



BUNTS SANGHA'S

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

DEPARTMENT MOM 2019-2020

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MINUTES OF MEETING 2019-2020

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

Notice No: 001 / 2019-20

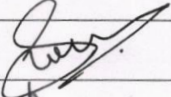
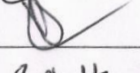
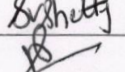
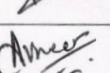
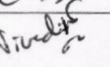
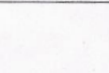
Date: 28/06/2019


This is to inform that Departmental meeting will be convened for departmental teachers on 29th June, 2019 in Conference room at 12:00 p.m. Teachers are requested to attend the same.



Mrs. Sahana Raviprasad
(Co-ordinator)

Departmental Staff:-

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


PRINCIPAL
Bunts Sangha's S.M. Shetty College
of Science, Commerce and Management Studies
Powai, Mumbai - 400 076
Tel. 022 - 0192 7212
Email : college@buntsangha.edu.in

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Minutes of the meeting

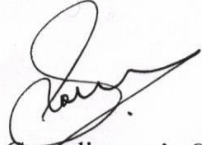
Date: 29/06/2019

Time: 12:00 p.m.

Following matters were discussed in the meeting:-

1. Teachers were instructed to update students Information sheet and also keep a record of student's talents from their respective classes by 5th July, 2019.
2. Teachers were requested to complete the result analysis of last semester exam by 5th July, 2019.
3. It was decided to call parents of students with poor attendance status of SY and TY.
4. Teachers were requested to inform the students about the college code of conduct such as the line of authority, No birthday party's celebration in college etc.
5. Teachers were instructed to keep a track on syllabus completion for all subjects from their respective classes.
6. It was decided to conduct a PTA meet for SY and TY class based on division one with defaulter students on 13th July, 2019 and the other with non-defaulters on 27th July, 2019.


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

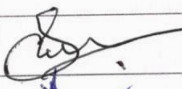

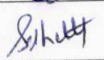




Coordinator's Signature

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

ACTION TAKEN REPORT

DATE OF THE MEETING	ACTIONS TO BE TAKEN	STATUS
29 th June 2019	To update student's information sheet based on their talents.	Executed on 5 th July, 2019
	To complete Result analysis of last semester.	Executed on 5 th July, 2019
	To call parents of students with poor attendance status of SY & TY.	Executed from 3rd July to 5 th July, 2019
	Inform students about college code of conduct such as line of authority, No birthday celebration inside the college etc.	Informed by respective class teachers on time.
	Decided to conduct PTA for SY & TY.	Executed on 13 th July, 2019 meeting defaulter's parents and 27 th July, 2019 non-defaulters parents.

Departmental Staff:-

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



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

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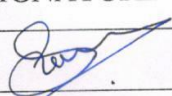

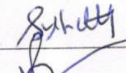

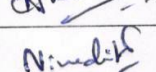
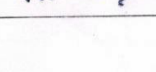
Notice No: 002 / 2019-20

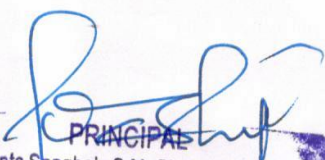
Date: 23/08/2019

This is to inform that Departmental meeting will be convened for departmental teachers on 23rd August, 2019 in Conference room at 12:15 p.m. Teachers are requested to attend the same.


Mrs. Sahana Raviprasad
(Co-ordinator)

Departmental Staff:-

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


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

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

Minutes of the meeting


Date: 23/08/2019

Time: 12:15 p.m.

Following matters were discussed in the meeting:-

1. Teachers were instructed to catch hold students those who regularly come late for the first lecture and accordingly to take action.
2. It was decided to conduct Industrial visit for BAF and BBI to Jaipur, Fatehpur sikri and Agra tentatively from 2nd January to 8th January, 2020.
3. Teachers were requested to prepare defaulter's list by 30th August, 2019 for the month of August.
4. Teachers were requested to submit their work diary on every Saturday without fail before leaving.
5. It was decided that 5th Sepetember, 2019 would be a working day on account of teacher's day.


Coordinator's Signature

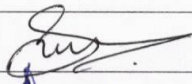
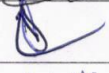


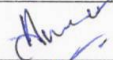
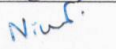

PRINCIPAL
Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai - 400 076
Tel. 022 - 6132 7352
Email : college@smshettyinstitute.in

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Management Studies, Powai.

ACTION TAKEN REPORT

DATE OF THE MEETING	ACTIONS TO BE TAKEN	STATUS
23rd August, 2019	To catch hold students regularly coming late for the first lecture.	Follow up by class teachers on regular basis.
	To conduct Industrial visit for BAF and BBI to Jaipur, Fatehpur sikri and Agra.	In process (Tentative date was from 2 nd to 8 th January, 2020 which was later postponed, i.e. from 25 th to 30 th January, 2020.
	To prepare Defaulters list for the month of August, 2019.	Executed and Displayed on 30 th August, 2019.
	Submission of work diary on every Saturday before leaving.	On regular basis.

Departmental Staff:-

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


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of Science, Commerce & Management Studies
Powai, Mumbai - 400 076
Tel. 022 - 6132 7352
Email : college@smshettyinstitute.in

Bunts Sangha's
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B.Com Department
Notice

Date: 07-07-20

This is to inform all the teachers of B. Com department that a meeting is convened over Zoom on the 8th of July, 2020 at 8.15 PM. All are requested to attain the same.

Agenda of the meeting-

1. Teachers will call students and parents of TY B.Com and SY B.COM regarding the fees payment for second year and third year.
2. Fees breakup



Coordinator and Vice principal



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



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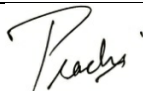

B.Com Department

Minutes of the Meeting

B.Com departmental meeting was held on 8th July, 2020 on Zoom at 8:15 pm. Issues discussed are as follows:

1. It was decided that teachers will call students and parents of TY B.Com and SY B.COM regarding the fees payment for second year and third year. This process has to be carried out quickly as college needs to send the students' data to the University.
2. Teachers were informed that Students with financial problem can be given the option of paying fees in the installment with 1st installment being Rs 5000 + Rs100 = Rs 5100
3. Teachers were told to inform students that if needed, college can provide extra one month for the payment for previous year.
4. In the case of minority student, teachers have to report the case to Asha Mam

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	
Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Ms. Vijay Vishwakarma - SY B.Com Class Incharge	



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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
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B.Com Department

Notice

Date: 16-07-20

This is to inform all the teachers of B. Com department that a meeting is convened over Zoom on 17th July, 2020 on Zoom at 1:00 pm. All are requested to attend the same.

Agenda of the meeting:

1. Faculty Ms Richa Sharma Mam was welcomed and oriented about the college and B.COM department.
2. Discussion regarding department magazine.
3. Teachers need to maintain online Work diary and enter details of lectures taken daily. Details to be included: date, time, topics taught, no. of students attending the lecture
4. For upcoming events of B.COM department, teachers need to search and suggest relevant certificate course for students with minimum 30hours duration.
5. TY teachers need to segregate students under IT/export specialization as soon as possible.



Coordinator and Vice principal



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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
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B.Com Department


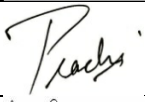

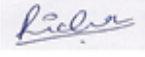
Minutes of the Meeting

B.Com departmental meeting was held on 17th July, 2020 on Zoom at 1:00 pm. Issues discussed are as follows:

1. New B.COM Faculty Ms Richa Sharma Mam was welcomed and oriented about the college and B.COM department
2. It was decided that John sir will prepare the magazine draft for the Commerce Department magazine and departmental teachers can send their articles to John sir to be included in the magazine.
3. Teachers were instructed to maintain online Work diary and enter details of lectures taken daily. Details to be included: date, time, topics taught, no. of students attending the lecture
4. Teachers were also informed that from Monday onwards Principal sir will visit the online lectures so the zoom link has to be provided by the teachers in the class groups timely.
5. For upcoming events of B.COM department, teachers were asked to search and suggest relevant certificate course for students with minimum 30hours duration.
6. Teachers were instructed to update the details regarding remaining SY TY as soon as possible.
7. TY teachers were instructed to segregate students under IT/export specialization as soon as possible.

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	

Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Ms. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Richa Sharma - SY B.Com A Class Incharge	



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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****B.Com Department****Notice****Date: 31-07-20**

This is to inform all the teachers of B.Com departmental meeting was held on 1st August, 2020 on Zoom at 12:30 pm. All are requested to attend the same.

Agenda of the meeting-

1. Teachers need to call Students for FY ADMISSION
2. Teachers have to view and verify the college form and University form filled by the students before calling them
3. Teachers needs to maintain their work diary and submit the same by 4:00PM on every Saturday.
4. Conduct the online tests for SY B.COM and TY B.COM classes after every 15 days so as to impose the seriousness of classes on students and to gradually prepare them for the exams.
5. A video has to be created for B.Com department which should be uploaded on the college website.

**Coordinator and Vice principal**

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







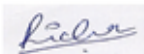
Bunts Sangha's**S M Shetty College of Science, Commerce and Management Studies, Powai****B.Com Department****Minute of the Meeting**

B.Com departmental meeting was held on 1st August, 2020 on Zoom at 12:30 pm. Issues discussed are as follows:

- Teachers were instructed to call Students for FY ADMISSION
- Teachers have to view and verify the college form and University form filled by the students before calling them
- Teachers were reminded to maintain their work diary and submit the same by 4:00PM on every Saturday.
- It was decided that online tests will be conducted for SY B.COM and TY B.COM classes after every 15 days so as to impose the seriousness of classes on students and to gradually prepare them for the exams.
- It was also resolved that test will be of 30 marks for every subject. Teachers have the liberty to include objective questions and subjective questions as per the need of the subject. Theory subjects. Test will be conducted at 5 pm every day for 6 days. Test of one subject per day will be conducted.
- A video has to be created for B.Com department which should be uploaded on the college website.
- Teachers were reminded to search for a Certificate Course for B.COM Department.
- It was also resolved that for the month of July, class in-charges of SY B.COM and TY B.COM will collect the attendance of students and same will be communicated to the students.

