachers Present:

Mrs. Komal Tiwari

Mr. Virendra Singh

Mrs. Neha Bhatia

Mrs. Avneet Kaur

Mrs. Niveditha Shetty

C.A. Zainab Rangwala

C.A. Amritesh Mishra

Principal

BUNTS SANGHA'S  
S.M.Shetty College of Science, Commerce and Management Studies, Powai  
NAAC Accredited 'A' Grade

Department of Accountancy and Financial Management

---

Minutes of the Meeting

Date: 11<sup>th</sup> September, 2017

Venue: Conference room

It was resolved that-

- i. Five Days Certificate Course on "Basics of Banking and Career in Banking" to be organized by the department.
  - a. Mrs. Komal Tiwari will be the Course Convener.
  - b. Course fees to be limited to Rs. 500 per Student.
  - c. One batch of 60 students to be made.
  - d. Course will be held from 12.00 p.m. to 1.30 p.m.
  - e. Course will commence on 20<sup>th</sup> September, 2017.
- ii. Class teachers of F.Y BAF and F.Y BBI should issue the identity cards to all the students, as the students without authentic identity cards will be charged a fine of Rs. 250/- hence forth.
- iii. Class Incharges will inculcate the importance of value system in the students; they will be informed about the repercussions of copying during the exam.
- iv. Whenever there is any free lecture students will be sent to the library in order to encourage them to make use of library.
- v. Teachers will not carry mobile phones during the lecture.
- vi. Teachers will report in time during the lectures, even after the break teachers will report timely in their respective class.

  
 Head of the Department  
 Department of Accountancy and Financial Management  
 Bunts Sangha's  
 S.M. Shetty College of Science,  
 Commerce and Management Studies  
 Powai, Mumbai - 76

  
 Principal

List of Teachers Present:

Mrs. Komal Tiwari

Mr. Virendra Singh

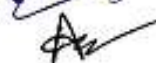
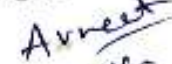
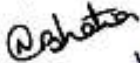
Mrs. Neha Bhatia

Mrs. Avneet Kaur

Mrs. Niveditha Shetty

C.A. Zainab Rangwala

C.A. Amritesh Mishra



PRINCIPAL

Burda Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076  
Tel. 022-4132 7152  
Email: college@smshettyinstitute.org



BUNTS SANGHA'S  
S.M.Shetty College of Science, Commerce and Management Studies, Powai  
NAAC Accredited 'A' Grade

Department of Accountancy and Financial Management

---


Minutes of the Meeting

Date: 15<sup>th</sup> September, 2017

Venue: 6<sup>th</sup> Floor Staff room

The meeting commenced in time and in the meeting it was resolved that-

- i. One day Workshop on Mental Health Soldiers organized by Dr. Harish Shetty for all the teachers will be held on 16<sup>th</sup> of September from 9 a.m. to 4 p.m.
- ii. Lectures will be adjusted according to the said workshop.
- iii. Following will be the last date for completion of syllabus-
  - First Years                      6<sup>th</sup> October, 2017.
  - Second Years                  24<sup>th</sup> September, 2017.
  - Third Years                     27<sup>th</sup> September, 2017.
- iv. Preliminary Exams will commence on the following dates-
  - First Years                     9<sup>th</sup> October, 2017.
  - Second Years                  29<sup>th</sup> September, 2017.
  - Third Years                     3<sup>rd</sup> October, 2017.
- v. Class incharges will collect question paper from the respective subject teachers.
- vi. Question paper for the preliminary exam will be as per the University Pattern.
- vii. Dates for submission of question paper will be as follows-
  - First Years                     4<sup>th</sup> October, 2017.
  - Second Years                  23<sup>rd</sup> September, 2017.
  - Third Years                     25<sup>th</sup> September, 2017.

  
 Head of the Department  
 Department of Accountancy and Financial Management  
 Bunts Sangha's  
 S.M. Shetty College of Science,  
 Commerce & Management Studies  
 Powai, Mumbai - 76

  
 Principal

List of Teachers Present:

Mrs. Komal Tiwari

Mr. Virendra Singh

Mrs. Neha Bhatia

Mrs. Avneet Kaur

Mrs. Niveditha Shetty

C.A. Zainab Rangwala

C.A. Amritesh Mishra

  
  
  
Avneet  
Niveditha  
Zainab Rangwala  
Amritesh



PRINCIPAL  
Bunty Bhatia's S.M. Shetty College  
of Science, Commerce & Management Studies  
Rowal, Mumbai-400 076  
Tel. 022-4132 7352  
Email: college@smshettyinstitute.org

