



BUNTS SANGHA'S

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

DEPARTMENT MOM 2021-2022

INDEX

Sr. No	Content	Page no
1.	Department of MCOM	1-7
2.	Department of BAF & BBI	8-25
3.	Department of BMM	26-52
4.	Department of BCOM	53-101
5.	Department of BMS	102-116
6.	Department of BSCIT	117-148

MINUTES OF MEETING 2021-2022

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

Minutes of the meeting

Date: 24/08/2021

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 01st AUGUST, 2021.
- 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

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



SIGNATURE

M.COM COORDINATOR

M.COM TEACHING STAFF :-

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



PRINCIPAL
 Burtis 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.

Minutes of the meeting

Date: 09/09/2021

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 17th SEPTEMBER, 2021.
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 1 & 3 STUDENTS FROM 18TH NOVEMBER 2021.
9. SUBMISSION OF INTERNAL TEST MARKSHEET OF SEM 1 & 3 BEFORE 28TH NOVEMBER 2021.
10. CONTACTING ATTENDANCE DEFAULTER STUDENTS OF SEM 1 & 3.
11. COMPLETION OF SYLLABUS OF SEM III BEFORE 15TH DECEMBER AND SEM 1 BEFORE 30TH DECEMBER 2021
12. IT WAS DECIDED TO INFORM THE COORDINATOR ABOUT ANY TECHNICAL ISSUE FACED BY ANY TEACHER WHILE CONDUCTING THE ONLINE LECTURES.



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




SIGNATURE

M.COM COORDINATOR

M.COM TEACHING STAFF :-

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



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.

Minutes of the meeting

Date: 02/01/2022

Time: 06:30 P.M.

Following matters were discussed in the meeting:-

1. STARTING SEM II LECTURES FROM 15th JANUARY, 2022
2. STARTING SEM IV LECTURES FROM 24th JANUARY, 2022
3. FOR CONDUCT OF ONLINE SEM II & IV INTERNAL TEST FROM 22nd APRIL 2022.
4. SUBMISSION OF INTERNAL TEST MARKSHEET OF SEM II & IV BEFORE 10TH MAY, 2022.
5. COMPLETION OF SYLLABUS OF SEM IV BEFORE 23rd MAY 2022.
6. SPEAKING WITH ATTENDANCE DEFAULTER STUDENTS.
7. COMPLETION OF SYLLABUS OF SEM II BEFORE 30TH MAY, 2022.
8. IT WAS DECIDED TO INFORM THE COORDINATOR ABOUT ANY TECHNICAL ISSUE FACED BY ANY TEACHER WHILE CONDUCTING THE ONLINE LECTURES.



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



SIGNATURE

M.COM COORDINATOR

M.COM TEACHING STAFF : -

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



PRINCIPAL

Burns Sangha's S.M. Shetty College
of Sciences, 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.
Minutes of the meeting

Date: 18/06/2021

Time: 11:45 a.m.

Following matters were discussed in the meeting: -

1. Teachers were instructed to kindly follow up with the students of SY and TY class regarding admission status.
2. Teachers were requested to record their important concept discussion online lectures as this time each teacher had to upload their subject's recordings in their respective YouTube channel.
3. SY and TY class teachers were instructed to circulate attendance sheet to all the subject teachers so as to maintain their attendance daily.
4. Teachers were requested to complete Result analysis of last semester by coming Friday i.e. 25th June, 2021 and upload the same in the drive link provided.
5. Teachers were instructed to write one article for the departmental magazine and mail it to the Co-ordinator.
6. Teachers were also instructed to upload their lesson plan for the current semester 2021-2022 in the drive link provided.
7. It was decided to conduct some events by the departmental teachers as mentioned below.


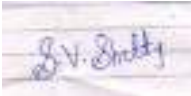

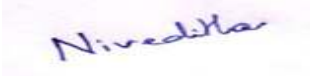
TEACHING FACULTY	DUTIES ALLOTTED
Prof Niveditha Shetty Prof Swati Shetty	<ul style="list-style-type: none"> Bank Nationalisation Day on 19th July 2021 (in connection of Bank Nationalisation Day – Inter and Intra college event)
Prof Avneet Kaur Prof Niveditha Shetty	<ul style="list-style-type: none"> Article Writing Competition Departmental Magazine
Prof Komal Tiwari Prof Virendra Singh	<ul style="list-style-type: none"> Organising Guest lectures


PRINCIPAL
 Bunts Sangha's S.M. Shetty College
 of Science, Commerce & Management Studies
 Powai, Mumbai-400 076
 Tel. 022-6132 7332
 Email: college@smshettyinstitute.org




 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	



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.