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	

Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Ms. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Richa Sharma - SY B.Com A Class Incharge	



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



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B.Com Department

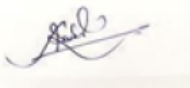
Notice

Date: 01-09-20

This is to inform all the teachers of B.Com departmental meeting was held on 3rd September, 2020 on Zoom at 7:00pm. All are requested to attain the same.

Agenda of the meeting-

1. New B.COM Faculty Ms Taqdis Pawle and Ms. Debbie James were welcomed and oriented about the college and B.COM department
2. Teachers need to be informed about the FYB.COM orientation meeting to be held on 4th September 2020.



Coordinator and Vice principal



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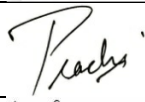






Bunts Sangha's**S M Shetty College of Science, Commerce and Management Studies, Powai****B.Com Department****Minute of the Meeting**

B.Com departmental meeting was held on 3rd September, 2020 on Zoom at 7:00pm. Issues discussed are as follows:

3. New B.COM Faculty Ms Taqdis Pawle and Ms. Debbie James were welcomed and oriented about the college and B.COM department
4. Teachers were informed about the FYB.COM orientation meeting to be held on 4th September 2020. Duties were allocated to the teachers for the same
 - a. Mr. John Menezes – Anchoring on the date of the orientation programme, creating Zoom Id for the event and photos during the event
 - b. Ms. Debbie James – deliver Vote of thanks after the orientation and preparing the report for the programme
 - c. Ms. Taqdis Pawle – Handling Q&A session and creating Google form for recoding attendance of students attending the orientation programme
 - d. Ms Richa Shrama and Ms. Prachi Agarwal – Preparing Video of B.Com department to shown during the orientation programme
 - e. Mr Sandesha Shetty – PPT preparation to be shown to the students and partents in during the orientation programme
5. FY BCOM class in-charges were also instructed to segregate FY students into section A & B and prepare an attendance sheet for both the sections by 5TH September

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	
Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Ms. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Richa Sharma - SY B.Com A Class Incharge	
Ms. Taqdis Pawle - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	



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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
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B.Com Department
Notice

Date: 06-09-20

This is to inform all the teachers of B.Com Departmental Meeting will be held over Zoom on the **7th of September, 2020 Monday, from 5.30 pm to 6.00 pm.** All are requested to attain the same.

Agenda of the meeting-

1. Briefing of new faculty members
2. Conducting online lectures, attendance and documentation
3. Commencement of Bridge courses and Certificate courses



Coordinator and Vice principal



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Tel. 022-6132 7352
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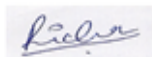


Bunts Sangha's**S M Shetty College of Science, Commerce and Management Studies, Powai****B.Com Department****Minutes of the Meeting****Discussion:**

1. The new faculty were briefed about and also asked to email their work report and also a work diary on an excel sheet by the 12th of September, 2020, and consequently on every Saturday.
2. SY and TY class teachers were asked to collect the summary of the data of preliminary examinations (supporting documents such as question papers, performance evaluation, etc.), for documentation purposes by the 15th of September, 2020.
3. SY and TY class teachers informed that the defaulters list link has already been sent to the other faculty and it has to now be compiled.
4. Time table has to be sent to our respective classes for each day.
5. Google meet to be used for lecture classes since zoom doesn't allow for more than 100 participants.
6. Bridge course on English, Maths and Accounts to be conducted. Faculty were asked to create a syllabus, Ms. Debbie James was asked to coordinate with BMS Coordinator Ms. Kalpana ma'am, Ms. Taqdis Pawle was requested to find out what courses would be suitable for the students. The courses would be for a minimum of 15 to 20 hours.
7. Certificate courses- encourage class students and find out how many are interested in signing up for them, minimum of 4 courses, with a minimum number of 30 students. Mr. Sandesha Shetty requested the teachers to think about what programs we could have for the students this academic year.

8. Ms. Prachi Agarwal suggested that we could have an orientation program for the B.Com and BAF students about the certificate courses.

The Coordinator summarized and concluded the meeting.

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	
Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Richa Sharma - SY B.Com A Class Incharge	
Ms. Taqdis Pawle - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	



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Bunts Sangha's S.M. Shetty College
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Powai, Mumbai-400 076.
Tel. 022-6132 7352
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Bunts Sangha's
S M Shetty College of Science, Commerce and Management Studies, Powai
B.Com Department

Notice

Date- 08-10-20

B.Com Departmental Meeting was held over Zoom on the **9th of October**, 2020 Friday, from **12.45 pm** onwards. All are requested to attain the same.

Agenda of Meeting:

1. Documents for ISO Audit
2. Online PTA meetings
3. Preliminary exam for SY & TYB.Com
4. Departmental Magazine



Coordinator and Vice principal



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Email: college@smshettyinstitute.org



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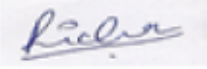


B.Com Department
Minutes of the Meeting

Discussion:

1. The Coordinator, Mr. Sandesha Shetty appreciated Prachi ma'am, Richa ma'am, Vijay sir and John sir for their support and efforts on the Regular/ ATKT examinations.
2. ISO Audit documents need to be submitted, primarily for the semesters 2, 4 and 6, for January to October, batch of 2019-2020. Documents that need to be submitted are mentoring sessions, bridge course and remedial classes and preliminary examinations attendance.
3. Online PTA meetings to be conducted either on Saturdays or in the evenings, for parents and students together via Google meet for SY & TY BCom students and attendance irregularities to be conveyed.
4. Preliminary exam for SY & TYB.Com to be conducted, with MCQs type. Preliminary timetable to be made for SY & TY for 2020-2021 from the 23rd October to 31st October, tentatively.
5. Bridge course for Math and English, to be conducted at the latest.
6. Departmental magazine- commerce, accounts, business articles and others to be sent by students. 30 to 40 to be collected from all BCom batches. General notice can be sent, original content required.

The Coordinator summarized and concluded the meeting.

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	
Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Richa Sharma - SY B.Com A Class Incharge	
Ms. Taqdis Pawle - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	



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B.Com Department

Notice

Date-19-12-20

B.Com Departmental Meeting will be held over Zoom on the **21st of December**, Monday, from **3.00 pm** onwards. All are requested to attain the same.

Agenda of Meeting:

1. Foundation Course SEM I and III-Internal Marks
2. Google classroom for FYBCom Sem-I Exam to be created
3. Departmental Magazine articles to be collected
4. Intercollegiate events to be promoted in class
5. Collection and consolidation of all subject marks of Sem III and V regular semester examination & ATKT marksheet
6. Any other matter



Coordinator and Vice principal



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B.Com Department
Minutes of the Meeting

B.Com Departmental Meeting was held over Zoom on the **21st of December**, Monday, from **3.00 pm** onwards.





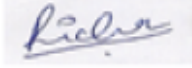


Discussion:

1. Foundation Course SEM I and III internal marks of those students who have received less than 10 marks or have not submitted it, have to be contacted, followed up and examination marks to be submitted by the 24th of December.
2. Work report has to be submitted for the last week of December, mock tests will be conducted. 26th, 28th, 29th and 30th of December- paper setting and scheduling of mock tests and regular semester exams, marks analysis and follow up on weak students.
3. Google classroom for FYBCom has to be ready before the 24th of December and invites to be sent to the students via email and also to subject teachers.
4. Departmental Magazine articles have to be collected from SYBCom and TYBCom students and compiled by the 31st of January.
5. IBS Powai inter-collegiate event which is to take place on the 8th and 9th January and other intercollegiate events has to be promoted in the classes.
6. Class teachers of Sem III and V to collect marks from subject teachers for regular semester examination and put in a consolidated tabular format- Name, Roll No. and Subject wise marks, to track students performance and find out if there are students who are weak in a particular subject.
7. FYB.Com Preliminary examination marks to be sent to the students and parents.

8. Reference books for 2020-2021 can be suggested that would be useful for B.Com subject students, which will then be conveyed to the library committee.

The Coordinator summarized and concluded the meeting.

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	
Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Richa Sharma - SY B.Com A Class Incharge	
Ms. Taqdis Pawle - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	



**Bunts Sangha's
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B.Com Department

Notice

Date-16-02-21

B.Com Departmental Meeting will be held over Zoom on the **17th of February, 2021** Wednesday, from **4.00 pm** onwards. All are requested to attain the same.

Agenda of Meeting:

1. List of the toppers of odd and even semester 2019-20 batch
2. Finmon Fest 20-21
3. Departmental Magazine
4. Certificate course for Equity and Mutual Funds
5. Intercollegiate events to be promoted in class
6. ISO Audit
7. Preliminary examination dates



Coordinator and Vice principal



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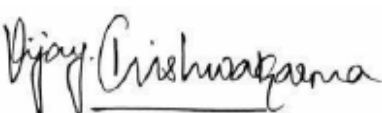
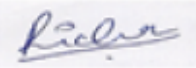


Minutes of the Meeting

Discussion:

1. Cash prize for toppers to be distributed on annual day for FY, SY, TY 19-20 batch. Both semesters aggregate to be taken and the number of toppers- first, second and third, overall, has to be conveyed to the Principal. FC marks of even semester has to be taken into account.
2. Sandesha sir briefed about the Accountancy and Financial Department Finmon Fest 20-21 which Komal ma'am will be spearheading.
3. Departmental Magazine has to be compiled by the 28th of February.
4. Prachi ma'am said that there are about 60-65 students that have registered for the certificate course for Equity and Mutual Funds.
5. Encouraged the class teachers to urge the students to participate in intercollegiate competitions.
6. Sir also mentioned that the ISO Audit is to happen online this time also.
7. Subject teachers to be informed about the last date for completion of the syllabus.
8. Sir also asked the faculty to discuss and finalize preliminary examination dates; March was duly suggested as an appropriate time to conduct the exams for SY and TY students.

The Coordinator summarized and concluded the meeting.