BUNTS SANGHA'S  
S.M.Shetty College of Science, Commerce and Management Studies, Powai  
NAAC Accredited 'A' Grade

Department of Accountancy and Financial Management

Minutes of the Meeting

Date: 01<sup>st</sup> February, 2018  
Venue: Conference room

The meeting commenced at its scheduled time and in the meeting it was resolved that-

- i. Class in-charges will get the online feedback forms filled by their students.
- ii. Counseling session by Dr. Harish Shetty for the parents of slow learners shall be kept in the College Auditorium and invitation on phone to be given to those parents.
- iii. Subject teachers shall sign the Cap-register, maintained in the exam room, while taking the internal exam papers for correction and also while submission.
- iv. Departmental fest to be organized on 24<sup>th</sup> of February, 2018.

  
Department of Accountancy and Financial  
Head of the Department  
S.M. Shetty College of Science,  
Commerce and Management Studies  
List of Teachers Present

  
Principal

Mrs. Komal Tiwari

Mr. Virendra Singh



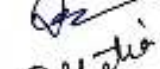
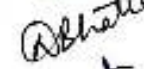
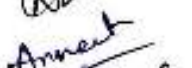
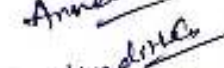
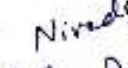
Mrs. Neha Bhatia

Mrs. Avneet Kaur

Mrs. Niveditha Shetty

C.A. Zainab Rangwala

C.A. Amritesh Mishra

**BUNTS SANGHA'S**  
**S.M.Shetty College of Science, Commerce and Management Studies, Powai**  
**NAAC Accredited 'A' Grade**

Department of Accountancy and Financial Management

**Minutes of the Meeting**

Date: 8<sup>th</sup> February, 2018

Venue: Conference room

The meeting commenced at its scheduled time and in the meeting it was resolved that-

It was unanimously decided that Stock Mock will be held in room no. 608 and Debate in room no. 605 on sixth floor.

It was decided that teachers in charges for Stock Mock will be Mrs. Komal Tiwari and Mrs. Neha Bhatia and that for Debate will be Mr. Amritesh Mishra and Mr. Virendra Singh.

It was decided that the students in charge for Stock Mock will be Ms. Sahista Ganja (T.Y.B.B.I) and that for Debate will be Mr. Ditesh Palan (T.Y.B.A.F).

It was further decided to promote the event by way of sending customized messages in the teachers group via whatsapp, by having telephonic conversation with the Cultural Representatives of various colleges and also by sending Google Forms to the maximum possible number of teachers of other colleges.

  
 HOD  
 Department of Accountancy and Financial Management  
 Head of the Department  
 S.M. Shetty College of Science, Commerce and Management Studies, Powai

  
 Principal

List of Teachers Present:

Mrs. Komal Tiwari

Mr. Virendra Singh



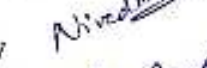
Mrs. Neha Bhatia

Mrs. Avneet Kaur

Mrs. Niveditha Shetty

C.A. Zainab Rangwala

C.A. Amritesh Mishra


BUNTS SANGHA'S  
S.M. Shetty College of Science, Commerce and Management Studies, Powai  
NAAC Accredited 'A' Grade

Department of Accountancy and Financial Management

Minutes of the Meeting

Date: 9<sup>th</sup> March, 2018  
Venue: Audiovisual room

The meeting commenced at its scheduled time and in the meeting it was resolved that-

It was mutually decided to complete the syllabus of First Year, Second Year and Third Year by 14<sup>th</sup> of March, 2018.

It was decided that the class in charges will record the data of number of lectures required by the subject teachers so that lectures can be allotted accordingly.

It was decided that the Preliminary Exams for Third Year would begin from 20<sup>th</sup> March ending on 26<sup>th</sup> March, 2018.


It was decided to submit 1 set of Question Paper, as per University pattern, for the Prelim Exam by 15<sup>th</sup> of March, 2018.


It was decided that farewell for the Third Year students of the Department to be held on 7<sup>th</sup> of April, 2018 from 9.00 a.m. till 12.00 p.m.

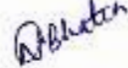
It was further decided that corrected answer books of Preliminary exams will be submitted by 4<sup>th</sup> of April, 2018.

