



BUNTS SANGHA'S

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

DEPARTMENT MOM 2020-2021

INDEX


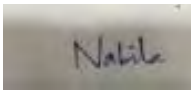
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Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai

M.Sc. IT Department
Minutes of Meeting 2020-21


Following discussions were made on 15/12/2020

- 1 Allocation of subjects to visiting and In-house teachers for MSc Part-1 (SEM-I)
2. All Class teachers SEM-I and SEM-III are hereby informed that lectures will commence between 8:00 AM and 10:00 AM on Zoom Platform
3. Roll nos. have to be assigned to the students before the commencement of regular lectures
4. Students should be conveyed about attendance as per the University Norm
5. Tentative month of Internal Examination
Faculty of the department

Dr. Tushar Sambare	
Prof. Nabila K	
Prof. Sheetal K	sheetal khanore
Prof. Neha Ansari	neha ansari


Co-ordinator

(Dr. Tushar
Sambare)


PRINCIPAL
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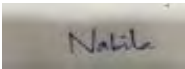
M.Sc. IT Department


Minutes of Meeting 2020-21

Following discussions were made on 25/3/2021

- 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 Zoom Platform
3. Students should be conveyed about attendance as per the University Norm
4. Tentative month of Internal Examination.
5. Tentative dates for practical examination of MScIT SEM-IV

Faculty of the
department

Dr. Tushar Sambare	
Prof. Nabila K	
Prof. Sheetal K	sheetal khanore
Prof. Neha Ansari	neha ansari



Co-ordinator

(Dr. Tushar

Sambare)



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M.Sc. IT Department

Minutes of Meeting 2020-21

Following discussions were made on: 3/9/2020

1. Allocation of subjects to visiting and In-house teachers for MSc Part-2 (SEM-III)
 2. All Class teachers SEM-I and SEM-III are hereby informed that lectures will commence between 8:00 AM and 10:00 AM in MScIT LAb on Zoom Platform
 3. Roll nos. have to be assigned to the students before the commencement of regular lectures
 4. Students should be conveyed about attendance as per the University Norm
 5. Tentative month of Internal Examination
 6. All the students have to submit their topic earlier
 7. Tentative dates for practical examination of MScIT SEM-III.
- Faculty of the department

Dr. Tushar Sambare	
Prof. Neha Ansari	neha ansari
Prof. Vin Shahapurkar	vinay shahapurkar
Prof. Sujata R	sujata r



Co-ordinator

(Dr. Tushar Sambare)



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M.Sc. IT Department

Minutes of Meeting 2020-21

Following discussions were made on 15/2/2021

- 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 MSCT LAB on Zoom Platform
 3. Students should be conveyed about attendance as per the University Norm
 4. Tentative month of Internal Examination was discussed.
 5. Submission of Black Book and Plagiarism checking was discussed
 6. Submission of project and Declaration of project examination to be conveyed to students
 7. Tentative month of Practical Examination was discussed
- Faculty of the department

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



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Co-ordinator

(Dr. Tushar Sambare)

Bunts Sangha's
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Minutes of the meeting

Date: 11/06/2020

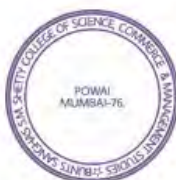
Time: 06:00 p.m.

Following matters were discussed in the meeting:-

1. Teachers were instructed to verify the results of FY and SY classes.
2. Ideas were taken from the teachers as to the conduct of virtual Farewell for TYBAF and TYBBI class.
3. Teachers are asked to collect articles from the students for the departmental magazine Vanijyam and even teachers are also required to send their articles for the magazine.



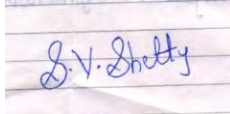


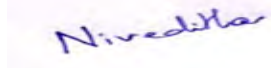


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Coordinator's Signature

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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Minutes of the meeting

Date: 25/06/2020

Time: 05:30 p.m.

Following matters were discussed in the meeting:-

1. Teachers were instructed that classes for the new academic year will commence from 26th June 2020 (SY & TY class) also three lectures will be conducted on a daily basis.
2. Teachers were requested to login with Organization ID while conducting lectures on zoom.
3. It was instructed to maintain a work diary as per daily lectures taken and also mention the number of students attending the lectures in it.
4. Teachers were requested to take the updates from students as to their admission status.
5. It was decided to inform the coordinator about any technical issue faced by any teachers while conducting the lectures.
6. Teachers were instructed to create a student and parents' group for further communication of their respective classes.
7. It was instructed to keep their presentations simple and creative while explaining the students on zoom classes and also Quiz can be taken on related topics.
8. It was decided to organize Bank nationalization day on 19th July for which Prof. Komal Tiwari and Prof. Avneet Kaur were the Teacher in-charge.

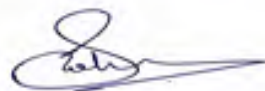

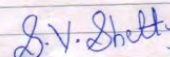
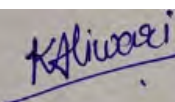
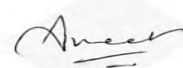
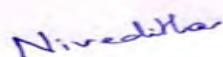


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FYBAF	Swati Shetty	
TYBBI	Komal Tiwari	
SYBBI	Avneet Kaur	
FYBBI	Niveditha Shetty	

Bunts Sangha's
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Minutes of the meeting

Date: 01/08/2020

Time: 11:30 a.m.


Following matters were discussed in the meeting:-

1. Teachers were instructed to follow up with students of SY and TY class who are still left taking admissions and paying fees.
2. Teachers were requested to prepare a defaulters list for the month of July 2020 and catch hold students with less than 30% attendance.
3. It was instructed to create a parent's teacher whatsapp group for further communication of their respective classes.
4. Teachers were requested to update their work diary on a daily basis and also mention any activity conducted while taking online lectures.
5. Teachers were instructed to call students who have applied for FYBBI for guiding them to apply in college portal along with University portal and update on the same
6. Teachers' suggestions were taken and discussion was done on conducting online class tests or internals.
7. Following are the Innovative teaching practices which have been discussed and all teachers were instructed to use in their online classes.
 - Creating a Breakout room in Zoom and using it for practicals and theory lectures.
 - Concept based quiz through Google forms
 - Assignments through Google classroom

- Using Bookwidgets.com for making subject related games, puzzles etc.
- Live quiz for students using Quizizz.



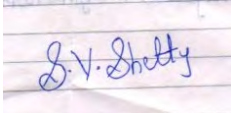
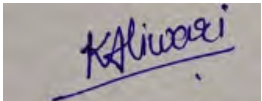



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FYBAF	Swati Shetty	
TYBBI	Komal Tiwari	
SYBBI	Avneet Kaur	
FYBBI	Reema Somaya	

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Minutes of the meeting

Date: 02/09/2020

Time: 12:30 p.m.

Following matters were discussed in the meeting: -

1. Teachers were instructed to create a google link for maintaining attendance for the month of their respective classes.
2. Teachers were requested to create a parent's teacher WhatsApp group for further communication of their respective classes.
3. It was instructed to upload Question papers and screenshots of Internal test papers.
4. Teachers were requested to select the class leaders for their respective classes as early as possible.
5. Teachers were instructed to motivate students for participation in intra and inter-collegiate events.
6. It was decided to conduct an Orientation programme for FY classes.
7. Teachers were instructed to take sessions on a weekly basis for students on any topic apart from the academics.



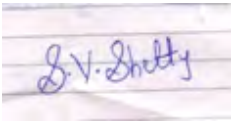




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TYBBI	Komal Tiwari	
SYBBI	Avneet Kaur	
FYBBI	Reema Somaya	

Bunts Sangha's
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Minutes of the meeting

Date: 20/10/2020

Time: 5:00 p.m.

Following matters were discussed in the meeting: -

1. Teachers were instructed to conduct a Parents-Teacher meet of SY and TY classes on following dates below.

SYBAF – 26th October, 2020

SYBBI – 27th October, 2020

TYBAF – 28th October, 2020 and

TYBBI – 29th October, 2020.

2. Teachers were requested to prepare a formal schedule of the meeting and keep following records of PTM for documentation purpose:

- Formal whatsapp message screenshot in students and Parents group.
- Schedule of the meeting in PDF or Word Form
- Screenshots of the meeting
- Recordings of the PTM meeting
- Attendance and Feedback analysis of PTM and
- Report of the meeting.

3. It was decided to conduct the Internal exams of SY and TY classes from 2nd November, 2020 and Prof. Komal Tiwari should take care of the supervision chart for the same.

4. Creating Google classroom class-wise for SY and TY classes using mail Id's is to be taken care by Prof. Avneet Kaur and verifying as to papers are

been scheduled or not before exam in the google classroom should be taken care by Prof. Avneet Kaur and Prof. Swati Shetty on daily basis.

5. Teachers were instructed to post their zoom meeting link one day prior to the class teachers for the smooth conduct of exams.

6. Teachers were requested to motivate students for the enrollment of TISS certification courses for SY and TY classes.

7. It was decided to catch hold students with attendance less than 30% and make them to not write Internal exams.

8. Teachers were requested to take a follow up of students who are left with pending fees of SY and TY classes.

9. Teachers were also instructed to motivate students for participation in the upcoming event of Talent hunt.

10. It was decided to complete the pending work of Departmental Magazine (2018-19) by Prof. Avneet Kaur and also to start with work of Departmental Magazine (2020-21) by Prof. Komal Tiwari and Prof. Swati Shetty.