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	
Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Richa Sharma - SY B.Com A Class Incharge	
Ms. Taqdis Pawle - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	



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Bunts Sangha's**S M Shetty College of Science, Commerce and Management Studies, Powai****B.Com Department****Notice****Date- 13-03-2021**

This is to inform that B.Com Departmental Meeting will be held over Zoom on the **15th of March, 2021 Monday, at 2.45 PM.**

Agenda of Meeting:

1. Attendance
2. Departmental magazine
3. Syllabus completion
4. Research to be encouraged
5. FY, SY, TY Preliminary examinations date and time

**Coordinator and Vice principal**

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B.Com Department


Minutes of the Meeting




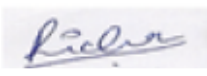


Discussion:

1. Attendance has fallen, meeting to be taken for the students having below 50 percent attendance, by preparing defaulters list from Jan and Feb.
2. Departmental magazine to be finalized within the week.
3. Syllabus of SY and TY has to be completed by April 20th and FY to be completed by April 30th.
4. Students to be motivated for research, or research articles to be written by teachers.
5. FY, SY, TY Preliminary examinations to be conducted from 1st April onwards, timetable to be prepared, 25 questions paper pattern, for 30 minutes, from 5.00 to 5.30 PM, with the signature of Coordinator.

The Coordinator summarized and concluded the meeting.

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	

Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Richa Sharma - SY B.Com A Class Incharge	
Ms. Taqdis Pawle - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	



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Bunts Sangha's**S M Shetty College of Science, Commerce and Management Studies, Powai****B.Com Department****Notice**

Date- 18-03-21

This is to inform that the B.Com Departmental Meeting will be held over Zoom on the **19th of March, 2021** Friday, from **7.00 to 8.00 PM**. All are requested to attend the same.

Agenda of Meeting:

1. Division of NAAC workload for 19th March, for 5 years (2016-17 onwards to 2020-21)
2. FY, SY, TY Preliminary examinations date and time
3. Avishkar research convention
4. Defaulters meeting
5. FC SEM I ATKT projects
6. ATKT examinations information to be conveyed



Coordinator and Vice principal



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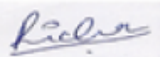

Bunts Sangha's**S M Shetty College of Science, Commerce and Management Studies, Powai****B.Com Department****Minutes of the Meeting****Discussion:**

1. Teachers workload, time tables and work diary of SEM I and II of B.Com teachers, ie. subject and class teachers for 5 years, with the statement of completion of syllabus to be collected and scanned by Prachi ma'am. Certificate course documents also to be collected by Prachi ma'am.
2. Attendance records, internal and prelim exam and evaluation records, documents to be printed, scanned, signed, and put in the folder by John sir.
3. FC project work and fieldwork reports, and value added courses (EVS) reports, to be collected by Vijay sir.
4. Departmental SWOC, MoM's syllabus has to be collected by Taqdis ma'am.
5. Letters issued by University to teachers, teaching plan of all subject teachers from the work diary to be taken, and teaching and innovative practices information to be collected by Debbie ma'am.
6. Remedial and bridge course reports to be collected by Richa ma'am.
7. FY, SY, TY Preliminary examinations to be conducted from 1st April onwards, timetable to be prepared, 25 questions paper pattern, for 30 minutes, from 5.00 to 5.30 PM, with the signature of Coordinator.
8. Each class to send a team of 6 students for the Avishkar event, teams to be mentored by class teachers. 26th is the last date for submitting the names.

9. Defaulter students meeting of TYB.Com done on the 19th March, attendance link, recording and screenshot records to be kept. SY meeting to be scheduled for Monday, 21st and FY meeting on Tuesday, 22nd of March.
10. FY FC projects ATKT to be uploaded on a google link and submitted to the class teacher.
11. All teachers to communicate necessary ATKT information to the students.

The Coordinator summarized and concluded the meeting.

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	
Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Richa Sharma - SY B.Com A Class Incharge	
Ms. Taqdis Pawle - FY B.Com A Class Incharge	

Ms. Debbie James - FY B.Com B Class Incharge



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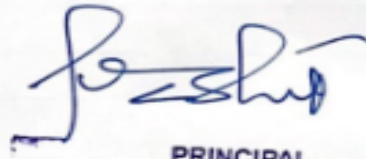
Notice

Date-14-10-2019

A department meeting will be held By the Department of BCom on 15th October 2019 at 12 pm.
All teachers of the department are requested to attend the same.

Agenda of the meeting-

1. Review of attendance, work diary and defaulters.
2. Review of performance under intercollegiate/ intra-collegiate events.
3. Requisition for library books
4. Any other important matter

 Prof. Sandesha Shetty (Vice Principal and Coordinator)	 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
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S M Shetty College of Science, Commerce and Management Studies, Powai

B.Com Department

Minutes of the Meeting

Discussion:


A departmental meeting was held on 15th october 2019 at 12pm.

We had the following discussion-

1. Review of the department's participation in inter-collegiate/ intra-collegiate events was taken. New strategies were discussed to improve participation.
2. Teacher's were asked to encourage students to take part in sports.
3. A review of Attendance records, completion of Work Diary and Defaulters was taken.
4. Teacher's need to verify the availability of Subject Books in the library and give requisition for required subject books.

Teachers who attended the meeting:

NAME	SIGNATURE
Mr.. Sandesha Shetty- Vice Principal & B.Com Coordinator	
Mr. John Menezes	
Ms. Prachi Agarwal	

Mr. Vijay Vishwakarma	
Ms. Amruta Shenoy	
Ms. Shradha Shukla	
Ms. Larisa Rodrigues	



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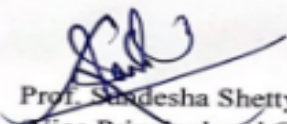
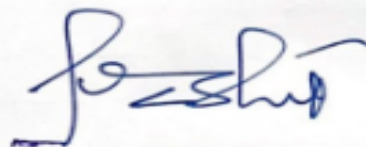
Notice

Date-18-12-2019

A department meeting will be held By the Department of BCom on 19th December 2019 at 12:30 pm. All teachers of the department are requested to attend the same.

Agenda of the meeting-

1. Result declaration of FYs and SYs.
2. Review of placement students.
3. Preparation of mentoring batches TY students and allotment resources.
4. Defaulter review

 Prof. Sandesha Shetty (Vice Principal and Coordinator)	 PRINCIPAL Bunts Sangha's S.M. Shetty College of Science, Commerce & Management Studies Powai, Mumbai - 400 076 Tel. 022 - 6132 7352 Email : college@smsshettyinstitute.in
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S M Shetty College of Science, Commerce and Management Studies, Powai

B.Com Department


Minutes of the Meeting


Discussion:

A departmental meeting was held on 19th December 2019 at 12:30pm.
We had the following discussion-

1. Measures to be taken against students with low attendance was discussed.
2. Attendance and Workdiaries were reviewed.
3. Instructions regarding the mentoring batches for TY students for better performance and allotments of mentors were given.
4. Updates of students of TYs placement were taken from their concerned teachers.
5. Declare the marks of FY and SY students.

Teachers who attended the meeting:

NAME	SIGNATURE
Mr.. Sandesha Shetty- Vice Principal & B.Com Coordinator	
Mr. John Menezes	
Ms. Prachi Agarwal	

Mr. Vijay Vishwakarma	
Ms. Amruta Shenoy	
Ms. Shradha Shukla	
Ms. Larisa Rodrigues	



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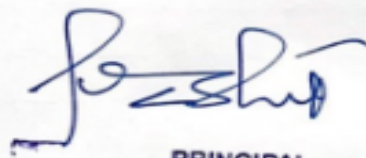
Notice

Date-06-01-2020

A department meeting will be held By the Department of BCom on 7th January 2020at 12:00 pm. All teachers of the department are requested to attend the same.

Agenda of the meeting-

1. List of the toppers of odd and even semester 2018-19 batch
2. Departmental Magazine
3. Intercollegiate events to be promoted in class
4. Preliminary examination dates

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S M Shetty College of Science, Commerce and Management Studies, Powai

B.Com Department

Minutes of the Meeting


Discussion:




A departmental meeting was held on 7th January 2020 at 12:00 pm. We had the following discussion-

1. Both semesters aggregate to be taken and the number of toppers- first, second and third, overall, has to be conveyed to the Principal. FC marks of even semester has to be taken into account.
2. Departmental Magazine has to be compiled.
3. Encouraged the class teachers to urge the students to participate in intercollegiate competitions.
4. Subject teachers to be informed about the last date for completion of the syllabus.
5. Sir also asked the faculty to discuss and finalize preliminary examination dates; March was duly suggested as an appropriate time to conduct the exams for SY and TY students.

The Coordinator summarized and concluded the meeting.

Teachers who attended the meeting:

NAME	SIGNATURE
Mr.. Sandesha Shetty- Vice Principal & B.Com Coordinator	

Mr. John Menezes	
Ms. Prachi Agarwal	
Mr. Vijay Vishwakarma	
Ms. Amruta Shenoy	
Ms. Shradha Shukla	
Ms. Larisa Rodrigues	



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B.Com Department


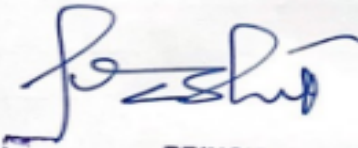
Notice

Date-05-03-2020

A department meeting will be held By the Department of BCom on 6th March 2020 at 12:00 pm.
All teachers of the department are requested to attend the same.

Agenda of the meeting-

1. Revision of regular measures to be followed by teachers
2. Syllabus completion
3. Remedial and mentoring sessions
4. Farewell to TY students
5. Any other matter

 Prof. Sandesha Shetty (Vice Principal and Coordinator)	 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
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S M Shetty College of Science, Commerce and Management Studies, Powai

B.Com Department


Minutes of the Meeting


Discussion:

A departmental meeting was held on 6th March 2020 at 12:00 pm. We had the following discussion-

1. Reviews of the previous minutes of the meeting.
2. Syllabus completion date was discussed and teacher's were asked to give an update on the status of completion.
3. Instructions regarding conducting remedial and mentoring lectures were given along with the format of documentation.
4. Class incharges were asked to keep 30% students ready for feedback session.