Minutes of the meeting

Date: 03/07/2021

Time: 12:30 p.m.






1. Teachers were instructed to complete the Result analysis of last semester and upload the same in the google link provided.
2. Teachers were requested to upload the lesson plan and course outcome of their respective subjects in the google link provided.
3. It was instructed to mail articles for Departmental Magazine by 7th July,2021.
4. SY and TY class teachers were requested to upload a defaulters list for the month of June 2021 of their respective classes by 5th July,2021.
5. It was decided to conduct a Parents Teachers meet for SY classes on 10th July,2021 and TY classes on 17th July,2021.


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




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	



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.

Minutes of the meeting

Date: 12/07/2021

Time: 12:30 p.m.

Following matters were discussed in the meeting:-

1. It was decided to inaugurate the Commerce Association on 22nd July, 2021.
2. It was further decided to celebrate Bank Nationalisation Day on 19th July, 2021 by organising an Inter Collegiate Poster Making Competition.
3. It was decided to organise a webinar on Career in Banking on 22nd July, 2021.
4. Duties of the teachers with respect to above events were explained to them.
 - Finalising the resource person, judges for poster making competition and preparation of report to be done by Prof. Komal Tiwari.
 - Feedback work to be done by Prof. Virendra Singh.
 - Certificate work to be done by Prof. Avneet Kaur.
 - Creation of whatsapp messages, Brochure and schedule by Prof. Swati and Prof. Niveditha Shetty.








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



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	



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



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

Date: 03/08/2021

Time: 12:30 p.m.

1. Teachers were instructed to prepare a defaulters list for the month of July 2021 by end of the day.
2. It was decided to record the attendance of students on a daily basis in the google link provided for all the classes.
3. Teachers were instructed to take admission confirmation from Asha mam till 02th August,2021.
4. It was decided that the Internal exam will be conducted for SY and TY classes from 8th August,2021 onwards in google classroom,class teachers of the respective classes will have to take the lead and manage the exams.
5. Class teachers were told to remove the cancelled students from google classroom and add respective subject teachers of their class,also to make a common attendance form and circulate within subject teachers of their class.Supervisors for the day will be recording and taking screenshots of the exams and later on needs to upload the same in the google drive link provided.
6. Teachers were requested to follow up with students whose parents have not turned up for the Parents teachers meet.
7. It was decided to conduct a Parents Teachers meet for TYBBI class on 5th August,2021 and TYBAF class on 6th August,2021
8. It was decided to form a Social media team for BAF & BBI Department and the same needs to be handled by Prof Avneet Kaur and Prof Swati Shetty.
9. It was decided to conduct a skill development workshop for students organised by Hoonar and Department of BAF & BBI wherein Alumni and current students can be involved.
10. It was decided to conduct an Expert Guidance session for students on 21st August,2021 the same will be handled by Prof Virendra Singh.
11. Teachers were instructed to send letters to defaulters and the students who have not attended the Parents teachers meet.
12. It was decided that Prof Komal Tiwari will be presenting from BAF & BBI Department for the budding scholars session organised by Research cell.

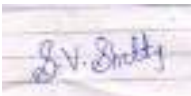





PRINCIPAL
Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel: 022-6132 7352
Email: college@smshettyinstitute.org



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	



PRINCIPAL
 Burt's 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


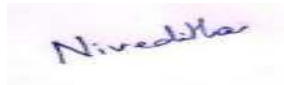
**S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES –
Opp. Jalvayu Vihar, Hiranandani Garden, Powai, Mumbai – 400076**

DEPARTMENT OF COMMERCE & ALLIED SUBJECTS**MINUTES OF THE MEETING**

The Commerce Departmental Zoom meeting was held on 4th August 2021 at 4:00 pm. Issues discussed are as follows:

1. It was informed that the Department of Commerce in association with the Department of Commerce and Allied Subjects is going to offer a certificate course in Equity and Advance Equity Research for all the students of the college, which will be majorly beneficial for the commerce students of B.COM, BAF. BBI & M.COM Finance students
2. It was also discussed that for the same, College is going to collaborate with Parivartan Learning Solutions who is ready to offer 30 Hours Certificate Program
3. It was also decided that an orientation session will be organized on Zoom for all the students of our college on 13th August 2021 where students will be informed about the details of the course, course benefits, exam rules along with the fees (Rs1000/-)
4. It was informed that a whatsapp message will be prepared stating the required information about the course, date and time of the orientation session.
5. On the basis of the orientation session, students can register for the course and pay the fees online through NEFT to a college bank account. Payment information will be provided to all the interested students through whatsapp messages. Period of at least 10 days should be given to students to pay the fees during the covid situation
6. It was decided that a separate Whtasapp group will be created for the students who pay the fees and all the course related information, notices, lectures link will be provided in that whatsapp group.
7. It was also decided that the course shall start in the month of August itself so that the course can get over before students' Semester Exams.
8. It was also informed that Asst. Prof. Komal Tiwari will be the Convenor of the certificate course.

List of Attendees:

Sr. No.	Names of Attendees	Signature
1.	Ms Sahana Raviprasad- BAF BBI Coordinator	
2.	Ms. Komal Tiwari	
3.	Mr. Virendra Singh	
4.	Ms. Swati Shetty	
5.	Ms. Niveditha Shetty	
6.	Ms. Avneet Kaur	


 PRINCIPAL
 Burtis 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.
Minutes of the meeting

Date: 17/11/2021


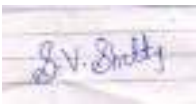

Time: 12:30 p.m.

1. Teachers were instructed to complete the Result analysis of SY classes before 26th November,2021.
2. It was decided to conduct FY internal exams from 29th November,2021 where the Business economics exam for FYBBI students will not be conducted. Prof. Niveditha Shetty and Prof. Swati Shetty has been assigned to prepare the exam time table for the same. Timings for the Internal exam will be from 12:50 pm to 1:20 pm wherein students have to join by 12:40 pm.
3. Teachers were requested to update attendance and work diary on a daily basis in the google link provided.
4. All the teachers were instructed to send the lecture link before 5 pm and the same needs to be informed to the subject teachers too.
5. It was decided that the department of BAF & BBI will be conducting an event on Creative Explosion on 26th November,2021. Prof. Komal Tiwari has been assigned to conduct the event and also finalise the Resource person.
6. It was decided to have a certificate course in the field of IT, Prof Avneet Kaur has been given the responsibility to look after the conduct of the event.
7. Documentation work for the year 2020-21 and 2021-22 was been assigned to Prof. Niveditha Shetty and Prof Swati Shetty.
8. It was decided to conduct a Student Research Convention on 12th January,2022.



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	



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.

Minutes of the meeting

Date: 07/01/2022

Time: 12:00 p.m.




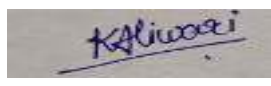


1. Teachers were requested to complete and submit FY subjects question bank by 7th January,2022.
2. It was informed to send 50 questions for FY Semester exam on or before 12th January,2022.
3. FY class teachers were informed to prepare a google drive for uploading questions for the Mock exam by 8th January,2022 and the same needs to be sent to respective subject teachers.
4. It was decided to organise an Orientation Session for FY students on usage of Eklavya Software.
5. FY class teachers were informed about PTM meet to be conducted on 14th or 15th January,2022.wherein teachers will be discussing about the major defaulters at the end of meeting
6. Teachers were requested to encourage students to send articles for departmental magazines on or before 15th January,2022.
7. Teachers were informed to motivate and encourage students to enroll for Certificate course on Networking and G suite organised by the department of BAF & BBI.
8. Teachers were requested to make one team of students for Avishkar from their respective classes.
9. It was decided to organise National Student Research Convention on 31st Jan, 2022 in association with NSS
10. Teachers were instructed to motivate TY students to write one research paper for the Student research convention and submit it by 15th January, 2022.
11. Teachers were informed that on 11th January,2022 there will be a departmental meeting with the Principal.
12. It was decided to conduct one certificate course on Banking and Finance in the month of March which will be handled by Prof Komal Tiwari and Prof Swati Shetty.
13. It was decided to have an Alumni session for students, the same will be handled by Prof Swati Shetty.
14. Teachers were informed about the Departmental fest to be organised in the month of February, the same will be handled by Prof. Komal Tiwari.
15. SY & TY class teachers were requested to target the defaulters and have a follow up with their parents regarding their attendance.
16. Teachers were informed to send their lecture link before 10 pm on the prior day.
17. SY & TY class teachers were informed to take a follow up from fees defaulters regarding their payment.