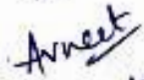
  
Department of Accountancy and Financial  
Head of the Department  
Bunts Sangha's  
S.M. Shetty College of Science,  
Commerce & Management Studies  
Powai, Mumbai - 76  
List of Teachers Present:

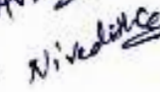
  
Principal

Mrs. Komal Tiwari 

Mr. Virendra Singh 

Mrs. Neha Bhatia 

Mrs. Avneet Kaur 

Mrs. Niveditha Shetty 


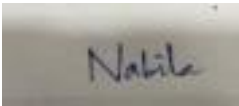


Bunts Sangha's  
S.M. Shetty College of Science, Commerce and Management Studies, Powai

**M.Sc. IT Department**  
**Minutes of Meeting 2017-18**

Following discussions were made on 30<sup>th</sup> July, 2017.

- 1 Allocation of subjects to visiting and In-house teachers for MSc Part-I (SEM-I)
2. All Class teachers SEM-I are hereby informed that lectures will commence between 8:00 AM and 10:00 AM in MScIT LAB on 5th Floor
3. Roll nos. have to be assigned to the students before the commencement of regular lectures
4. Students should be conveyed about 75% attendance as per the University Norm
5. Tentative month of Internal Examination is September 2017.
6. Tentative dates for practical examination of MScIT SEM-I will be held in the month of November 2017.

Faculty of the department

Prof. Tushar Sambare	
Prof. Nabila K	
Prof Nikhil P.	
Prof. Neha Ansari	



Co-ordinator

(Prof. Tushar Sambare)



PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076  
Tel. 022-4132 7352  
Email: college@buntsangha.institute.org


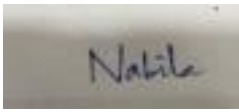

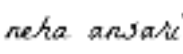


**M.Sc. IT Department****Minutes of Meeting 2017-18**

**Following discussions were made on 4th January, 2018.**

1. Allocation of subjects to visiting and In-house teachers for MSc Part-I (SEM-II)
2. All Class teachers SEM-II are hereby informed that lectures will commence between 8:00 AM and 10:00 AM in MScIT LAB on 5th Floor
3. Students should be conveyed about 75% attendance as per the University Norm
4. Tentative month of Internal Examination is March 2018.
6. All the students have to submit their project topic earlier by october first week
7. Tentative dates for practical examination of MScIT SEM-II will be held in the month of April 2018.

Faculty of the department

Prof. Tushar Sambare	
Prof. Nabila K	
Prof Nikhil	
Prof. Neha Ansari	



Co-ordinator

(Prof. Tushar Sambare)



PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076  
Tel. 022-6132 7352  
Email: college@smshettyinstitute.org





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

**M.Sc. IT Department**  
**Minutes of Meeting 2017-18**

**Following discussions were made on 14<sup>th</sup> June, 2017.**

- 1 Allocation of subjects to visiting and In-house teachers for MSc Part-II (SEM-III)
2. All Class teachers are hereby informed that lectures will commence between 8:00 AM and 10:00 AM in MScIT LAB on 5th Floor
3. Roll nos. have to be assigned to the students before the commencement of regular lectures
4. Students should be conveyed about 75% attendance as per the University Norm
5. Tentative month of Internal Examination is September 2017.
6. Tentative dates for practical examination of MScIT SEM-III will be held in the month of November 2017.
7. Project documentation to be submitted when asked by the project guide.

Faculty of the department

Prof. Tushar Sambare	
Prof. Smitha	smitha
Prof Nikhil	
Prof Neha Ansari	neha ansari

  
1994/2016,  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies,  
Powai, Mumbai-400076  
Tel: 022-8122 0582  
Email: college@buntsanghascollege.org





M.Sc. IT DepartmentMinutes of Meeting 2017-18

Following discussions were made on 22nd December, 2017.

1. Allocation of subjects to visiting and In-house teachers for MSc Part-II (SEM-IV)
2. All Class teachers SEM-II are hereby informed that lectures will commence between 8:00 AM and 10:00 AM in MScIT LAB on 5th Floor
3. Students should be conveyed about 75% attendance as per the University Norm
4. Tentative month of Internal Examination is March 2018.
5. Plagiarism checking will be done in the month of February.
6. All the students have to submit their project documentation & working project by march 2018.
7. Tentative dates for practical examination of MScIT SEM-III will be held in the month of April 2018.

Faculty of the department

Prof. Tushar Sambare	
Prof. Smitha	smitha
Prof Nikhil	
Prof Neha Ansari	neha ansari



Co-ordinator

(Prof. Tushar Sambare)



PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076  
Tel. 022-6132 7352  
Email: college@smshettyinstitute.org