Teachers who attended the meeting:

NAME	SIGNATURE
Mr.. Sandesha Shetty- Vice Principal & B.Com Coordinator	
Mr. John Menezes	
Ms. Prachi Agarwal	

Mr. Vijay Vishwakarma	
Ms. Amruta Shenoy	
Ms. Shradha Shukla	
Ms. Larisa Rodrigues	




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6th June, 2019**NOTICE**

A meeting has been called on Thursday, 6th June, 2019 to discuss on the following:

- 1.) Allocation of Subjects.
- 2.) Maintenance of attendance.
- 3.) PTA Meeting.
- 4.) Selection of CRs.


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

Neena Sharma 

Shashi Mishra 
6/6/19



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6th June, 2019**MINUTES OF THE MEETING**

A meeting was held on Thursday, 6th June, 2019. The following were discussed:

- 1.) Discussion on subject allocation.
- 2.) Attendance to be maintained and defaulters list to be made month-wise.
- 3.) Discussion on PTA meeting date and two PTA members from each class will be made.
- 4.) Time for allowing the students to enter lectures was discussed.
- 5.) CRs for SYBMM and TYBMM will be selected by voting followed by an interview taken by the coordinator and faculty members.

The meeting was attended by following members:

Coordinator: Kalpana Rai Menon

Faculty members: 1.) Neena Sharma

2.) Shaoli Mistry

HOD
Department of Mass Media and
Communication Skills
Bunts Sangha's
S.M. Shetty College of Science,
Commerce & Management Studies
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[Signature]

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6th June, 2019**RESOLUTION**

The following resolutions were made:

- 1.) Subjects were allocated to the Faculty members.
- 2.) Maintenance of attendance and defaulters list month-wise to be signed by the coordinator.
- 3.) Communication will be made through PTA members and class representatives only. No communication will be done through personal messages, whatsapp or call.
- 4.) PTA meeting will be held on Saturday, 6th July, 2019 for SYBMM and TYBMM.
- 5.) For the first lecture, student should be allowed to enter the class till 7:40 am. For two or three consecutive lectures, if a student is unable to attend the first or initial two lectures, the student should be allowed according to the time given to the next lecture.
- 6.) Voting for selection of the CRs will be held on Saturday, 8th June, 2019.

Kapane R. M.

Neena Sharma

Shaoli Mistry

HOD
Department of Mass Media and
Communication Skills

Qu 6/6

6/6/19

[Signature]

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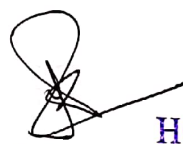
26th June, 2019

NOTICE

A meeting has been called on Thursday, 26th June, 2019 to discuss on the following:

- 1.) Examination.
- 2.) Debutants week.
- 3.) Class Representative.
- 4.) Plan for getting 100% result.

Kalpana R. M.

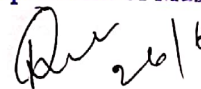


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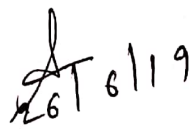
Department of Mass Media and

Meena Sharma

Don

 26/6

Shashi Mistry

 26/6/19



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26th June, 2019

MINUTES OF THE MEETING

A meeting was held on 26th June, 2019. The following were discussed:

- 1.) For FY and SY College will conduct examination.
 - Question papers to be set as per university norms.
 - Entire syllabus should be covered in the question paper.
- 2.) Debutants week dates: 16, 18, 19, 20 July, 2019.
 - Y-talk inauguration on 16th July, 2019.
 - Filmy Friday inauguration on 19th July, 2019.
 - Interactive session with Dr. Harish Shetty on 20th July, 2019.
 - Alumni GA will be felicitated on 20th July, 2019.
 - Approve budget for Debutants.
 - Finalized the schedule and events.
- 3.) Following Class Representatives were finalized and approved:

	TYBMM	SYBMM
CR	Animesh Srivastav	Osaid Butt
ACR	Mujeeba Memom	Rashi Shetty
SR	Vishal Wala	Rhea Shetty
CL	Amar Thorat	Divya Shaj

- 4.) For getting 100% result:
 - Attendance should be monitored by informing parents.
 - Parents of the Defaulters should be called by the respective Class Teachers.
 - Weekly Test for each subject for TY should be conducted.
 - Periodic Test to be conducted for SY as per respective subject Teacher's schedule.
 - Board papers to be discussed in the class at the end of every month by respective subject Teachers.
 - Remedial class should be taken for the Test failures.
 - Parents should be informed about their performance.

26th June, 2019

RESOLUTION

The following resolutions were passed:

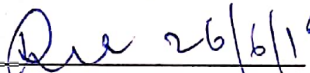
- 1.) Weekly and Monthly tests will be taken for TY and SY respectively. Remedial class will be taken for the test failures and parents will be informed.
- 2.) Attendance will be monitored by informing parents.
- 3.) Board papers will be discussed at the end of every month.

The meeting was attended by following members:

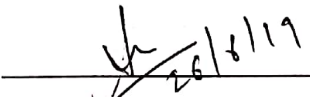
Coordinator: Kalpana Rai Menon-


HOD
Department of Mass Media and

Faculty members: Neena Sharma-


26/6/19

Shaoli Mistry-


26/6/19



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



25th July, 2019

NOTICE

All the members are hereby informed that a meeting has been called on Thursday, 25th July, 2019 to discuss on the following:

- 1.) Graphic Designing Certificate Course.
- 2.) Digital Marketing Google Certified Course.
- 3.) Instruction on teacher protocol with respect to student's misbehavior in class.
- 4.) FYBMM attendance update.
- 5.) Studio report filing.
- 6.) Industrial Visit.

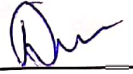
The meeting will be attended by following members:

Coordinator: Kalpana Rai Menon-


HOD

Department of Mass Media and
Communication Skills

Faculty members: Neena Sharma-



Shaoli Mistry-



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25th July, 2019


MINUTES OF THE MEETING

A meeting was held on 31st July, 2019. The following were discussed:

- 1.) Graphic Design Course File to be made along with the attendance sheets.
- 2.) Digital Marketing list of students to be finalized by 1st August, 2019.
- 3.) The teacher should properly document student's misbehavior or any unwanted action. An e-mail should be sent through college e-mail id to the parent informing about the same.
- 4.) FYBMM attendance should be updated and defaulters' list to be submitted by end of every month.
- 5.) Studio report filing to be checked and organized.
- 6.) Discussion on Industrial Visit. Few places were suggested.

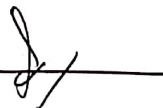
The meeting was attended by following members:

Coordinator: Kalpana Rai Menon-


HOD
Department of Mass Media and
Communication

Faculty members: Neena Sharma-

Shaoli Mistry-





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25th July, 2019

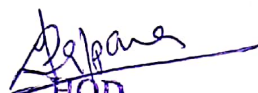
RESOLUTION

The following resolutions were made:

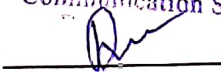
- 1.) Graphic Designing Certificate course file will be made by 26th July, 2019.
- 2.) Respective Teachers will follow protocol and student's misbehavior will be documented.
- 3.) Attendance will be updated regularly and defaulters' list will be made at the end of every month.
- 4.) Studio report file will be checked and organized by the Teacher in-charge.
- 5.) Industrial Visit place will be decided soon.

The meeting was attended by following members:

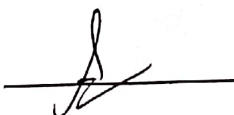
Coordinator: Kalpana Rai Menon


HOD
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Faculty members: Neena Sharma-



Shaoli Mistry-





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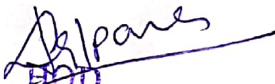
31st July, 2019

NOTICE

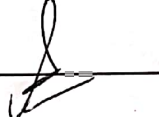
All the members are hereby informed that a meeting has been called on Wednesday, 31st July, 2019 to discuss on the following:

- 1.) List of events.
- 2.) Work to be done by the defaulters.
- 3.) FYBMM PTA Meeting.
- 4.) Instructions on Mobile phones.
- 5.) FYBMM Internal Examination Question Paper Submission.

The meeting will be attended by following members:

Coordinator: Kalpana Rai Menon 
 HOD
 Department of Mass Media and
 Communication Skills

Faculty members: Neena Sharma- 

Shaoli Mistry- 



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31st July, 2019

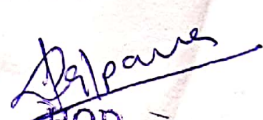
MINUTES OF THE MEETING

A meeting was held on 31st July, 2019. The following were discussed:


- 1.) List of events with dates were discussed.
- 2.) Defaulters of each month will have to submit assignments given by each subject teacher and have to complete 10 hours of work in the Library.
- 3.) FYBMM PTA Meeting date was decided.
- 4.) Any student using mobile phone in the class or on the floors will have to pay the fine as well as the phone will be confiscated for a week.
- 5.) FYBMM Internal Question paper pattern discussed and submission date finalized.

The meeting was attended by following members:

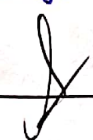
Coordinator: Kalpana Rai Menon-


HOD
Department of Mass Media and
Communication Skills

Faculty members: Neena Sharma-



Shaoli Mistry-





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31st July, 2019

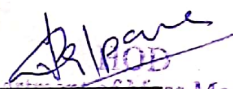
RESOLUTION

The following resolutions were made:

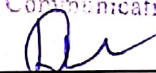
- 1.) Defaulters will complete the work given to them within a week after the work is given to them.
- 2.) FYBMM PTA Meeting will be held on 3rd August, 2019.
- 3.) FYBMM Internal Question Papers to be submitted by 3rd August, 2019.

The meeting was attended by following members:

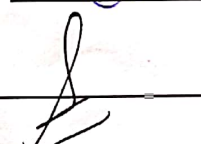
Coordinator: Kalpana Rai Menon-


Department of Mass Media and
Communication Skills

Faculty members: Neena Sharma-



Shaoli Mistry-





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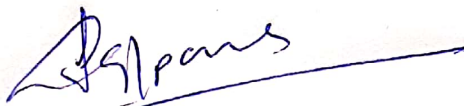
14th Aug, 2019

NOTICE

Department meeting on 19th August to discuss the following:-

Agenda:

- Syllabus Completion
- Industrial Visit
- Attendance



Kalpana Rai Menon

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Powai, Mumbai - 76



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Bunt's Sangha's

S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076

Minutes of the meeting – BMM

Date: 19th August, 2019 Time: 11:30am – 12:30pm

Members Present:

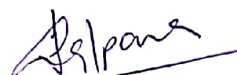
1. Kalpana Rai Menon – HOD
2. Neena Sharma

Discussions:

- Attendance defaulters to be given library assignments involving reference books
- Industrial visit to be scheduled in January. Two places were shortlisted, Gujarat and Jaipur.
- 4-5 days trip, and three quotations to be reviewed before finalization.
- Update taken on status of syllabus completion.