Infrastructure changes to be done.

18. Suggestions were taken by departmental teachers for the Internal



Departmental Staff: -

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



PRINCIPAL
 Bunts Sangha's S.M. Shetty College
 of Science, Commerce & 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,
Mumbai - 400076
NAAC Accredited 'A' Grade
IMC RBNQ Certificate of Merit 2019
ISO 21001:2018 Certified

Minutes of the Meeting

The Commerce Departmental Zoom meeting was held on 10th January 2022 at 12:30 pm. Issues discussed are as follows:

1. It was informed that the Department of Commerce and Allied Subjects is going to offer one more certificate course on “Networks & G-suite Fundamentals” for all the students of the college, which will be majorly beneficial for the commerce students of First Year.
2. It was also decided that an orientation session will be organized on Zoom for all the students of our college on 20th January 2022 where students will be informed about the details of the course, course benefits, along with the fees (Rs500/-)
3. It was informed that a whatsapp message will be prepared stating the required information about the course, date and time of the orientation session.
4. On the basis of the orientation session, students can register for the course and pay the fees online through NEFT to a college bank account. Payment information will be provided to all the interested students through whatsapp messages. Period of at least 10 days should be given to students to pay the fees during the covid situation
5. It was decided that a separate Whtasapp group will be created for the students who pay the fees and all the course related information, notices, lectures link will be provided in that whatsapp group
6. It was also decided that the course shall start in the month of February itself so that course can get over before students' Semester Exams
7. It was also informed that Asst. Prof. Avneet Kaur will be the Convenor of the certificate course.

Teachers who attended the meeting:

Name	Signature
Ms Sahana Raviprasad- BAF BBI Coordinator	
Mr. Virendra Singh-Member of Commerce Department	
Ms. Avneet Kaur - Member of Commerce Department	
Ms. Komal Tiwari- Member of Commerce Department	
Ms. Niveditha Shetty- Member of Commerce Department	
Ms. Swati Shetty-Member of Commerce Department	



PRINCIPAL
Bhims 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

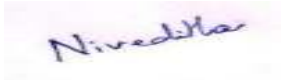
**S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES –
Opp. Jalvayu Vihar, Hiranandani Garden, Powai, Mumbai – 400076**

DEPARTMENT OF COMMERCE & ALLIED SUBJECTS**MINUTES OF THE MEETING**

The Commerce Departmental Zoom meeting was held on 17th February 2022 at 12:00 pm. Issues discussed are as follows:

1. It was informed that the Department of Commerce in association with the Department of Commerce and Allied Subjects is going to offer a certificate course in Financial Plan Construction for all the students of the college, which will be majorly beneficial for the commerce students of B.COM, BAF. BBI & M.COM Finance students
2. It was also discussed that for the same, College is going to collaborate with Financial Plan Academy who is ready to offer 30 Hours Certificate Program
3. It was also decided that an orientation session will be organized on Zoom for all the students of our college on 21st February 2022 where students will be informed about the details of the course, course benefits, exam rules along with the fees (Rs 950/-)
4. It was informed that a whatsapp message will be prepared stating the required information about the course, date and time of the orientation session.
5. On the basis of the orientation session, students can register for the course and pay the fees online through NEFT to a college bank account. Payment information will be provided to all the interested students through whatsapp messages. Period of at least 10 days should be given to students to pay the fees during the covid situation
6. It was decided that a separate Whtasapp group will be created for the students who pay the fees and all the course related information, notices, lectures link will be provided in that whatsapp group.
7. It was also decided that the course shall start in the month of March itself so that the course can get over before students' Semester Exams.
8. It was also informed that Asst. Prof. Komal Tiwari will be the Convenor of the certificate course.
9. It was further resolved that Prof. Swathi Shetty shall also be the Co-convener of this course.