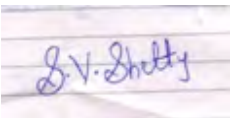
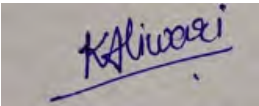

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SYBAF	Virendra Singh	

FYBAF	Swati Shetty	
TYBBI	Komal Tiwari	
SYBBI	Avneet Kaur	
FYBBI	Reema Somaya	

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

Date: 29/01/2021

Time: 12:45 p.m.

Following matters were discussed in the meeting: -

Teachers were instructed to collect Day-wise Attendance of their respective classes from the concerned subject teachers for the month of January 2021.

It was decided to conduct a virtual meeting before 6th February 2021, with the parents of defaulters having less than 50% of Attendance in the month of January 2021.

Also, teachers were instructed to maintain screenshots and Attendance records of the respective Parents teacher meet and catch hold of those students who were absent in the meeting.

Teachers were requested to keep their defaulter's list ready by 1st February 2021.

FY and SY class teachers were instructed to complete the Result analysis of last semester exam by 10th February 2021.

Teachers were instructed to motivate students to send good quality articles for Departmental magazine, also certificates will be provided for the best article.

It was decided to finalize the project topics of TY students by 1st week of February 2021, Prof. Komal Tiwari is being given the responsibility to handle the same.

Teachers were instructed to take feedback from students of their respective classes about the lectures and any other matter.

It was decided to maintain records related to Inter-collegiate and Intra- collegiate participation and winners of the current year in form of google link, Prof. Swati Shetty is given the responsibility to create the same.

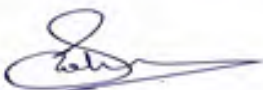

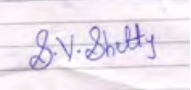


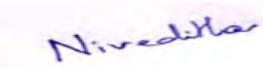


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TYBBI	Komal Tiwari	
SYBBI	Avneet Kaur	
FYBBI	Niveditha Shetty	

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

Minutes of the meeting

Date: 19/03/2021

Time: 3:30 p.m.

Following matters were discussed in the meeting: -

1. Teachers were instructed to collect Internal marks of their respective classes as early as possible by creating a google link and adding a consolidated marksheet at the end of the file.
2. It was also decided to go through the marks student wise and if found any deviations regarding toppers, that case needs to be highlighted and sent it to the co-ordinator.
3. Teachers were requested to select 1 team for Avishkar from their respective classes and post their names in BAF & BBI core group.
4. It was instructed to report college on 20th March (Saturday) at 8 am to 1 pm for the NAAC work and Documentation.
5. Teachers were instructed to work for Criterion 01 - Documentation of BAF & BBI Department also duties were allocated as mentioned below:

TEACHING FACULTY	DUTIES ALLOTTED (for last 5 years)
Prof Komal Tiwari Prof Niveditha Shetty	<ul style="list-style-type: none">● Departmental Time- table● Teachers Workload● Departmental Work Diary● TY Project details

Prof Swati Shetty	<ul style="list-style-type: none"> • Academic Calendar • Certificate course details
Prof Avneet Kaur	<ul style="list-style-type: none"> • Remedial lectures • OER data
Prof Sahana Raviprasad	<ul style="list-style-type: none"> • Internal Marks • Prelims Data • Minutes of Meetings • Syllabus etc.
Prof Virendra Singh	<ul style="list-style-type: none"> • Attendance Record • Details regarding activity conducted for subjects like Foundation course, Business Ethics etc.



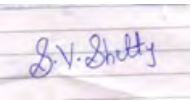


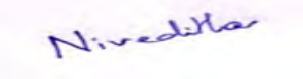


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FYBBI	Niveditha Shetty	

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

Date: 26/04/2021

Time: 9 a.m.

Following matters were discussed in the meeting: -

1. It was decided to conduct quizzes for TYBBI under-performance students and attendance defaulters for all the subjects, so as to improve their performance in the Semester exam.
2. Teachers were informed about the conduct of TYBBI Viva for the pending students who have still not submitted their Black book to respective guides, it was decided that Viva will be conducted this week only.
3. SY class teachers were instructed to verify the final Consolidated marks of students and report the co-ordinator.
4. Teachers were instructed to continue the work for Criterion 01 - Documentation of BAF & BBI Department which was allocated earlier as mentioned below.

TEACHING FACULTY	DUTIES ALLOTTED (for last 5 years)
Prof Komal Tiwari Prof Niveditha Shetty	<ul style="list-style-type: none">● Departmental Time- table● Teachers Workload● Departmental Work Diary● TY Project details
Prof Swati Shetty	<ul style="list-style-type: none">● Certificate course data

Prof Avneet Kaur	<ul style="list-style-type: none"> ● OER data collection
Prof Sahana Raviprasad	<ul style="list-style-type: none"> ● Internal Marks ● Prelims Data
Prof Virendra Singh	<ul style="list-style-type: none"> ● Attendance Record ● Details regarding activity conducted for subjects like Foundation course, Business Ethics etc.



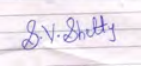




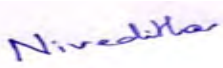
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SYBBI	Avneet Kaur	
FYBBI	Niveditha Shetty	

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



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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	

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



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







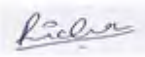
Bunts Sangha's
S M Shetty College of Science, Commerce and Management Studies, Powai
B.Com Department
Minutes of the Meeting

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 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 attain 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 ne uploaded on the college website.



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B.Com Department




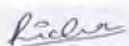
Minute of the Meeting

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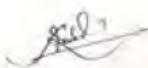
Bunts Sangha's
S M Shetty College of Science, Commerce and Management Studies, Powai
B.Com Department
Notice

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.



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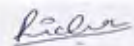
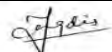

Bunts Sangha's
S M Shetty College of Science, Commerce and Management Studies, Powai
B.Com Department

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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B.Com Department

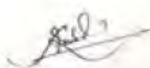
Notice

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



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

B.Com Department

Minutes of the Meeting





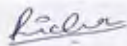


Discussion:

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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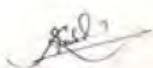
Notice

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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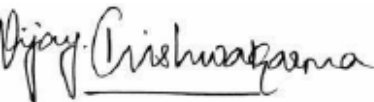
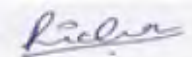


B.Com Department
Minutes of the Meeting

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

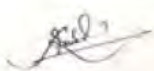
Notice

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.





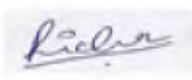

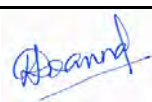
Discussion:

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	


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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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B.Com Department


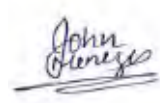


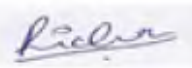

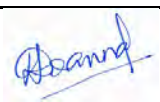
Minutes of the Meeting

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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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



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B.Com Department


Minutes of the Meeting

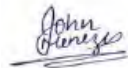


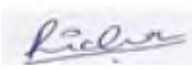


Discussion:

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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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



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B.Com Department

Minutes of the Meeting





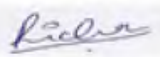
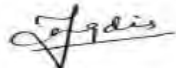
Discussion:

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 ATKTK to be uploaded on a google link and submitted to the class teacher.
11. All teachers to communicate necessary ATKTK 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	


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

DEPARTMENT OF MANAGEMENT STUDIES

DATE: 29/8/2020

TIME: 6.00 PM TO 7.00PM

VENUE: ZOOM

AGENDA:

- Question bank to be made for each subject of TYBMS (2019-20)
- Revision lectures to be scheduled for TYBMS (2019-20)

MINUTES OF THE MEETING:

1. University is planning to conduct MCQ examination so a question bank of 250 questions have to be created in each cluster
2. All the teachers have to conduct online revision lectures for all the students
3. Lectures will be conducted in the evening
4. Each teachers should start preparing MCQ question bank after discussion with cluster team
5. MCQ should contain 4 distinct options, no "all of the above", "none of the above" and true and false should be given in the options



Coordinator

1. Ms. Steffi Salve

2. Ms. Preeti Matharu

3. Mr. Ashish Navik

4. CA Zainab Rangwala

5. Ms. Prachi Agarwal

6. Mr. Vijay V

7. CA Hardik Savla

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DEPARTMENT OF MANAGEMENT STUDIES

DATE: 11/9/2020

TIME: 12.00PM TO 1.00PM

VENUE: ZOOM

AGENDA:

- Declaration of Viva Dates
- Process of conducting viva
- External viva examiner allotment
- Things to look for in report
- Marks distribution

MINUTES OF THE MEETING:

1. Viva will be conducted on 18th and 19th September 2020
2. Viva will start from 10 am
3. All the students have to join and will remain in waiting room
4. Students can be called in any order from waiting room of Zoom
5. 50 marks are allotted for report and 25 for viva
6. There will be two examiners allotted for each block of students (track)
7. All the examination will be conducted simultaneously
8. Marketing division will have viva on 18th and finance on 19th.
9. Attached document has the names of 2 examiners for each track



Coordinator

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3. Mr. Ashish Navik

4. CA Zainab Rangwala

5. Ms. Prachi Agarwal

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DEPARTMENT OF MANAGEMENT STUDIES

DATE: 28/9/2020

TIME: 5.00PM TO 6.00PM

VENUE: ZOOM

AGENDA:

- Examination orientation to TYBMS Students

MINUTES OF THE MEETING:

1. Students of TYBMS were informed about the examination process
2. Online proctoring process
3. Guidelines for appearing for examination
4. Unfair practices and actions



Coordinator

1. Ms. Steffi Salve
2. CA Zainab Rangwala



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DEPARTMENT OF MANAGEMENT STUDIES

DATE: 8/10/2020

TIME: 6.00PM TO 7.00PM

VENUE: ZOOM

AGENDA:

- Online Add-On Courses to be conducted
- Mentoring of students with poor attendance
- Activities to break the ice for FYBMS
- Project for black book to be made liberal
- Election of council members

MINUTES OF THE MEETING:

1. Online add-on courses to be conducted:
 - Financial Market for SYBMS
 - Practical HRM for SYBMS (after FM course)
 - Advanced Excel for FYBMS
 - Encourage students to do UN Climate Change online course
 - Direct Taxation course for TYBMS
2. Students with poor attendance to be called and enquired for reason
3. Engage FYBMS students through some sessions so that they start interacting
4. This time we should encourage students to take internship/ field project or Research based project for the black book
5. Elections for all classes to be completed by this Saturday.