Resolution:-

It was resolved that attendance defaulters of FY and SY will be given library assignments based on reference books and complete 10hours of library presence. The attendance for SY to be monitored by the librarian. FY attendance defaulter students to submit assignments to the classteacher.


Kalpana Rai Menon
Neena Sharma

HOD
Department of Mass Media and
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Commerce & Management Studies
Powai, Mumbai - 76


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6th Sept 2019

NOTICE

Department meeting on 9th September to discuss the following:-

Agenda:

- ATKT applications
- Staff meeting – Review
- ATKT Question Papers
- English Bridge Course
- Digital Marketing Course
- Graphic Payment
- GA and Monthly reports
- Visit to St. Paul's Institute on 24th of September


Kalpana Rai Menon

HOD

Department of Mass Media and
Communication Skills
Bunts Sangha's
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Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj
4. Sparsh

Agenda:

- ATKT applications
- Staff meeting – Review
- ATKT Question Papers
- English Bridge Course
- Digital Marketing Course
- Graphic Payment
- GA and Monthly reports
- Visit to St. Paul's Institute on 24th of September

Discussions:



- ATKT question papers to be sent by 12th September Thursday latest by the designated professors (basis list shared by Kalpana mam).
- English Bridge Course to start in the month of December 2019. Spoken English to be a part of the bridge course.
- Language Club to be lead by Sparsh Mam. Events would include activities like Story Writing, Book Reading, Crossword, Extempore, Word Puzzle. Next week (date to be confirmed) the Club to host first event – Story Writing.
- Digital marketing course to start in December.
- Monthly report & GA to be discussed on 11th Wednesday.
- St. Paul's Institute visit – One-day visit to institute on the 24th of September. Student count limited to 30. 10 students to register from each class. Interested students to pay Rs. 100 and register on first come first basis. Students to directly reach the venue on the day of visit. Notice to be shared by Kalpana mam. Teachers in charge to inform respective classes.
- Internal Mark sheets to be prepared for all subjects and duly filled.
- Defaulters list to be prepared on Wednesday. Defaulting students to be given writing assignment for all 6 subjects and complete Library time of 10hrs. Written assignments to be submitted to respective teacher in charge. Defaulters of all classes to meet the respective teacher in charge and have a discussion on the problem of low attendance.

- Regular examination question paper to be prepared and 3 sets to be submitted. Further to be discussed on 11th Wednesday.
- Studio representative from FYBAMMC – Chetan Kotta
- Studio Samachar meeting to be held on 11th Wednesday along with the TYBMM Journalism class.
- Softcopy of all events conducted in the current academic year to be checked and updated.
- Timeline of activities to be set.
- Industrial Visit date is set to be 2nd Jan.
- SYBMM will be required now to fulfil 2 month internships and produce the experience letters basis which they will secure admission to TYBMM.
- Placements in media companies to be explored. Resource persons to be pursued and appropriately an event to be hosted. Skill oriented approach to be sought.
- Alumni feedback to be sought and updated in the Guardian Angles register.

Dejpar

HOD

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

Neena Sharma 
Sharanya Snoj 



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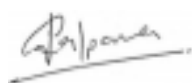


Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400****076 NOTICE – BMM/BAMMC DEPARTMENTAL MEETING**

This is to inform the faculty members that a departmental meeting is scheduled on 9th September, 2019 at 1:30 pm. The agenda is listed below.

Agenda:

- ATKT applications
- Staff meeting – Review
- ATKT Question Papers
- English Bridge Course
- Digital Marketing Course
- Graphic Payment
- GA and Monthly reports
- Visit to St. Paul's Institute on 24th of September



Head of Department
Ms. Kalpana R. Menon



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**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai
- 400 076**

Minutes of the meeting – BMM / BAMMC

Date: 9th September, 2019 Time: 1:30pm – 2:30pm

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj
4. Sparsh

- Graphic Payment
- GA and Monthly reports

Agenda: Visit to St. Paul's Institute on 24th of September

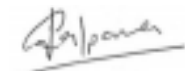
- ATKT applications
- Staff meeting – Review

Discussions:

- ATKT Question Papers
- English Bridge Course
- Digital Marketing Course to be sent by 12th September Thursday latest by the designated professors (basis list shared by Kalpana mam).
- English Bridge Course to start in the month of December 2019. Spoken English to be a part of the bridge course.
- Language Club to be led by Sparsh Mam. Events would include activities like Story Writing, Book Reading, Crossword, Extempore, Word Puzzle. Next week (date to be confirmed) the Club to host first event – Story Writing.
- Digital marketing course to start in December.
- Monthly report & GA to be discussed on 11th Wednesday.
- St. Paul's Institute visit – One-day visit to institute on the 24th of September. Student count limited to 30. 10 students to register from each class. Interested students to pay Rs. 100 and register on first come first basis. Students to directly reach the venue on the day of visit. Notice to be shared by Kalpana mam. Teachers in charge to inform respective classes.
- Internal Mark sheets to be prepared for all subjects and duly filled.
- Defaulters list to be prepared on Wednesday. Defaulting students to be given writing assignment for all 6 subjects and complete Library time of 10hrs. Written assignments to be submitted to respective teacher in charge. Defaulters of all classes to meet the respective teacher in charge and have a discussion on the problem of low attendance.
- Regular examination question paper to be prepared and 3 sets to be submitted. Further to be discussed on 11th Wednesday.
- Studio representative from FYBAMMC – Chetan Kotta
- Studio Samachar meeting to be held on 11th Wednesday along with the TYBMM Journalism class.
- Softcopy of all events conducted in the current academic year to be checked and updated.
- Timeline of activities to be set.
- Industrial Visit date is set to be 2nd Jan.
- SYBMM will be required now to fulfil 2 month internships and produce the experience letters basis which they will secure admission to TYBMM.
- Placements in media companies to be explored. Resource persons to be pursued and appropriately an event to be hosted. Skill oriented approach to be sought. • Alumni feedback to be sought and updated in the Guardian Angles register.



Sharma Sharanya Sanoj



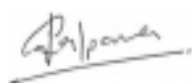
Kalpana R Menon Neena

076 NOTICE – BMM/BAMMC DEPARTMENTAL MEETING

This is to inform the faculty members that a departmental meeting is scheduled on 15th October, 2019 at 10:30 am. The agenda is listed below.

Agenda:

1. Review of last meeting
2. Bridge Course
3. Relims
4. Documentation
5. IV finalization
6. Digital Marketing Course finalization
7. and Monthly reports



Head of Department
Ms. Kalpana R. Menon



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Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400****076 Minutes of the meeting – BMM / BAMMC****Date: 15th October, 2019 Time: 10:30am – 11:00am****Members Present:**

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj

Agenda:

- Review of last meeting
- Bridge Course
- Prelims
- Documentation
- IV finalization
- Digital Marketing Course finalization
- GA and Monthly reports

Discussions:

- English Language Bridge syllabus to be finalized by November and the course to commence in December
- Foreign language resource to be found
- Preparation of GA report
- Internal mark sheet to be submitted on 23rd October, 19.
- TYBMM prelims to commence on 19th October, 19. Students failing the exam to write one more exam.
- IV money to be submitted to Vishwanath Sir.
- SYBMM students to compulsorily take up internships in vacation periods.
- Media Conference to be planned – ‘Media Conclave’ which will be hosted under ‘Karva’ – BMM Department Fest.
- Digital marketing course to start in December.
- Monthly report & GA to be prepared.



Sharanya Sanoj




Kalpana R Menon Neena

Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400****076 NOTICE – BMM / BAMMC DEPARTMENTAL MEETING**

This is to inform the faculty members that a departmental meeting is scheduled on 23rd November, 2019 at 10:30 am. The agenda is listed below.

Agenda:

- Time Table
- Studio Plus
- New Business Communication faculty for Content Writing FYBAMMC •
- Mentoring report
- Digital documents
- Missing Files
- Digital Marketing Workshop
- Review of last meeting



Head of Department
Ms. Kalpana R. Menon



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Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400****076 Minutes of the meeting – BMM / BAMMC****Date: 23rd November, 2019 Time: 10:30am – 11:00am****Members Present:**

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj

Agenda:

- Time Table
- Studio Plus
- New Business Communication faculty for Content Writing FYBAMMC •
- Mentoring report
- Digital documents
- Missing Files
- Digital Marketing Workshop
- Review of last meeting

Discussions:

- Time table to be made as per workload discussed
- Studio Plus activity to be planned and executed – Dance Workshop. Event work to be redistributed among studio reps.
- Amrita mam to be joining for Content writing subject for FY class. Syllabus to be shared.
- Mentoring reports to be updated for all classes.
- Digital documents to be scanned and updated
- Missing files to be found / new file to be prepared.
- Digital Marketing workshop to start on 24th November 2019.



Sharma Sharanya Sanoj



Kalpana R Menon Neena

Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400****076 NOTICE – BMM/BAMMC DEPARTMENTAL MEETING**

This is to inform the faculty members that a departmental meeting is scheduled on 17th December, 2019 at 11:20 am. The agenda is listed below.

Agenda:

- Finalization of Odd semester results and ATKT results
- Annual Day Departmental Dance



Hea
Ms. Kalpana R. Menon



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Bunt's Sangha's

S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400

076 Minutes of the meeting – BMM/BAMMC

Date: 14th December, 2019 Time: 11:20am – 11:40am

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj

Agenda:

- Finalization of Odd semester results and ATKT results
- Annual Day Departmental Dance

Discussions:

- FY and SY regular examination finalization of results and submission to exam committee. Also to cross verify final sheet.
- Annual Day theme announced as Bollywood Reminiscence – A Voyage. BMM Department allotted 2000-2010 era. Sharanya Sanoj to be the Teacher in-charge for BMM annual dance.
- Annual Dance Audio-video to be submitted by 21st Dec.