List of Attendees:

Sr. No.	Names of Attendees	Signature
1.	Ms Sahana Raviprasad- BAF BBI Coordinator	
2.	Ms. Komal Tiwari	
3.	Mr. Virendra Singh	
4.	Ms. Swati Shetty	
5.	Ms. Niveditha Shetty	
6.	Ms. Avneet Kaur	



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

BAMMC Department

11 June 2021

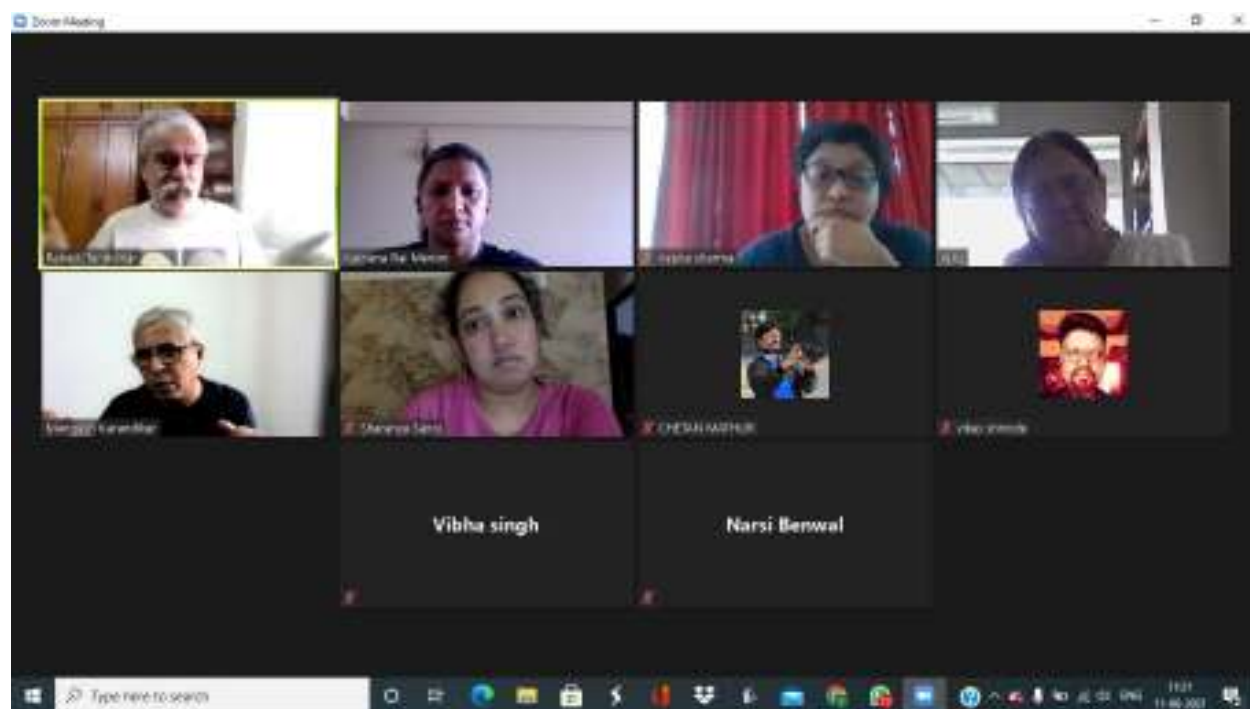
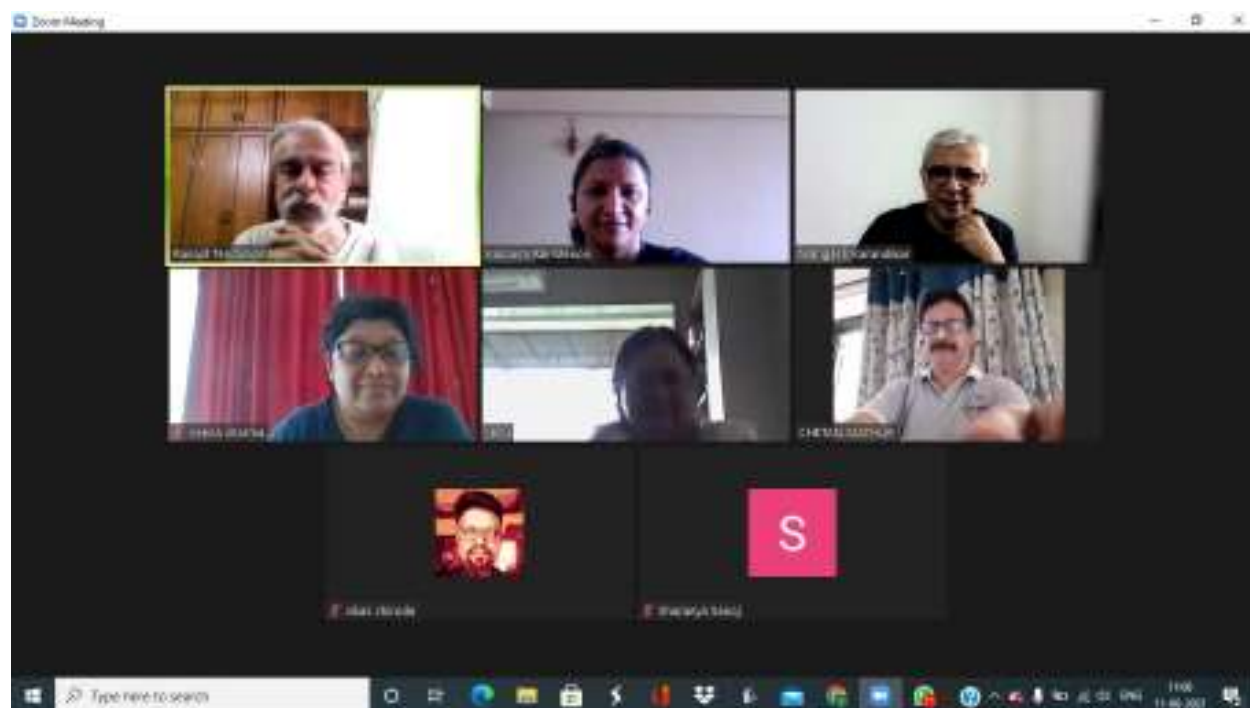
- 1- **Daily attendance** and monthly cumulative attendance to be given to the class teacher in the given format. Roll call list will be shared by class teachers
- 2- **Projects** - Individual projects to enhance practical application - 10 Marks for internals
- 3- **Project submissions** August 1st onwards
- 4- One class test of 20 marks - Test to be scaled down to 10 marks for final count of internals
- 5- **Question Bank** 5 Questions each for **slow learners** and **Advanced learners** to be uploaded in Google Classroom. (To be termed as Practice Questions- **Easy level** and **Challenging level**) - Class teachers will share the class link with subject teachers.
- 6- **Lesson Plan** for the semester and Teaching tools (14 June to 14 Sept 2021)
- 7- **Remuneration** bill along with daily and cumulative attendance to be submitted by 4th of the following month
- 8- All communication to students to happen in class or through class in-charges
- 9- Draft of Time Table shared with all faculty members
-