Coordinator

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4. CA Zainab Rangwala

5. Adv. Hamid Khan

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STUDIES, POWAI

DEPARTMENT OF MANAGEMENT STUDIES

DATE: 23/10/2020

TIME: 5.00PM TO 6.00PM

VENUE: ZOOM

AGENDA:

- Internal Examination
- Financial Market Course
- PTM
- Business Statistics

MINUTES OF THE MEETING:

1. The Second Internal Examination for SY and TY will be conducted in the first week of November
2. Orientation program for Financial Market course to be conducted. Permission Letter for collecting money has been send
3. Parents teacher meeting for all years have to be conducted till 7th November. Schedule for PTM is :
TYBMS: 28/10/2020 (5pm to 7pm)
SYBMS: 29/10/2020 (5pm to 7pm)
FYBMS: 6/11/2020 (5pm to 7pm)
4. Institutional zoom has been booked for that
5. Teachers Incharge have to take parents attendance and feedback.
6. Students of FYBMS are facing problem in statistics. Vice Principal and Principal has been informed for the same.
7. Students are adviced to join the bridge course for the same if not already joined.



Coordinator

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2. Ms. Preeti Matharu

3. Mr. Ashish Navik

4. CA Zainab Rangwala

5. Ms. Prachi Agarwal

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STUDIES, POWAI

DEPARTMENT OF MANAGEMENT STUDIES

DATE: 26/12/2020

TIME: 3.00PM TO 4.00PM

VENUE: ZOOM

AGENDA:

- Marks of SYBMS to be finalized and mailed
- Certificate Courses
- Internals pattern
- Interaction with alumni of FYBMS

MINUTES OF THE MEETING:

1. Online add-on courses to be conducted:
 - Financial Market for SYBMS
 - Practical HRM for SYBMS (after FM course)
 - Advanced Excel for FYBMS
 - Direct Taxation course for TYBMS
2. Marks for SYBMS to be finalized and sent to Prema
3. Attention required to complete blackbook work.
4. Events to be organized by Hasan, Viraj etc



Coordinator

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2. Ms. Preeti Matharu

3. Mr. Ashish Navik

4. Adv. Hamid Khan

5. CA Zainab Rangwala

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BUNTS SANGHA'S
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STUDIES, POWAI
DEPARTMENT OF MANAGEMENT STUDIES

DATE: 15/02/2021

TIME: 5.00PM TO 6.00PM

VENUE: ZOOM

AGENDA:

- Internal Examination of BMS students
-

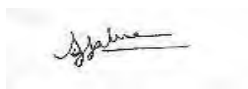
MINUTES OF THE MEETING:

1. Internal examination should be conducted in collaboration with BBI and BAF as we share teachers
2. FYBMS can be conducted later
3. TYBMS can start from 22nd Feb
4. SYBMS to be conducted after that
5. Other ways of engaging students should be continued.

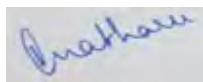


Coordinator

1. Ms. Steffi Salve



2. Ms. Preeti Matharu



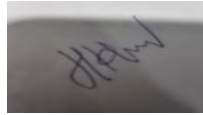
3. Mr. Ashish Navik



4. CA Zainab Rangwala



5. Adv. Hamid Khan



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BUNTS SANGHA'S
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DEPARTMENT OF MANAGEMENT STUDIES

DATE: 25/2/2021

TIME: 12.35PM TO 1.15PM

VENUE: ZOOM

AGENDA:

- Documentation guidelines
- Upcoming events
- Internal Exams

MINUTES OF THE MEETING:

1. Documentation guidelines to be followed for every event were discussed, the responsibilities were divided as follows for the Department:
 - Preeti Matharu: Lesson plan and work diary
 - Steffi Salve: Minutes of the Meetings
 - CA. Zainab Rangwala: Verification of Event reports
 - It was decided that each teacher will prepare the reposts and documents as soon as the vent is over as per Bunterwani format and NAAC format, respectively.
2. Advanced Excel course for the students of all departments will be organized by BMS department, will begin tentatively in third week of March 2021.
3. There will be an Inter-collegiate Research Conference for students jointly organized by BMS, BAF, BBI and BMM Program:
 - Preeti Matharu and Adv. Hamid Khan shall be a part of the Organizing team.
4. Internal exam tentatively to be scheduled as follows:
 - FYBMS: 8th March onwards
 - SYBMS: 15th March onwards
5. Black book project progress of TYBMS students was discussed.



Coordinator

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2. Ms. Preeti Mathar

3. Mr. Ashish Navik

4. CA Zainab Rangwala

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DEPARTMENT OF MANAGEMENT STUDIES

DATE: 19/3/2021

TIME: 2.30PM TO 3.15PM

VENUE: ZOOM

AGENDA:

- Reporting to College
- NAAC work distribution
- Syllabus completion

MINUTES OF THE MEETING:

1. It was communicated that Staff members have to report to College on 20th March, 2021 at 8am for NAAC documentation work.
2. NAAC documentation work to be done for Criterion 1 was divided and allocated.
3. Syllabus completion dates were communicated as follows:
 - a. SY – 10th April, 2021 tentatively
 - b. FY & TY – 17th April, 2021 tentatively



Coordinator

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DEPARTMENT OF MANAGEMENT STUDIES

DATE: 7/4/2021

TIME: 12.40PM TO 1.15PM

VENUE: ZOOM

AGENDA:

- Term-end Examination
- Microsoft Email Id for student login
- Teachers' Feedback

MINUTES OF THE MEETING:

1. It was communicated that term-end exam commencement dates will be as follows:
 - a. SY- 16th April, 2021
 - b. FY- 26th April, 2021
 - c. TY- 6th April, 2021
2. Question paper for each exam will have 50 questions, carrying 1 mark each.
3. Question paper format will be as per Eklavya Exam Software.
4. Students will be provided with Microsoft email ids and password for logging into Eklavya software for examination, they cannot use personal email ids.
5. It was communicated that Teachers' feedback would be conducted by the college on 8th April at 12.30pm, for this purpose a WhatsApp group of Regular students from FYBMS, SYBMS and TYBMS (of 50 per cent class strength) would be formed to communicate about the feedback.



Coordinator

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3. Mr. Ashish Navik

4. CA Zainab Rangwala

5. Adv. Hamid Khan

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BUNTS SANGHA'S
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STUDIES, POWAI

DEPARTMENT OF MANAGEMENT STUDIES

DATE: 24/4/2021

TIME: 9.30AM TO 10.30AM

VENUE: ZOOM

AGENDA:

- NAAC work as per Criterion 1
- Department Documentation

MINUTES OF THE MEETING:

1. Documentation work for Criterion 1 and Department was discussed, the responsibilities were divided as follows for the Department:
 - Nidhi Chandorkar: Department Courses and Activities
 - Preeti Matharu: Result analysis & Lesson plan 2016 onwards
 - Steffi Salve: Syllabus and Work load of 2016 onwards
 - CA. Zainab Rangwala: Internship certificates of TYBMS 2016 onwards
 - Adv Hamid Khan: Minutes of Meetings 2016 onwards
 - Ashish Navik: Attendance and Defaulter list of 2016 onwards
2. It was informed that Teacher's Achievement data has to be submitted to Nidhi Chandorkar for Department Annual Report.
3. Each Teacher had to update the Webinar/FDP, etc. attended by them throughout the year.
4. Each teacher has to complete the reports of capsule activities undertaken by them during the academic year.



Coordinator

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2. Ms. Preeti Matharu

3. Mr. Ashish Navik

4. CA Zainab Rangwala
5. Adv. Hamid Khan

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BUNTS SANGHA'S

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

DEPARTMENT OF MANAGEMENT STUDIES

DATE: 25/4/2021

TIME: 9.30AM TO 10AM

VENUE: ZOOM

AGENDA:

- NAAC work as per Criterion 1
- Department Documentation

MINUTES OF THE MEETING:

1. Updates related to documentation work for Criterion 1 and Department was taken as follows:
 - Nidhi Chandorkar: Department Courses and Activities
 - Preeti Matharu: Result analysis & Lesson plan 2016 onwards
 - Steffi Salve: Syllabus and Work load of 2016 onwards
 - CA. Zainab Rangwala: Internship certificates of TYBMS 2016 onwards
 - Adv Hamid Khan: Minutes of Meetings 2016 onwards
 - Ashish Navik: Attendance and Defaulter list of 2016 onwards
2. It was discussed that the Department has to start working on Departmental E-Magazine 'The Magnates'.
3. Difficulties regarding data availability and collection were discussed.