Sharanya Sanoj



Kalpana R Menon Neena



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Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400****076 NOTICE – BMM/BAMMC DEPARTMENTAL MEETING**

This is to inform the faculty members that a departmental meeting is scheduled on 2nd January, 2020 at 12:30 pm. The agenda is listed below.

Agenda:

- Film making workshop
- Pathwise
- Ytalk
- Industrial Visit
- Defaulters
- Result Analysis
- Internal Marks component

Head of Department
Ms. Kalpana R. Menon



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Bunt's Sangha's

S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400

076 Minutes of the meeting – BMM/BAMMC

Date: 2nd January, 2020 Time: 12:45pm – 1:30pm

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj

Agenda:

- Film making workshop
- Pathwise
- Ytalk
- Industrial Visit

- Defaulters
- Result Analysis
- Internal Marks component

Discussions:

- Film making workshop to start end of January. Tentative dates discussed would be 31st Jan, 1,7,8,14,15,22 Feb for which confirmation is require from Mr. Ramchandra. Prof. Neena to follow up and get the dates confirmed.
- Pathwise event to be conducted in two sessions on one single day – 18th Jan, 2020. Panel discussion model with tentatively 4 resource persons from industry – Journalism, PR, Content, Advertising and trends / careers in these fields. Also employed alumni's to be sought along with employers if possible for the same. Also to discuss placements in their respective organizations. Budget for the event to be discussed by Prof. Kalpana with Principal sir.
- Ytalk event topic to be finalized. Tentative topic to be on Freedom of speech and the government protests.
- Industrial visit scheduled from 24th – 28th of January, 2020. Prof. Kalpana to check for Male staff / peon to be allotted for the departments visit along with Prof. Neena. Industrial visit undertaking to be prepared.
- Defaulters list to be prepared for the month of November-December 2019 for FY and SY classes and submitted.
- Result Analysis to be prepared for FY and SY class and shared with Prof. Kalpana. Parents of students failing in the examination to be called for collecting Mark sheet. • Department to contemplate on the internal assessment method and analyze whether to conduct tests or only projects.

Sharma Sharanya Sanoj



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Tel. 022-6132 7352
Email: college@smshettyinstitute.org



Bunt's Sangha's
S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400

076 NOTICE – BMM/BAMMC DEPARTMENTAL MEETING

This is to inform the faculty members that a departmental meeting is scheduled on 4th February, 2020 at 12:15 pm. The agenda is listed below.

Agenda:

- Pathwise
- Internships
- Cultural Record
- Calling Parents – Defaulters
- English Bridge Course
- Remedial lectures
- SY new syllabus Elective

- SY New syllabus revision workshop
- Pending Certificates

Head of Department
Ms. Kalpana R. Menon



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Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400****076 NOTICE – BMM/BAMMC DEPARTMENTAL MEETING**

This is to inform the faculty members that a departmental meeting is scheduled on 10th January, 2020 at 1 pm. The agenda is listed below.

Agenda:

- Parent Teacher meet
- Pathwise
- Ytalk
- Industrial Visit
- Defaulters
- Remedial
- International Conference
- Placement

Head of Department
Ms. Kalpana R. Menon



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Tel. 022-6132 7352
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Bunt's Sangha's

S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400

076 Minutes of the meeting – BMM/BAMMC

Date: 10th January, 2020 Time: 1:15pm – 1:30pm

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj

Agenda:

- Parent Teacher meet
- Pathwise
- Ytalk
- Industrial Visit
- Defaulters
- Remedial
- International Conference
- Placement

Discussions:

- Parent Teacher Meet, as planned to be conducted on 11th January 2020 Saturday. Discussion on defaulters and attendance issue to be discussed. Parent to be appraised of the action taken for further defaulting students – Internal test of entire syllabus before regular examination. Defaulters to be allowed for Regular exam only if they clear the internal exam.
- Pathwise event to be conducted in two sessions on one single day – 15th Feb, 2020. • Ytalk event topic - Freedom of Speech & Expression – The current scenario. Guests will be Mr. Parth Satam Principal Correspondent from Fauji India Magazine and Aritra Banerjee Staff Correspondent at Fauji India and Alumni.
- Industrial visit consent form to be shared and signed by the parents during PTM on 11th Jan 2020.
- Mentoring to be conducted basis result analysis of previous semester. • Students failing in the regular examination of SEM I & III to be inculcated in Remedial session. List of failures to be prepared for reference.
- College to organize International Conference in the month of March 2020. Tentative title – Business Challenges in the New Digital Era.

Bunt's Sangha's
S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400
076 Minutes of the meeting – BMM/BAMMC

Date: 4th February, 2020 Time: 12:30pm – 1:00pm

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj

Agenda:

- Pathwise
- Internships
- Cultural Record
- Calling Parents – Defaulters
- English Bridge Course
- Remedial lectures
- SY new syllabus Elective
- SY New syllabus revision workshop
- Pending Certificates

Discussions:

- Pathwise event to be conducted in three sessions 15th Feb, 2020. Resource persons for the same are finalized.
 9am – Darea Fathima Shaj- TV18
 10:30 – Kalpana Ravi – MediaNews4u
 12:00 – Vivek – Evogue Media LLP
- Artiz.in to be providing internships for BMM students. Interviews to be conducted in our college on 17th February.
- Class wise cultural records to be updated and maintained for the year 2019-20 by respective class teachers.
- Parents of defaulter students to be called for a one-on-one meeting and warned. • English Bridge course to be conducted from 7th – 25 February, 2020 from 12-1:30pm. • Remedial lectures to be planned and a schedule planned and shared with the ATKT students. Days decided are Tuesdays and Wednesdays starting from 5th Feb – 26th Feb.
- An orientation session to be conducted for FYBAMMC students with respect to the revised syllabus to finalize the elective subject to be provided.
- SYBAMMC syllabus revision workshop to be planned by department. Tentative dates shared are 4th and 18th April. One date to be finalized with BOS Head Dr. Sundar Rajdeep.
- Pending certificates for Studio events to be made and given in next department event.

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S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai
- 400 076

NOTICE – BMM/BAMMC DEPARTMENTAL MEETING

This is to inform the faculty members that a departmental meeting is scheduled on 3rd March, 2020 at 1:00 pm. The agenda is listed below.

Agenda:

- Documentation

- Saamvarta
- Attendance Defaulters
- Department PPT
- Farewell



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S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai
- 400 076

Minutes of the meeting – BMM/BAMMC

Date: 3rd March, 2020 Time: 1:00pm – 1:30pm

Members Present:

1. Ipana Rai Menon – HOD
2. ena Sharma
3. haranya Sanoj

Agenda:

- Documentation
- Saamvarta
- Attendance Defaulters
- Department PPT
- Farewell

Discussions:

- Departmental Files to be checked and pending documents to be filed. Post filing all documents to be scanned and uploaded.
- Saamvarta to be finalized with editing and then uploaded.
- Attendance defaulter's prelim exams to be continued and assessed.
- Class wise PPT to be prepared by each class reps and presented on 12th March. PPT to include Class Participation in Cultural and Sports, Winning students, Special achievements, Toppers, Monthly class attendance for the year, studio participation and any contribution done to the department.
- The departmental PPT to include Best Outgoing student, Best students with attendance and Special Mentions.
- The Farewell for TY class to be tentatively on 27th March.

Neena Sharma Ms. Sharanya Sanoj



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- 400 076

Minutes of the meeting – BMM / BAMMC

Date: 16th March, 2020 Time: 9:30am – 10:00am

Members Present:

1. Ipana Rai Menon – HOD
2. ena Sharma
3. haranya Sanoj

Agenda:

- Rescheduling of Examination and other activities due to COVID-19

Discussions:

- University examinations to be conducted as per scheduled date and timings. No change at present.
- FY and SY regular exams (Sem 2 and 4) are postponed to April. New dates will be informed by month end.
- Date for Hall ticket distribution will be informed accordingly.
- TY Farewell is postponed to April end.
- TY Prelims to be open book exams. QPs will be sent in the class group. Students to write answers in a new notebook and submit the same on 31st March.
- TY pending Viva's-assessment will be done through Edmodo/Google classroom. Date and time for online test will be informed in the WhatsApp group.
- Library is not open for reading. Students can issue books and study at home.

Neena Sharma Ms. Sharanya Sanoj

Ms. Kalpana Rai Menon Ms.



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Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400****076 NOTICE – BMM/BAMMC DEPARTMENTAL MEETING**

This is to inform the faculty members that a departmental meeting is scheduled on 24th April, 2020 at 7:00 pm. The agenda is listed below.

Agenda:

- Language Course tie-up status
- English Bridge Course status
- Online teaching content
- New English learning certificate course design
- Mentor-mentee list
- Alumni funding
- Alumni involvement

Head of Department
Ms. Kalpana R. Menon



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S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076

Minutes of the meeting – BMM/BAMMC Date: 24th April, 2020 Time: 7:00pm – 7:30pm

Members Present:

1. Ipana Rai Menon – HOD
2. ena Sharma
3. haranya Sanoj

Agenda:

- Language Course tie-up status
- English Bridge Course status
- Online teaching content
- New English learning certificate course design
- Mentor-mentee list
- Alumni funding
- Alumni involvement

Discussions:

- Need to look out for language course tie-ups with authentic institutes. Ms. Kalpana to check with International school section regarding their international language offerings and syllabus. Also to check with them for media lab.
- English Bridge course completed with 2 Exams. One exam pending and assignments are being given to complete the 30hr duration. Course to be completed this month. • Another suggestion discussed regarding English Bridge course is to enroll students during the first half of the academic year. Respective HODs of various departments and teachers to identify the students and help compile a strong student strength. • As lockdown status continues and the chances of college re-opening is un-decided the department teachers to start preparing online course content to be prepared for online teaching for the start of the next academic year 2020-21.
- A new design to be implemented for the English learning Bridge course. Online learning content to be developed. Class to be in the mode of short videos and assignments thereafter. The department teachers to go through the existing syllabus and make necessary developments for the same.
- Mentor- Mentee list to be prepared for the upcoming academic year. Students to choose their mentor. Every Mentor to get 20 students under them which will continue for all 3 years. Student can change their mentor if they require. Mentor to divide the group as Good Performers and Under Performers depending on their results.
- The department to identify Alumni at good positions for discussing funding for the college.
- Department teachers to come up with new methods of Alumni involvement with the current students and college.