Kalpana Rai Menon
BAMMC - Coordinator

Neena Sharma
SYBAMMC Class In-charge



Sharanya Sanoj
FYBAMMC Class In-Charge



PRINCIPAL
 Burt's 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

BAMMC Department

16 June 2021

Agenda

Department activities for the year.

Discussion

Following to be planned:-

Soft Skill – Bridge course

ICT Based Skill

Life Skill

Certificate course – Video/ audio editing course, JULY -5PM TO 6/7 2 WEEK, MON TO FRIDAY (ANY MONTH)

- Graphic Designing (Vikas Swaraj) in-design/photoshop (suggested by Alumni during informal interaction)
- Event Management & Corp Comm (trend in industry)

Studio Awaaz – Electronic Media (1 episode Thursday) July, AUG, Sept, Oct

Y Talk – BC 1 in each semester

FF – Film Communication / Understanding Cinema / Chetan Mathur – 2 activities

Outreach – Contemporary issue / Life skills / Vision – ISR

Studio Plus – Peer Learning / Peer Learning – Life Skills – 1 per semester – Rahul Dubey- Swaraj

Samachar – Reporting / Journalism – Annual Thing

Saamvarta – news paper making - Reporting - Annual

Debutantes / Orientation- 1 week

Pathwise – Industry interaction and subject specialization for TY 2nd semester Feb/march

GA- Alumni – TY 2 times a semester group of 5-10 – Javed , Karan Boir, Shreya, Rasika, Alban, Harsita, Archana, Bhargu , Falguni, Forum, Divya, Vineeth, Hiten, Monica, Trisha, Ausaaf, Ditipriya, Vaibhav, Laxmi, Vikas Yadav, Sonali Tawade, Abhishek, Rutwick,