Coordinator

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DEPARTMENT OF MANAGEMENT STUDIES

DATE: 26/4/2021

TIME: 9.30AM TO 10AM

VENUE: ZOOM

AGENDA:

- NAAC work as per Criterion 1
- Department Documentation
- Department Activities

MINUTES OF THE MEETING:

1. Updates related to documentation work for Criterion 1 and Department was taken as follows:
 - Nidhi Chandorkar: Department Courses and Activities
 - Preeti Matharu: Result analysis & Lesson plan 2016 onwards
 - Steffi Salve: Syllabus and Work load of 2016 onwards
 - CA. Zainab Rangwala: Internship certificates of TYBMS 2016 onwards
 - Adv Hamid Khan: Minutes of Meetings 2016 onwards
 - Ashish Navik: Attendance and Defaulter list of 2016 onwards
2. It was discussed that we shall conduct an Orientation session for SYBMS in the next week regarding Internship for Black Book Project.
3. It was discussed that we shall conduct 'Cross-roads for FYBMS' to help them select their Specialization Elective during SYBMS.
4. It was informed that the 'Direct Tax Certificate Course' has been successfully completed.
5. Difficulties regarding data availability a



Coordinator



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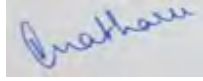
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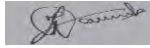
2. Ms. Preeti Matharu



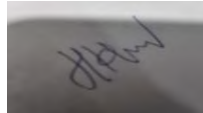
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4. CA Zainab Rangwala



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B.Sc. IT Department

Minutes of Meeting

Following discussions were made on 16th May 2020 at 5pm.

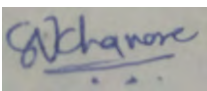
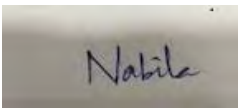
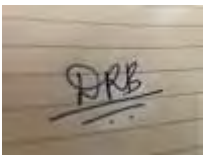
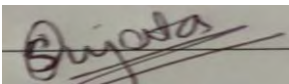
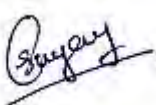

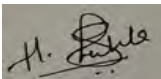
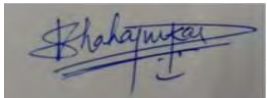

1. All the subject teachers are informed to keep their internal and practical marks ready as we have to submit the marks and declare the result by June first week .
2. There will be an One Day Webinar on the topic E-Content Development organized by our department on 27th May 2020 and Two Days National Level Webinar will be conducted on 6th & 7th June 2020.

The schedule for the event will be :

Teacher Incharge	Duties Allotted
Dr Tushar Sambare	Overall Incharge and Vote of Thanks
Ms Sheetal Khanore	Anchoring ,Certificate Handling, QA session
Ms Nabila Kazi	Resource Person for the event
Ms Disha Bhakta	Introduction to department and college , Feedback Form and QA session
Ms Sujata Rizal Kotian	Resource Person for the event
Ms Raveena Shetty Tilak	Certificate Handling
Ms Himani Shukla Varia	Resource Person for the event and background banner
Ms Suman Upadhyay	Registration Form and telegram group handling
Mr Mithilesh Chauhan	Resource Person for the event and handle technical session
Mr Vinay Shahapurkar	Resource Person for the event and handle technical session

3. All the subject teachers at the time for verification for semester 2 & 4 have to take care of only those students who are having internal KT's. Verification of regular examination mark sheets will be done by class teachers.
4. Class teachers kindly take follow up for pending fees and instruct students to pay at the earliest .
5. Admissions for SY TY will take place in the first week of June.

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	
Prof. Himani S	
Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator

(Dr. Tushar Sambare)



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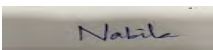
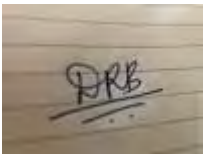
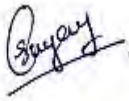

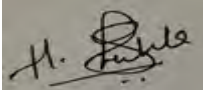
B.Sc. IT

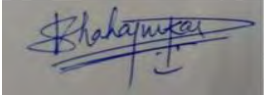
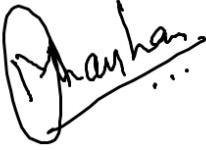
Meeting Notice

It is hereby informed that there is departmental meeting on **16th May 2020 at 5pm** to discuss the following agenda:

1. Internal & Practical marks need to be finalized at earliest.
2. Result Declaration for ATKT and regular examinations.
3. National Level Webinar on Topic E-content Development.
4. SEM II & IV result verification
5. Fee defaulters follow-up.
6. SY TY admissions.

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	
Prof. Himani S	

Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator

(Dr. Tushar Sambare)



PRINCIPAL

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

Tel. 022-6132 7352

Email: college@smshettyinstitute.org



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

B.Sc. IT Department
Minutes of Meeting

Following discussions were made on 1st June 2020 at 11am.

1. All the teachers have been assigned their workload for the academic year 2020-21 . The class teachers are

Teacher Name	Class Assigned
FYIT-A	Raveena S
FYIT-B	Sheetal K
SYIT-A	Himani S
SYIT-B	Suman U
TYIT-A	Vinay S
TYIT-B	Sujata U

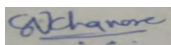
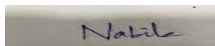

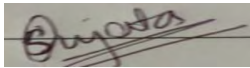
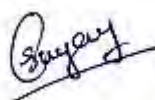

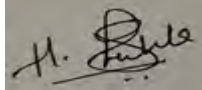
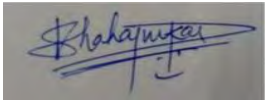

2. There will be an One Day Webinar on the topic “Going Digital : The Future Ahead” organized by our department on 13th June 2020 and the Resource person is Mr Rishikesh Joshi Principal Consultant at ChangeNitti Bangalore .. The schedule for the event will be :

Teacher Incharge	Duties Allotted
Dr Tushar Sambare	Overall Incharge
Ms Sheetal Khanore	Anchoring & Certificate Handling
Ms Nabila Kazi	Introduction to Speaker
Ms Disha Bhakta	Introduction to department and college
Ms Sujata Rizal Kotian	QA session
Ms Raveena Shetty Tilak	Certificate Handling
Ms Himani Shukla Varia	Backdrop , Feedback Form and Vote of Thanks
Ms Suman Upadhyay	Registration Form, sending invites and telegram group handling
Mr Mithilesh Chauhan	Technical Team
Mr Vinay Shahapurkar	Technical Team

3. Class teachers kindly take follow up for pending fees and instruct students to pay at the earliest .

4. Online lectures will commence from 26th June 2020 onwards.

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	
Prof. Himani S	
Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator

(Dr. Tushar Sambare)



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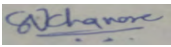
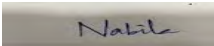
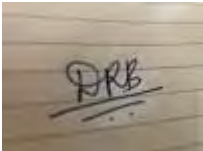
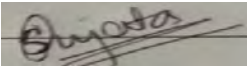
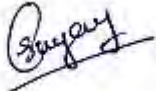

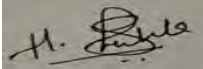
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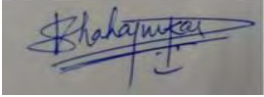

B.Sc. IT
Meeting Notice

It is hereby informed that there is departmental meeting **on 1st June 2020 at 11am** to discuss the following agenda:

1. Workload Discussion for academic year 2020-21
2. National Level Webinar on Topic ""Going Digital: The Future Ahead""
3. Fees follow up by respective class teachers.
4. Online Classes for SY & TY.

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	
Prof. Himani S	

Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator

(Dr. Tushar Sambare)



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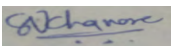
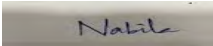
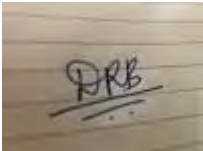
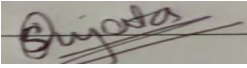
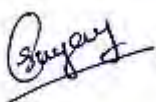

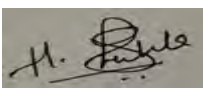
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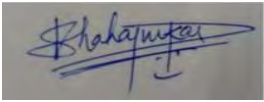
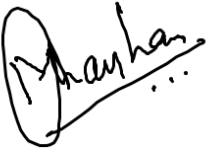
B.Sc. IT Department
Minutes of Meeting

Following discussions were made on 23rd June 2020 at 11am.

1. All the teachers are hereby informed that online lectures for SY TY classes will commence from 26th June 2020. Kindly start preparing your content for online lectures. Timetable will be informed to all by tomorrow.
2. On the first day lectures will be taken by respective class teachers.
3. Admissions for FY SY classes will commence from 24th-27th June 2020. Respective class teachers have to help students in the online admission process.
4. Class teachers kindly take follow up for pending fees and instruct students to pay at the earliest.

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	
Prof. Himani S	

Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator

(Dr. Tushar Sambare)



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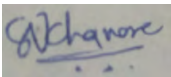
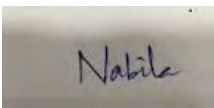
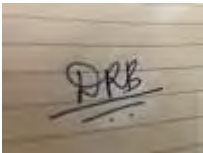
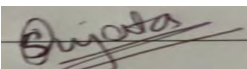
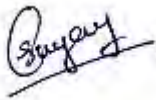

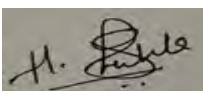
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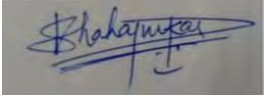

B.Sc. IT
Meeting Notice

It is hereby informed that there is departmental meeting on **23rd June 2020 at 11am** to discuss the following agenda:

1. Commencement of Online Classes.
2. Lectures by respective class teachers.
3. Admission Process.
4. Fee follow up.

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	
Prof. Himani S	

Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator
(Dr. Tushar Sambare)



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Date: 02nd July 2020

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

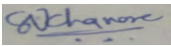
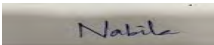
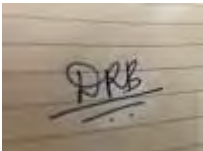
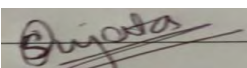

B.Sc. IT Department


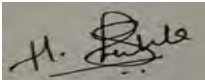
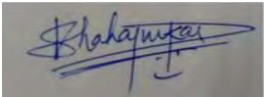

Minutes of Meeting

Following discussions were made on 02nd July 2020 at 1pm online using Zoom Platform.