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Ms. Kalpana Rai Menon Ms.

13/6/19

Departmental Meeting

Agenda:

- ① Activities to be conducted during 2019-20
- ② Departmental Magazine
- ③ Objectives of Dept.

Minutes:

① Repetitive Activities / Ws / Courses.

- Microsoft - Adv. Excel (FY & SY) - July
- Fin. Market Ws Course (SUBMS - Finance) - June
- ~~Big Fiesta~~ ^{Esperanza} (Org. by SUBMS for FUBMS) - July
- Digital Marketing Course - July / Aug.
- Big Fiesta - January / Feb.
- Industry Visit -
- Field Trip.

- RBI — July Court visit - Jan

- BSE — January

- Logistics Trip -

- PTSM Trip - February

- Art of Presentation (By TY for SY & FY)

- Advertisement

- The Know Show —

- PTM — (TY, SY, FY) —

↓ ↓ ↓

June July August

- Slow learners meeting before finalizing specialization

HOD

Department of Management Studies

NIDHI C.

Self

Ashish N.

Preeti M.

Zainab R.

Hamid

Minutes of Meeting

26/6/19

- ① After selecting CR, ACR, CL & SL of the class every class should contribute for mgmt Association - We have to select
 President MA - SUBMS
 V. President MA - TUBMS & TUBMS
 Secretary - SUBMS
 Treasurer - SUBMS
 PRO - 2 from SUBMS & TUBMS
 2 from TUBMS

Teacher members are:

- (1) NIDHI C.
- (2) SYEFAIMS
- (3) PREETI M. } Permission from Principal
- (4) ASHISH N. }
- ② All Regular, ATKT, Additional Internal & Term end examination will be conducted by college.
- ③ College has to prepare TT a month before
- ④ Name of paper setter, examiner & has to be submitted to Principal, who in turn will submit to Cluster Head.
- ⑤ Moderators have to be selected by Principal Cluster head, & should be from same cluster
- ⑥ Each cluster has a lead college, Principal of lead college is Cluster Head (selected for 5 years)
- ⑦ Summary of result has to be submitted by each college to cluster head, along with OP

Shekhar S

Ashish N

Preeti M

Zainab R

Harish

HOD
 Department of Management Studies
 Punita Sangha's
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 Commerce & Management Studies
 Powai, Mumbai - 76

6/2/88

6/7/19

Minutes of the Meeting

Microsoft Advance Excel

- ① The course of approx 30 hours duration.
- ② It covers basics of Powerpoint along with Excel.
- ③ Exam will be based on only Excel.
- ④ Encourage students from FY & SS only for the course.
- ⑤ Avoid TU as they have different exam schedule. It will be difficult to accommodate.
- ⑥ Program will start in August in 6th floor IT lab.
- ⑦ Overall Event Incharge will be Mr. Ashish Navik.

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Powai, Mumbai - 40

Hanno Khar
Preeti Mathan
Ashish Navik

08/07/19.

Minutes of AUBMS Teachers Meeting

- ① Feedback by Students
- ② Internal Op. — 2 Echs —
- ③ Reference Book :: No. text book in classroom
- ④ Core to Core Syllabus
- ⑤ Capsule Activities + Mega Activities

ATTENDANTS :

1. SPARSH VYAS
2. PRACHI AGARWAL
3. PRACHITI PAWASKAR
4. Varshita Todakar
5. Hamid Khan
6. Ashish Navik

Prachi
Prachi
Prachi
Prachi
Prachi
Prachi

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HOD
S.M. Shetye College of Science,
Commerce & Management Studies
Powai, Mumbai - 76

Departmental Meeting

01/08/19

Esperanza

- ① Money has to be collected from both SY & TYs.
- ② Involve both SY & TY students for the organization of the event.
- ③ The event will be in 2 parts at 2 different venues.
 Formal - 11am to 12:15pm - AV Room
 Informal - 12:30pm - 2pm - Auditorium
- ④ Teacher Duty Distribution:
 1. Team formation - Preeti M
 2. Venue Preparation - Ashish N.
 3. Informal Anchoring - Harvird K.
 4. Formal Anchoring - Zameer K.
 5. Arrang. & Inviting Participants - Nidhi C.
 6. Events for Informal - Ashish & Preeti
 7. On Day Org. - night - Staff's

[Signature]
HOD

Department of Management Studies
 B.Tech. 2nd Year
 S.M. Shah, Director of Studies,
 Commerce & Management Studies
 P.O. Box, Mumbai - 40

Staff's 2
 Ashish Shankar
 Harvird K.
 Preeti Matharu

Departmental Meeting

25/9/19

Agenda :

- ① Educate students about code of conduct during exam & repercussions of unfair means
- ② Website data distribution
- ③ Standardization of data storage methods
- ④ Pulling reports & pics in common folder -
Nidhi - 2019-20 - Dept Activities ONLY
- ⑤ Centralizing all data
- ⑥ Prelims exams -
Results to be declared with PTM - 19/10/19
Incase student fails - Remedial Measures
Strict about hall ticket issuance

⑦ PTA member - 2 parents from each div

Department of Management Studies

B.Tech.

S.M. Shetty & Co. & Co. & Co.

Commerce & Management Studies

Power

① Preeti Matharu

② Zainab Rongwale

③ Steff's.

④ Ashish Navik

-
-
-
-
- Ashish

Library
Corner
Minutes

Department Meeting

5/12/2020

- ① To encourage students to participate in Sports Day, annual day & inter-collegiate festivals
- ② Distribution of the results
- ③ Focus on improving TYBMS result.
- ④ Orient students about the Individual Visit organised by the college.

Mr. JOD
Department of Management Studies
B. Com. Hons.
S.M. S. College, Warananagar
Commercial College, Warananagar

Haroon Khan
CA Zainab Langwale
Steffi Selve
Preethi Mathani
Ashirva Nark

Mr. Chakraborty
2
3-1

Department Meeting

5/1/2020

- ① Finalisation of events for the departmental events
- ② Picking up volunteers for the event.
- ③ Encouraging students for maximum participation in the departmental events, sports events & annual day
- ④ Orient students about the Industrial visit organised by the college.

Hanus Khan

Shafi S

Heer M

Arshad Akh

CA Zainab Raza

Department of

Dr. S.M. Shahi
Commerce & Management
Punjab, India

Signature

Library
cornerDepartment Meeting

11/2/2020

- ① ATICT forms available in the college office
- ② Proclions for TY in the 2nd week of March
- ③ Make report on Industrial visit
- ④ Farewell to be arranged for TYs in the month of March 2020
- ⑤ Grading of internal marks - A, B, C, D
A-15-20, B: 10-15, C & D - Re test (Below 10)

CA Zainab Rongwale
Preeti Matharu

Ashish Nark
Steffi S. Z

Hemid Khar

[Signature]

[Signature]

HDD 07

Department of Management Studies
B. Com. (Hons.)
S.M. S. College
Forsyth, Mumbai - 76

Date: 13/06/19

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

B.Sc. IT Department

Minutes of meeting held on 13th June 2019 at 12.45 noon in Principal's Cabin.

1. All the teachers have to meet Principal first in case of any issues pertaining to department or for any other issue.
2. National Conference to be organized on 14th Sept 2019 by IT department the theme would be "**Emerging Innovations in Information Technology: Challenges & Prospects**".
3. All the teachers have to brief students about **Clinical Research** course and interested students names should be submitted by next week.

Department Members

- | | |
|--------------------|---------------------|
| 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 |
| 9. Prof Disha D | |

Tushar
Co-ordinator

[Signature]
Principal

HOD
Department of Information Technology and
Computer Application
Bunts Sangha's
S.M. Shetty College of Science,
Commerce & Management Studies
Powai, Mumbai - 76

Date: 10/09/19

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

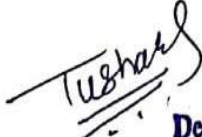
B.Sc. IT Department
Meeting Notice

All the members of department are hereby informed that there is meeting with Principal Sir on 13th June 2019 at 12.45 noon to discuss the following agenda:

1. Consult Principal Sir first in case of any issues.
2. National Conference theme discussion.
3. Clinical Research course.

Department Members

- | | |
|--------------------|----------------------|
| 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 |
| 9. Prof. Disha D | |


Coordinator
HOD
Department of Information Technology and
Computer Application
Bunts Sangha's
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Commerce & Management Studies
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of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7352
Email: college@smsshettyinstitute.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 29th June 2019 at 12.45 noon in Lab 6.

1. Conference brochure has been finalized and we are expecting 60 participants from other colleges.
2. All department members have to present & write a paper for conference.
3. It is the responsibility of all faculty members to bring at least one participant through their contacts for the conference.
4. Departmental reports to be submitted by next week - result analysis of all classes (FY/SY/TY).
5. IT Association activities to be conducted for the year 2019-20 are Plagiarism Seminar by class teachers in their respective classes, Interaction session of TY & SY with FY students, Project Innovation Cell session on Block Chain for TY students, TechTrix-Departmental Fest, Photoshop Course, Microsoft Certification Course for Python and .Net(to be handled by Vinay S)and end date for new courses will be March 2020.
6. All the faculties have to check plagiarism report of TY students for the subject SPM.
7. All the members are hereby instructed to timely submit any department work assigned to them.
8. All the class teachers have to ensure that by next week all student details have to be entered into attendance software.
9. TY teacher's efforts are being appreciated by department members for achieving overwhelming results (TYBSc-IT-92%).