1. All the teachers kindly check the updated workload with changes and accordingly conduct lectures.
2. All the class teachers have to inform students to pay there Second Installment fee and prepare a tabular structure with fields Name of Student, Student Contact No, Parent Contact No and Exact amount will be paid.
3. Student data is categorized into two i) Registered but not admitted ii) Not Registered and Not Admitted this information of pending students has to be submitted on or before 6th July 2020.
4. Class teachers kindly take follow up every 15 days and monitor attendance of students.
5. All the teachers have to call junior college students and explain them about our course and interested students should be identified for FY admission. Meeting will be conducted on 29th July to discuss about FY admissions.

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	

Prof. Raveena S	
Prof. Himani S	
Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator

(Dr. Tushar Sambare)



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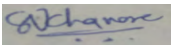
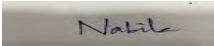
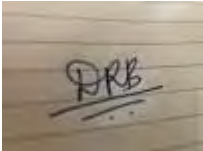
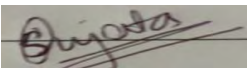
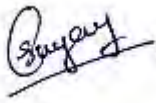

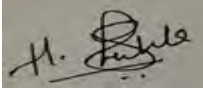
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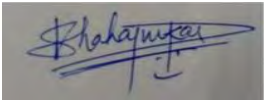
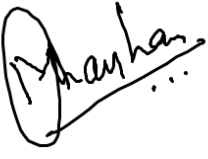
B.Sc. IT
Meeting Notice

It is hereby informed that there is departmental meeting on **02nd July 2020 at 1pm** online using Zoom Platform to discuss the following agenda:

1. Workload Faculty wise
2. Reminder to students for next date to pay second installment
3. Not Registered and admitted student's data record submission by 6th July
4. Attendance Monitoring every 15 days
5. Junior college students calling for FY admissions

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	
Prof. Himani S	

Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator
(Dr. Tushar Sambare)



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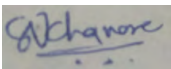
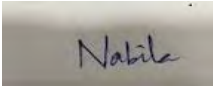
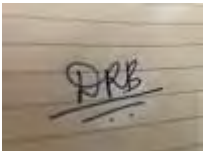
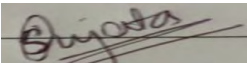
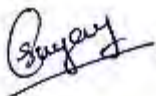
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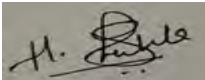
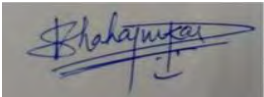

B.Sc. IT Department
Minutes of Meeting

Following discussions were made on 29th July 2020 at 1.30pm online using Zoom Platform.

1. All the teachers have to do calling to junior college students brief about our course and identify interested students for FY admissions.
2. List for calling will be shared by evening over mail and accordingly report the status of the student in same excel file by adding column final status.
3. Teachers have to complete the calling within next two days so that FY admission process can be explained to interested students and they can take admission.
4. All the interested students should be added to WhatsApp group so that we can help students in case they are stuck somewhere.
5. All the teachers are requested to do this on priority basis as we have to fill FY seats.

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	

Prof. Raveena S	
Prof. Himani S	
Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator

(Dr. Tushar Sambare)



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Date: 24th July 2020

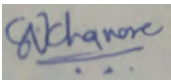
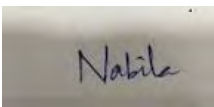
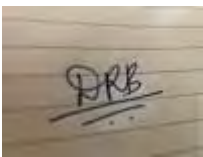
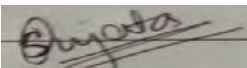
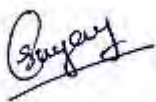

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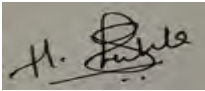
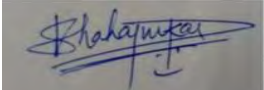

B.Sc. IT
Meeting Notice

It is hereby informed that there is departmental meeting on **29th July 2020 at 1.30pm** online using Zoom Platform to discuss the following agenda:

1. Junior college students calling for FY admissions
2. Calling list will be shared and status has to be reported.
3. Deadline to complete the calling is by 31st July 2020
4. Interested students to be added in group
5. Prioritize FY admissions

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	

Prof. Himani S	
Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator

(Dr. Tushar Sambare)



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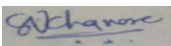
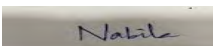
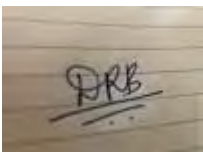
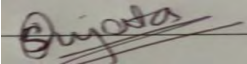


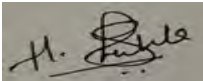
B.Sc. IT Department

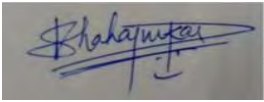
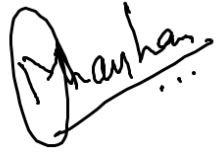
Minutes of Meeting

Following discussions were made on 21st Aug 2020 at 2.30pm online using Zoom Platform.

1. Departmental presentation will be held on 24th Aug 2020 all the teachers have to check the slide they have compiled by today or earliest tmrw. All the department activities till 5th Aug should be added
2. Bridge course for FY classes will start from 24th Aug for one week for 1 hour each.
3. FY class teachers have to verify parents contact numbers.
4. FY SY class teachers inform students those are still left to take admission
5. First Year Orientation program will be conducted on 2nd Sept 2020. IT Association team members start preparing list of activities/events to be conducted. Schedule for the event will be shared as soon as finalized.

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	
Prof. Himani S	

Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator

(Dr. Tushar Sambare)



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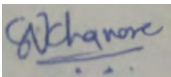
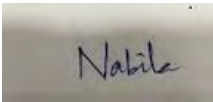
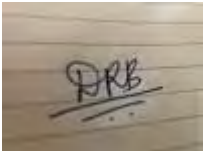
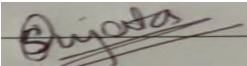
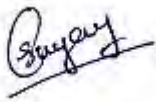

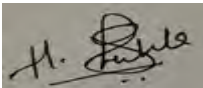
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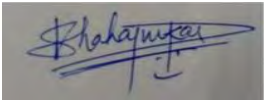
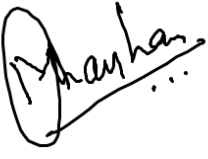
B.Sc. IT
Meeting Notice

It is hereby informed that there is departmental meeting on **21st Aug 2020 at 2.30pm online using Zoom Platform.**to discuss the following agenda:

1. Departmental Presentation
2. FY Bridge Course
3. FY Parents number verification
4. SY TY pending students for admission
5. FY Orientation Program

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	
Prof. Himani S	

Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator
(Dr. Tushar Sambare)



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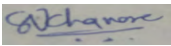
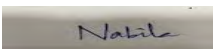
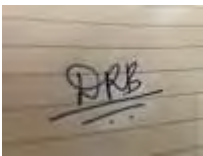
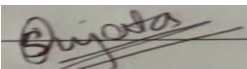
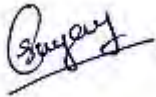

B.Sc. IT Department

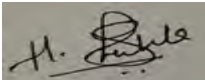
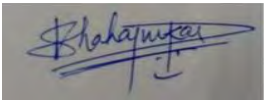

Minutes of Meeting

Following discussions were made on 1st Sept 2020 at 12:50 pm online using Zoom Platform.

1. FY lectures are commencing from 3rd Sept 2020 respective class teachers and subjects' teachers have to prepare attendance and initial lectures guide students about basic of subjects.
2. FY form verification will be done on 11th and 12th Sept 2020.
3. TY Examinations for the batch 19-20 (only backlog students) will be conducted in Month of Oct so before that ATKT exams for all the semester i.e. I II III & IV have to be conducted between 25th – 30th Sept 2020. Respective subject teachers will be informed about there students and they have to prepare 100 MCQs question bank and keep ready examinations will be online through Google Classroom.
4. All the teachers are informed that from 7th Sept 2020 there will 4 lectures per day.
5. SY TY last date to take admission is 9th Sept 2020.

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	

Prof. Himani S	
Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator

(Dr. Tushar Sambare)



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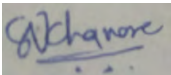
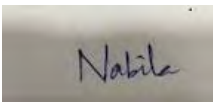
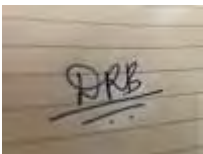
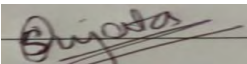
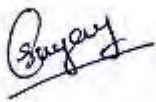

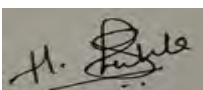
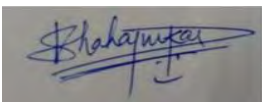
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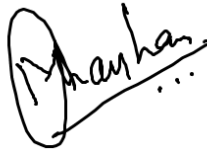
B.Sc. IT
Meeting Notice

It is hereby informed that there is departmental meeting on **1st Sept 2020 at 12:50 pm** online using Zoom Platform to discuss the following agenda:

1. FY Lectures Commencement
2. FY form verification
3. TY 2019-20 Batch ATKT Exam Dates
4. Lectures as per full workload from next week
5. SY TY admission last date.

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	
Prof. Himani S	
Prof. Vinay S	

Prof Mithilesh C	
------------------	---



Co-ordinator

(Dr. Tushar Sambare)



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Meetings pending

10th Sept & 11TH SEPT COMBINE

30TH SEPT

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B.Sc. IT Department

Minutes of Meeting

Following discussions were made on 11th Sept 2020 at 12:50 pm online using Zoom Platform.

1. Exam Schedule for TYBScIT – SEM VI-2019-20 Batch is as follows

ATKT Exam- 25th Sept – 30th Sept 2020, Practical Exam – 15th Sept- 20th Sept 2020, Regular Exam- 01st Oct-07th Oct 2020.

2. As dates are finalized respective subjects' teachers start preparing ATKT OLD+NEW MCQs (100 questions), Practical Viva (30 questions) and REG MCQS (250 questions) for all Semesters.

3. Paper Pattern of Examination will be 25 questions (2marks each question) and three sets have to prepared

Set 1: Mock Exam Set 2: Regular Exam Set3: Extra Question Set in case of emergency. Kindly make a note that MCQs shouldn't contain ALL OF THE ABOVE/NONE OF THE ABOVE as an option. Every question should have only one selecting option no multiple selections as per new University Guidelines received.

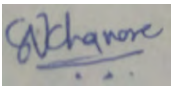
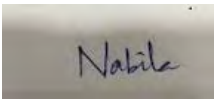
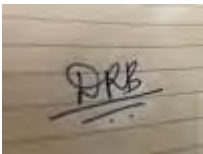
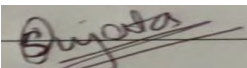
4. MCQs can be created with Cluster Colleges.



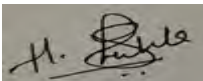
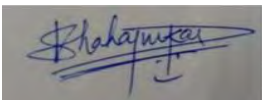

5. Deadline of Paper Submissions is 15th Sept – Regular Exam and 16th-Sept- ATKT Exam.

6. All the teachers will be given Student data file that will consist of details of students appearing for which ATKT subject along with there contact numbers. Subject teacher has here responsibility here to check their subject students have given exam timely.

7. Marksheets for the exams have to submitted next day with fields SR.NO, SEAT.NO, STUDENT NAME MARKS.

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	

Prof. Suman U	
Prof. Raveena S	
Prof. Himani S	
Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator
(Dr. Tushar Sambare)



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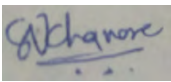
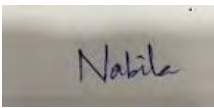
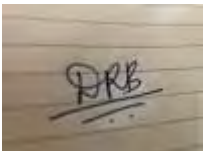
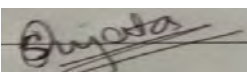


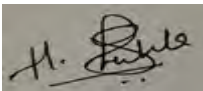
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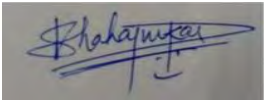
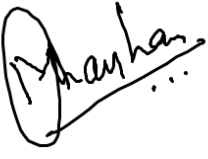
B.Sc. IT
Meeting Notice

It is hereby informed that there is departmental meeting on **11th Sept 2020 at 12:50 pm** online using Zoom Platform to discuss the following agenda:

1. Exam Schedule-TYBScIT-Batch 19-20
2. MCQS Preparation
3. Examination Paper Pattern
4. Cluster Colleges
5. Paper Submission Deadline
6. ATKT Student Data File
7. Marksheet Format

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	
Prof. Himani S	

Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator

(Dr. Tushar Sambare)



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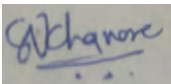
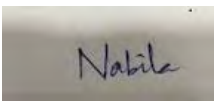
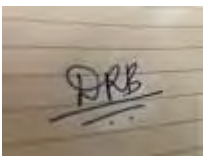
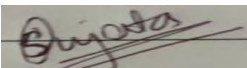
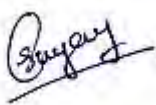
B.Sc. IT Department


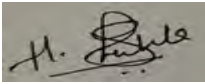
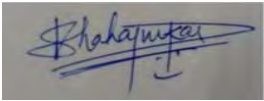

Minutes of Meeting

Following discussions were made on 30th Sept 2020 at 12:50 pm online using Zoom Platform.

1. Online Regular Exams are commencing from Oct 1 supervisors have to report on time as per supervision duty allotted. Subject Teachers check your papers one day before to avoid last minute hassle and check the settings too.
2. All the class teachers take follow up for serious defaulter and take strict action.
3. All the subject teachers are informed to keep their e-content ready next set of video lecture links should mailed to website team and coordinator earliest by 10th Oct 2020.
4. Any pending admissions are yet to be done then class teachers inform the status accordingly by providing details of those students.
5. Instruction by Principal Sir to all Supervisors is to be on time for supervision duty and attendance record has to be maintained well and should be mailed on the same day to respective coordinator. During examination any unfair cases if found then report the same to exam committee convenor/members. Everyone co-operation is required for conducting exams smoothly as per University Guidelines.

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	

Prof. Raveena S	
Prof. Himani S	
Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator
(Dr. Tushar Sambare)



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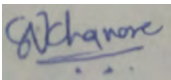
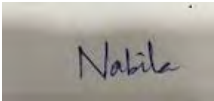
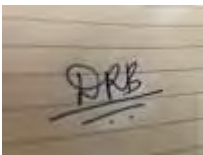
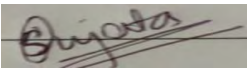
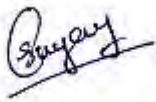

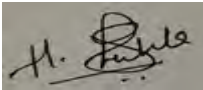
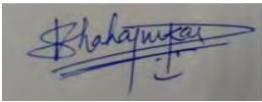
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B.Sc. IT
Meeting Notice

It is hereby informed that there is departmental meeting on **30th Sept 2020 at 12:50 pm** online using Zoom Platform to discuss the following agenda:

1. Online Exam
2. Defaulter Follow-up
3. You-Tube Video Uploads
4. Pending Admissions
5. Instructions by Principal Sir

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	
Prof. Himani S	
Prof. Vinay S	

Prof Mithilesh C	
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Co-ordinator
(Dr. Tushar Sambare)



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B.Sc. IT Department

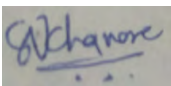
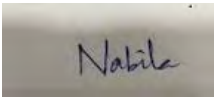
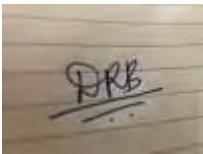
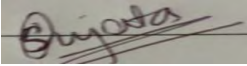


Minutes of Meeting

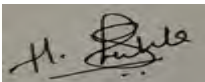
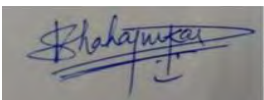

Following discussions were made on 23rd Nov 2020 at 06:00 pm online using Zoom Platform.

1. ATKT Theory and Practical Exams are commencing respective subject teachers be careful while allocating question papers.
2. All the class teachers take follow up for serious defaulter and take strict action.
3. All the subject teachers are informed to keep 250 MCQs ready for upcoming exams for **semesters 1 3 and 5** and submission date is 3rd Dec 2020.
4. SY TY Practical Exams will commence from 4th Dec 2020 and Theory Exams from 14th Dec onwards.

Last day for conducting lecture for SY TY is 3rd Dec 2020 and FY is 24th Dec 2020.

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	

Prof. Himani S	
Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator

(Dr. Tushar Sambare)



PRINCIPAL

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



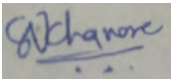
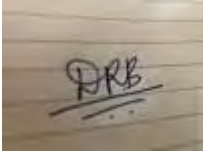
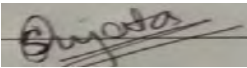
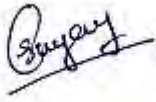

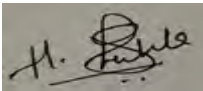
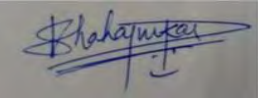
Bunts Sangha's
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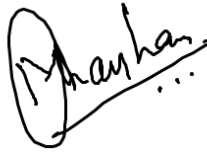
B.Sc. IT
Meeting Notice

It is hereby informed that there is departmental meeting on **23rd Nov 2020 at 06:00 pm** online using Zoom Platform to discuss the following agenda:

1. ATKT Theory and Practical Exam
2. Defaulter Follow-up
3. MCQ Preparation for Sem 1 3 and 5
4. FY SY TY Theory and Practical Examination Commencement Dates

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	
Prof. Himani S	
Prof. Vinay S	

Prof Mithilesh C	
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Co-ordinator

(Dr. Tushar Sambare)



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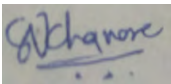
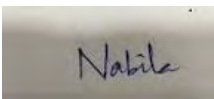
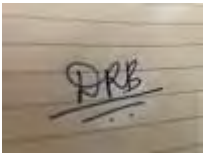
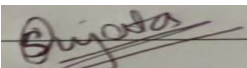
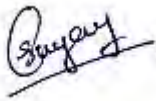

B.Sc. IT Department

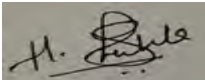
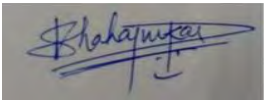

Minutes of Meeting

Following discussions were made on 24th Dec 2020 at 06:00 pm online using Zoom Platform.