Department Members

1. Prof. Sheetal K

3. Prof. Sujata R

5. Prof. Suman U

7. Prof Himani S

9. Prof Disha D

2. Prof. Nabila K

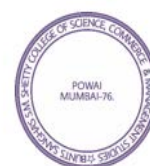
4. Prof. Vinay S

6. Prof Raveena S

8. Prof Mithilesh C

HOD
Department of Information Technology and
Computer Application
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S.M. Shetty College of Science,
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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

B.Sc. IT Department
Meeting Notice

All the members of department are hereby informed that there is meeting on 29th June 2019 at 12.30 noon in 6th Floor lab to discuss the following agenda:

1. Conference brochure finalized.
2. Presenting & writing paper for conference.
3. One faculty=one participant.
4. Departmental Reports.
5. IT Association Activities (2019-20).
6. Plagiarism report check.
7. Timely work submission.
8. Attendance software.
9. TYBSc-IT results

Department Members

1. Prof. Sheetal K

3. Prof. Sujata R

5. Prof. Suman U

7. Prof Himani S

9. Prof Disha D

2. Prof. Nabila K

4. Prof. Vinay S

6. Prof Raveena S

8. Prof Mithilesh C

HOD
Department of Information Technology and
Computer Application
Bunts Sangha's
S.M. Shetty College of Science,
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Coordinator

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of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7352
Email: college@smshettyinstitute.org



Bunts Sangha's
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B.Sc. IT Department
Minutes of Meeting

Following decision were made on 03rd Aug 2019 at 12.45 noon in Lab 6.

1. Conference work distribution is as follows:

Faculty Name	Work Allocation
1) Tushar S	Overall managing key areas
2) Sheetal K	Welcome Dignitaries, Stage Arrangements, Gifts ,Letters etc.
3) Sujata S /Nabila K	Track 1 Incharges
4) Vinay S	Track 2 Incharge
5) Mithilesh C	Track 3 Incharge
6) Raveena S	Certificate Team
7) Suman U & Himani S	Registration Team
8) Disha D/Avneet K	Refreshment Team

2. IT department members have to compulsorily present paper for conference.
3. All the subject teachers have to prepare ATKTK Sem 2 and Sem 4 as per the data received.
4. All the teachers are hereby informed that they have to complete syllabus on time as per deadline given in preceding meetings.
5. TY teachers have to submit list of serious defaulters.

Department Members

- | | |
|--------------------|----------------------|
| 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 |
| 9. Prof. Disha D | |

HOD
Department of Information Technology and
Computer Application
Bunts Sangha's
S.M. Shetty College of Science
Commerce & Management Studies
Powai, Mumbai - 76

Co-ordinator

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Date: 1/8/19

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

B.Sc. IT Department
Meeting Notice

All the members of department are hereby informed that there is meeting on 03rd Aug 2019 at 12.30 noon in 6th Floor lab to discuss the following agenda:

1. Conference work distribution.
2. Presenting research paper.
3. ATKT Sem 2 and Sem 4 paper submission.
4. Completion of syllabus.
5. Serious Defaulters.

Department Members

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

9. Prof Disha D

Coordinator

HOD

Department of Information Technology and
Computer Application
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.org



Date: 11/9/19

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

B.Sc. IT Department
Meeting Notice

All the members of department are hereby informed that there is meeting on 13th Sept 2019 at 12.30 noon in 8th Floor lab to discuss the following agenda:

1. Conference pending work completion.
2. Formal attire.
3. IT conference schedule.
4. Keynote speaker and Judges for the conference.
5. Reporting time for 14th Sept 2019.
6. IV money collection and teacher in charges.

Department Members

1. Prof. Sheetal K



2. Prof. Nabila K



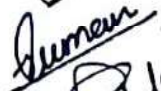
3. Prof. Sujata R




4. Prof. Vinay S



5. Prof. Suman U



6. Prof. Raveena S



7. Prof. Himani S



8. Prof. Mithilesh C

9. Prof. Disha D

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Date: 13/9/19

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 13th Sept 2019 at 12.45 noon in Lab 8.

1. All the teachers have to complete conference work assigned to them pending work includes folder packing, preparing registration and judgement sheets.
2. All the teachers have to wear formal attire for conference.
3. IT conference schedule is hereby attached for the reference for all.
4. Keynote speaker for the conference is: Dr Suresh Mhatre,
Track Judges: Track 1: Dr Pooja Raundale, Track 2: Dr. Hiren Dand, Track 3: Rajendra Patil.
5. Reporting time for tomorrow is 07:30am.
6. IV is going to commence in January second week and place decided is Hyderabad all the class teachers are given responsibility to collect amount 9800/- (cheque). Following are teachers finalized for IV
Sujata, Suman, Mithlesh and Tushar.

Department Members

1. Prof. Sheetal K

3. Prof. Sujata R

5. Prof. Suman U

7. Prof Himani S

9. Prof Disha D

2. Prof. Nabila K

4. Prof. Vinay S

6. Prof Raveena S

8. Prof Mithilesh C

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One-day National Conference
On
***“Emerging Innovations in Information Technology: Prospects
and Challenges”***

14th September, 2019

Events	Time
➤ Registration and Refreshment	8.30 am to 9.30 am
➤ Welcoming the Dignitaries	9.30 am
➤ Invocation and Lighting the lamp	9.35 am
➤ Welcome speech by the Principal – Dr. Sridhara Shetty	9.40 am
➤ Felicitation of the dignitaries	9.50 am
➤ Introduction of the Keynote Speaker – Dr. Suresh Mhatre. (Former Vice- President TCS)	9.55 am
➤ Release of the Conference E-Proceeding	10.00 am
➤ Address by the Chairman	10.10 am
➤ Keynote Address	10.20 am
➤ Vote of thanks	10.55 am

Track Paper Presentation will begin
Simultaneously in 3 venues immediately after Vote
of Thanks

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

Minutes of the meeting

Date: 10/08/2019

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 17th AUGUST 2019.
- 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 5TH OF NEXT MONTH.



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SIGNATURE

M.COM COORDINATOR

M.COM TEACHING STAFF :-

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



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Bunts Sangha's
S.M. Shetty College of Science, Commerce and
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Minutes of the meeting

Date: 07/09/2019

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 14th SEPTEMBER 2019.
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 7TH DECEMBER 2019 .
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.









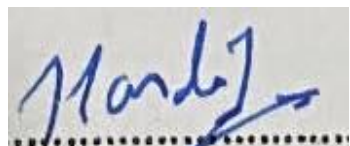
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SIGNATURE

M.COM COORDINATOR

M.COM TEACHING STAFF : -

NAME OF TEACHER	SIGNATURE
VIRENDRA SINGH	
SANDESH SHETTY	
NIDHI CHANDORKAR	
PRACHI AGARWAL	
SANTOSH GUPTA	
JOHN MENEZES	
CA HARDIK SAVLA	



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Minutes of the meeting

Date: 04/01/2020

Time: 06:00 P.M.

Following matters were discussed in the meeting:-

1. FOR CONDUCT OF SEM 2 INTERNAL TEST FROM 24th FEBRUARY 2020.
2. SUBMISSION OF INTERNAL TEST MARKSHEET OF SEM 2 BEFORE 10TH MARCH 2020.
3. COMPLETION OF SYLLABUS OF SEM 2 BEFORE 30TH APRIL, 2020
4. SPEAKING WITH ATTENDANCE DEFAULTER STUDENTS.
5. COMPLETION OF SYLLABUS OF SEM 4 BEFORE 18TH APRIL 2020.
6. STARTING SEM 4 LECTURES FROM 11TH JAN 2020.
7. SUBMISSION OF LESSON PLAN OF M.COM PART 2 - SEM 4



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SIGNATURE

M.COM COORDINATOR


Bunts Sangha's

S.M. Shetty College of Science, Commerce and Management Studies, Powai

M.Sc. IT Department**Minutes of Meeting 2019-20****Following discussions were made on:** 10/7/2019

1. Allocation of subjects to visiting and In-house teachers for MSc Part-2 (SEM-III)
2. Class teacher of SEM-III are hereby informed that lectures will commence as per the time table 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 2019
6. All the students have to submit their topic earlier by october 2019 first week
7. Tentative dates for practical examination of MScIT SEM-III will be held in the month of November 2019

Faculty of the department

Dr. Tushar Sambare	
Prof. Neha Ansari	neha ansari
Prof. Sujata R	sujata r
Prof. Vinay S	vinay shakapurkar



Co-ordinator

(Dr. Tushar Sambare)



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Bunts Sangha's
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M.Sc. IT Department
Minutes of Meeting 2019-20

Following discussions were made on 7/8/2019

- 1 Allocation of subjects to visiting and In-house teachers for MSc Part-1 (SEM-I)
 2. Class teacher of SEM-I are hereby informed that lectures will commence as per the time table 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 October 2019
 6. Tentative dates of practical Examination will be held in November 2019
- Faculty of the department

Dr. Tushar Sambare	
Prof. Neha Ansari	neha ansari
Prof. Sujata R	sujata r
Prof. Vinay S	vinay shahapurkar



Co-ordinator

(Dr. Tushar Sambare)


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M.Sc. IT Department
Minutes of Meeting 2019-20

Following discussions were made on 6/1/2019

- 1 Allocation of subjects to visiting and In-house teachers for MSc Part-1 (SEM-II)
2. Class teacher of SEM-II are hereby informed that lectures will commence as per the time table 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 2020
5. Tentative dates for practical examination of MScIT SEM-II will be held in the month of May 2020

Faculty of the department

Dr. Tushar Sambare	
Prof. Neha Ansari	neha ansari
Prof. Raveena S	raveena s
Prof. Sujata R	sujata r



Co-ordinator

(Dr. Tushar Sambare)



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M.Sc. IT Department
Minutes of Meeting 2019-20

Following discussions were made on 13/1/2020

- 1 Allocation of subjects to visiting and In-house teachers for MSc Part-2 (SEM-IV) were discussed
2. Class teacher of SEM-IV are hereby informed that lectures will commence as per the time table 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 2020
5. Submission of Black Book and Plagiarism checking
6. Submission of project and Declaration of project examination to be conveyed to students
7. Tentative month of Practical Examination is May 2020

Faculty of the department

Dr. Tushar Sambare	
Prof. Neha Ansari	neha ansari
Prof. Raveena S	raveena s
Prof. Sujata R	sujata r



Co-ordinator

(Dr. Tushar Sambare)



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