1. All the teachers have been allotted workload and subjects have been discussed for the even semester so accordingly prepare your lecture content.
2. Classes will begin as follows SY and TY- 4th Jan 2021 and FY- 14th Jan 2021
3. All the class teachers kindly prior inform students about re-opening of the college.
4. IT Association team kindly submit list of upcoming activities.
5. All the class teachers kindly give reminders to the students for payment of fees.

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	

Prof. Himani S	
Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator

(Dr. Tushar Sambare)



PRINCIPAL

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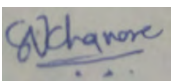
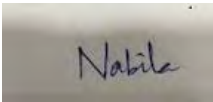
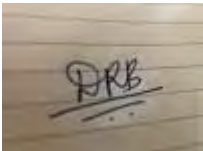
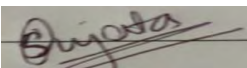
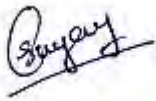

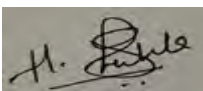
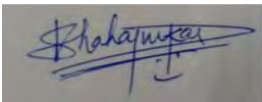
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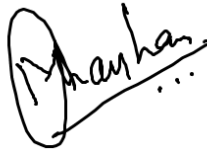
B.Sc. IT
Meeting Notice

It is hereby informed that there is departmental meeting on **24th Dec 2020 at 06:00 pm** online using Zoom Platform to discuss the following agenda:

1. Even Sem- Workload Discussion
2. FY SY TY college re-opening dates
3. IT Association Upcoming Events
4. Reminder to fees defaulter

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	
Prof. Himani S	
Prof. Vinay S	

Prof Mithilesh C	
------------------	---



Co-ordinator
(Dr. Tushar Sambare)



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B.Sc. IT Department

Minutes of Meeting

Following discussions were made on 25th Jan 2021 at 04:00 pm online using Zoom Platform.

1. All the teachers are hereby informed that our department is going to conduct M.Sc.I.T Part-II workshop on 9th March 2021 and 12th March 2021.

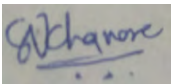
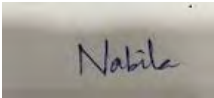
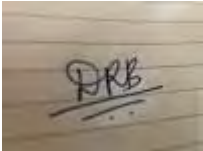
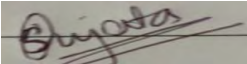


2. Plagiarism Session for the classes will be held from 27th Jan-02nd Feb for students. Above teachers have to be manage session and take attendance for the same.

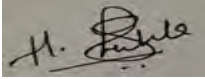
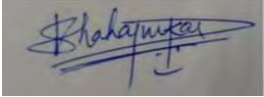

FYA- Disha, FYB- Suman , SYA- Vinay , SYB-Mithilesh , TYA-Tushar , TYB- Raveena

3. Subject teachers have to do result verification of Sem II , III , IV

4. All the teachers have to contribute or give innovative idea to add important content on website for BSc IT . All the subject teachers have to frequently visit the website and check for their respective content is uploaded or not if any changes then report to website team

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	

Prof. Himani S	
Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator

(Dr. Tushar Sambare)



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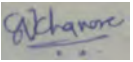
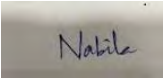

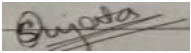


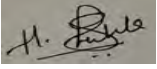
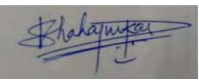
Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai

B.Sc. IT
Meeting Notice

It is hereby informed that there is departmental meeting on **25th Jan 2021 at 04:00 pm** online using Zoom Platform to discuss the following agenda:

1. M.Sc.I.T-II -Workshop
2. Plagiarism Session for FY SY TY.
3. IT Association Upcoming Events
4. BSc IT tab discussion for Website

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	
Prof. Himani S	
Prof. Vinay S	



(Dr. Tushar

Sambare)



PRINCIPAL

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

B.Sc. IT Department

Minutes of Meeting

Following discussions were made on 1st April 2021 at 01:30 pm with Principal Sir, Vice Principal and department members online using Zoom Platform

1. Discussions were made to finalize dates for upcoming Regular, ATKT and Practical Exam for FY SY and TY.

2. Tentative dates for Commencement of Exam- SY Sem 4 & ATKT and Sem 1 ATKT – 16th April 2021

FY Sem 2 & ATKT and Sem 3 ATKT- 26th April 2021, TY Sem VI & ATKT – 6th May 2021,

TY Sem V ATKT- 24th May 2021

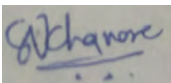
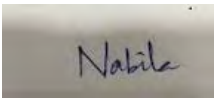
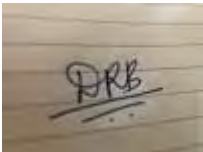
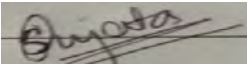
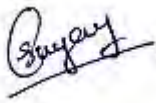
3. Practical Exam Dates Finalized:


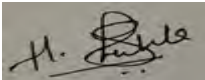
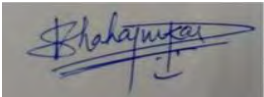

FYBScIT- 08th April 2021-17th April 2021

SYBScIT- 07th April 2021- 12th April 2021

TYBScIT- 10th April 2021- 17th April 2021

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	

Prof. Raveena S	
Prof. Himani S	
Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator
(Dr. Tushar Sambare)



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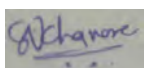
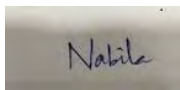
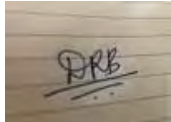
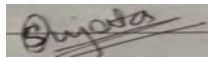
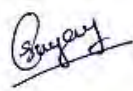

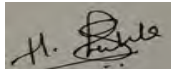
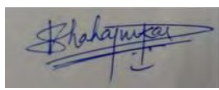

Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai

B.Sc. IT
Meeting Notice

It is hereby informed that there is departmental meeting on **1st April 2021 at 01:30 pm with Principal Sir, Vice Principal and department members** online using Zoom Platform to discuss the following agenda:

1. Date Finalization for upcoming REG, ATKT and Practical Exam
2. FY SY TY REG and ATKT Exam Commencement dates
3. FY SY TY Practical Exam commencement dates

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	
Prof. Himani S	
Prof. Vinay S	
Prof Mithilesh C	



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Bunts Sangha's
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B.Sc. IT Department

Minutes of Meeting

Following discussions were made on 21st April 2021 at 04:00 pm with online using Zoom Platform

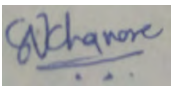
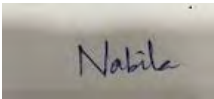
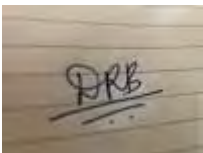
1. FY and SY class teachers are hereby informed to verify Internal and Practical marks and identify common absentees in one or two subjects or all and accordingly report the count to coordinator.
2. Following are roles and responsibilities for class teachers and subject teachers for upcoming regular and ATKT exams.

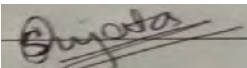


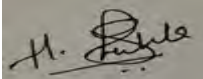
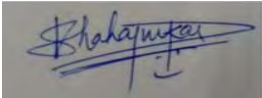

Class Teachers: Monitoring exam from 10:30 onward till the end, preparing monitor workbench report, identify absent roll no or students those have not joined or facing any issues contact them and solve the issue, give reminder to the students (reg and atkt) for next day exam and accordingly inform them to report on time for exam.

Subject Teachers: Inform ATKT students one day before of your exam, review your paper one day before exam and if any change or any errors exist report to coordinator immediately, keep track of absent students in your exam.

3. All the teachers have to mail there daily work every day done for the department or committee on the email id naacdaily@smshettycollege.edu.in
4. All the department members are requested to complete department naac assigned to them as early as possible.
5. Departmental Presentation editing and data adding will be done by Suman and Himani.

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	

Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	
Prof. Himani S	
Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator

(Dr. Tushar Sambare)



PRINCIPAL

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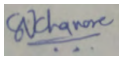
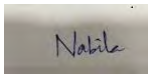
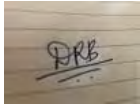
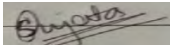


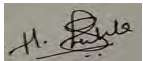
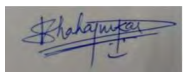

Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai

B.Sc. IT
Meeting Notice

It is hereby informed that there is departmental meeting on **21st April 2021 at 04:00 pm** online using Zoom Platform to discuss the following agenda:

1. FY SY Internal and Practical Marks Verification.
2. Roles and Responsibilities of Class Teachers and Subject Teachers for upcoming exams.
3. FY SY follow up for absentees.
4. Daily work report to be mailed to Principal Sir
5. Department Naac Work.

Faculty of the department

Prof. Sheetal K	
Prof. Nabila K	
Prof. Disha D.	
Prof. Sujata R	
Prof. Suman U	
Prof. Raveena S	
Prof. Himani S	
Prof. Vinay S	
Prof Mithilesh C	



Co-ordinator

(Dr. Tushar Sambare)



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Date: 07th May 2021

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

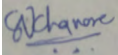
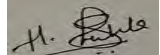
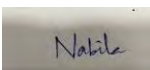
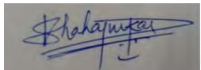
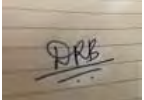

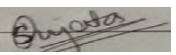

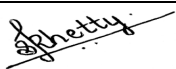
B.Sc. IT Department

Minutes of Meeting

Following discussions were made on 07th May 2021 at 10:30am online using Zoom Platform

1. FY and SY class teachers have to result verification and identify KT count for each subject.
2. All the teachers are requested to upload required documents or work assigned once completed into Criteria 1 drive.
3. All the teachers have to mail there daily work every day done for the department or committee on the email id naacdaily@smshettycollege.edu.in
4. FY SY class teachers have to do verification of Sem 1 2 3 and 4 ATKT at the earliest on the first priority
5. All the department members have to identify 5 students who are placed in MNC and fill the feedback form for assessment of our curriculum from there respective organization.

Faculty of the department


Prof. Sheetal K		Prof. Himani S	
Prof. Nabila K		Prof. Vinay S	
Prof. Disha D.		Prof. Mithilesh C	
Prof. Sujata R			
Prof. Suman U			
Prof. Raveena S			



Co-ordinator

(Dr. Tushar

Sambare)


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Date: 04th May 2021

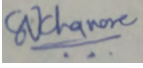
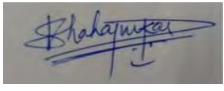
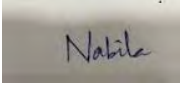

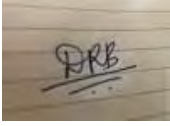
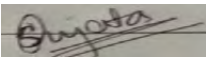
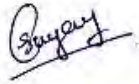

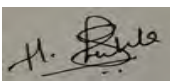
Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai

B.Sc. IT
Meeting Notice

It is hereby informed that there is departmental meeting on 07th May 2021 at 10:30am online using Zoom Platform to discuss the following agenda:

1. FY SY Regular Exam Result Verification.
2. Criteria I department files to be uploaded.
3. Daily work report
4. Sem 1 2 3 4 KT Exam Result Verification
5. Alumni Feedback Form.

Faculty of the department

Prof. Sheetal K		Prof. Vinay S	
Prof. Nabila K		Prof. Mithilesh C	
Prof. Disha D.			
Prof. Sujata R			
Prof. Suman U			
Prof. Raveena S			
Prof. Himani S			



Co-ordinator

(Dr. Tushar

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

Minutes of the meeting

Date: 25/09/2020

Time: 06:00 p.m.

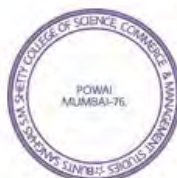
Following matters were discussed in the meeting:-

- 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 27th SEPTEMBER 2020.
- 4) TIME TABLE DISCUSSION
- 5) USE OF ZOOM APP FOR ONLINE LECTURES
- 6) MAINTAINING ONLINE ATTENDANCE & WORK DIARY FOR LECTURES TAKEN
- 7) SUBMISSION OF LECTURE REMUNERATION BILL OF EACH MONTH BEFORE 5TH OF NEXT MONTH.



PRINCIPAL


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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	



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

Minutes of the meeting

Date: 03/12/2020

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 6th DECEMBER 2020.
4. TIME TABLE DISCUSSION
5. USE OF ZOOM APP FOR ONLINE LECTURES
6. MAINTAINING ONLINE ATTENDANCE & WORK DAIRY FOR LECTURES TAKEN
7. CREATING GOOGLE CLASSROOM OF SEM 3 & SEM 1 STUDENTS FOR ONLINE INTERNAL AS WELL AS EXTERNAL EXAMS.
8. CONDUCT OF ONLINE INTERNAL TEST OF SEM 3 STUDENTS FROM 21ST JANUARY 2021.
9. SUBMISSION OF INTERNAL TEST MARKSHEET OF SEM 3 BEFORE 28TH JANUARY 2021.
10. CONTACTING ATTENDANCE DEFAULTER STUDENTS OF SEM 3.
11. IT WAS DECIDED TO INFORM THE COORDINATOR ABOUT ANY TECHNICAL ISSUE FACED BY ANY TEACHER WHILE CONDUCTING THE ONLINE LECTURES.



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SIGNATURE

M.COM COORDINATOR

M.COM TEACHING STAFF :-

NAME OF TEACHER	SIGNATURE
VIRENDRA SINGH	

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

Minutes of the meeting

Date: 31/01/2021

Time: 05:30 P.M.

Following matters were discussed in the meeting:-

1. FOR CONDUCT OF ONLINE SEM 1 INTERNAL TEST FROM 24TH FEBRUARY 2021.
2. SUBMISSION OF INTERNAL TEST MARKSHEET OF SEM 1 BEFORE 4TH MARCH 2021.
3. COMPLETION OF SYLLABUS OF SEM 1 BEFORE 8TH MARCH 2021.
4. SPEAKING WITH ATTENDANCE DEFAULTER STUDENTS.
5. COMPLETION OF SYLLABUS OF SEM 3 BEFORE 5TH FEBRUARY 2021.
6. STARTING SEM 4 LECTURES FROM 18TH FEB 2021.
7. SUBMISSION OF LESSON PLAN OF M.COM PART 2 - SEM 4



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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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**Bunts Sangha's
S M Shetty College of Science, Commerce & Management Studies**

Department of Mass Media and Communication Skills

NOTICE

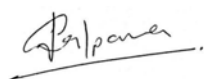
26 June 2020

Department meeting to discuss the academic and co-curricular activities for the year.

Date: 30 June 2020

Venue : Zoom

Time: 12pm onwards



Kalpana Rai Menon
Coordinator - BAMMC



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

Minutes of the meeting – BAMMC

Date: 30 June , 2020 Time: 12.00 pm

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Mahesh Savale

Agenda:

Department meeting to discuss the academic and co-curricular activities for the year.

Discussion:

- Work allocation done
- Subject teachers to inform students about course outcomes while informing the students about the syllabus.
- Certificate course resource persons to be identified and course to be planned
- Attendance defaulter lists to be displayed
- Studio activities to be coordinated. Each teacher to take up one activity to be conducted.
- Class-incharges to conduct mentoring meetings regularly.

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



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**Bunts Sangha's
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Department of Mass Media and Communication Skills

NOTICE

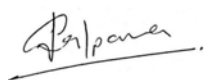
22 Sept, 2020

Department meeting for department activities and attendance issues.

Date: 24 Sept 2020

Venue : Zoom

Time: 12 pm onwards



Kalpana Rai Menon
Coordinator - BAMMC



PRINCIPAL

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

Minutes of the meeting – BAMMC

Date: 24 Sept, 2020 Time: 12.pm

Members Present:

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

Agenda:

Department meeting for department activities and attendance issues.

Discussion:

- Syllabus completion status for all classes was taken
- Bridge course to be scheduled for this academic year
- Follow up with defaulters to be done
- TY Mock exam to be conducted. Teachers to submit questions in MCQ format
- Event documentation to be verified and submitted in the department folder.
- Students who have performed below average in exams are to be given assignments to be completed. Questions to be shared on Google classroom.

Kalpana Rai Menon
Neena Sharma
Sharanya Sanoj



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Department of Mass Media and Communication Skills

NOTICE

22 Dec, 2020

Department meeting to discuss:

FY Exams

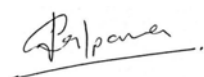
Dept events for next semester

Next semester work allocation

Date: 26 Dec, 2020

Venue : Zoom

Time: 12 pm onwards



Kalpana Rai Menon
Coordinator - BAMMC



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

Minutes of the meeting – BAMMC

Date: 26 Dec, 2020 Time: 12.pm

Members Present:

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

Agenda:

Department meeting to discuss:

- FY Exams
- Dept events for next semester
- Next semester work allocation

Discussion:

- Syllabus completion status update for FY
- Bridge course to be conducted in Jan
- Subject allocation for next semester
- Students to be informed about class restarting for SY and TY- 4th Jan 2021 and FY- 14th Jan 2021
- Students to be reminded about clearing of pending fees
- Studio event for next semester was discussed and allocated to each faculty member to coordinate.

Kalpana Rai Menon
Neena Sharma
Sharanya Sanoj



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Department of Mass Media and Communication Skills

NOTICE

22 Jan, 2021

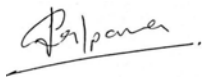
Department meeting to discuss:

- Result verification

Date: 25 Jan, 2021

Venue : Zoom

Time: 12 pm onwards



Kalpana Rai Menon
Coordinator - BAMMC



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

Minutes of the meeting – BAMMC

Date: 25 Jan, 20210 Time: 12.pm

Members Present:

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

Agenda:

Department meeting to discuss:

- Result verification

Discussion:

- Subject teachers have to do result verification of Sem II , III , IV
- STUDIO events to be streamlined

Kalpana Rai Menon

Neena Sharma

Sharanya Sanoj



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

NOTICE

12 April, 2021

Department meeting to discuss:

- Internal verification
- Regular exams
- Attendance defaulters

Date: 17 April, 2021
Venue : Zoom
Time: 12 pm onwards



Kalpana Rai Menon
Coordinator - BAMMC



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

Minutes of the meeting – BAMMC

Date: 17 April, 2021 Time: 12.pm

Members Present:

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

Agenda:

Department meeting to discuss:

- Internal verification
- Regular exams
- Attendance defaulters

Discussion:

- FY, SY teachers to verify internals
- **Class Teachers** to monitor eklavya workbench report and resolve student's issues.
- **Class Teachers** to inform ATKT students one day before the exam, review your paper one day before exam and if any change or any errors exist report to coordinator immediately, keep track of absent students in your exam.
- Teachers to update their work diary and daily work report
- Department NAAC work to be completed as early as possible.
- Teachers to contribute to Departmental Presentation and add individual and class data

Kalpana Rai Menon
Neena Sharma
Sharanya Sanoj



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