Industry Interface Cell – to be planned

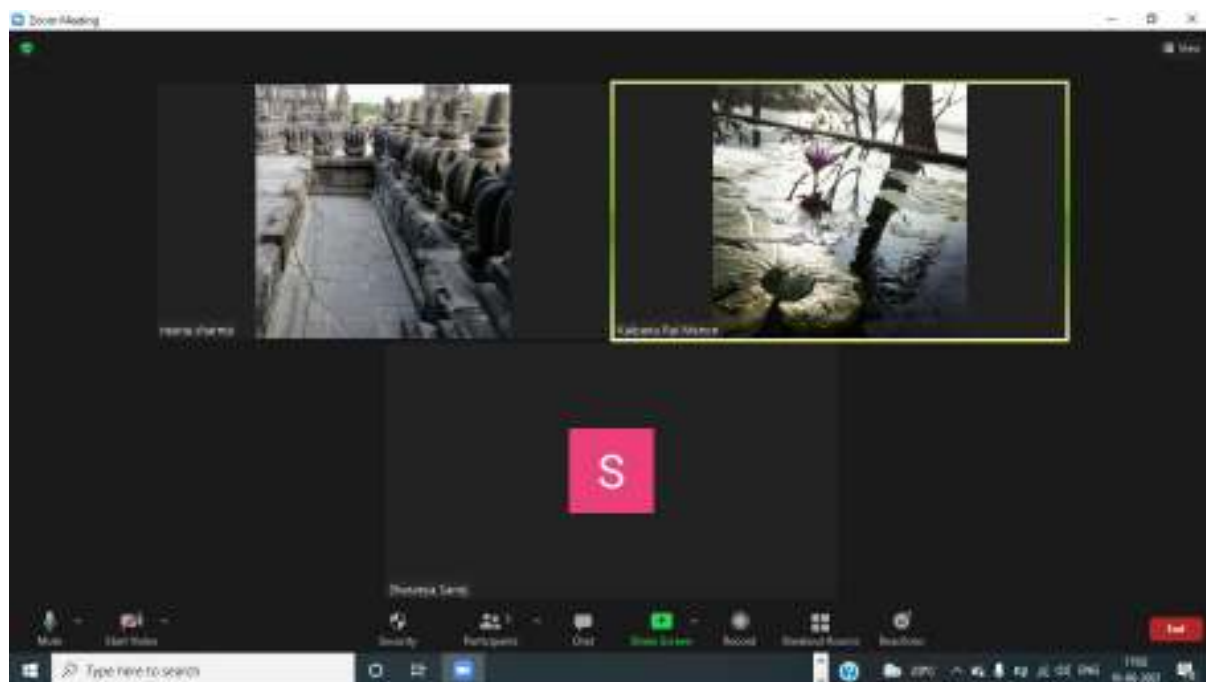
Mentoring - 10 internships , Research papers – 1 team (max 4)

Documentation: individual responsibilities.

Finalizing STUDIO Team – Monday and Tuesday 21 /22 June

Class Representation – Saturday Class rep selection –

- Internship records
- Cultural records
- Sports records



Kalpana Rai Menon
BAMMC - Coordinator

Neena Sharma

Sharanya Sanoj


 PRINCIPAL
 Burtis 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**

BAMMC Department

25 June 2021

Agenda

Department activities finalisation and selection of STUDIO members
Meeting at 4pm

Discussion

Event management workshop discussed
Syllabus drafted
Orientation on Avishkaar by Sujata in July
Meeting with students for STUDIO team selection (Shortlisted)

Nitya - Social media
Tejashree- Samachar
Harman - Social Media
Saisharanya - Samachar
Dolcee - Social Media
Shara - Studio Awaaz
Deepak Gupta - LinkedIn

**Kalpana Rai Menon
BAMMC - Coordinator**

Neena Sharma

Sharanya Sanoj



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**

BAMMC Department

8 July 2021

Agenda

Attendance of students and PTM

Discussion

Class teachers to hold PTM for attendance defaulters and their parents

Following things to be discussed:-

- Attendance
- Submission of assignments
- Discipline
- Online lecture
- Department activity and student participation
- Counselling facilities in college
- Undertaking for attendance to be taken.

**Kalpana Rai Menon
BAMMC - Coordinator**

Neena Sharma

Sharanya Sanoj



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



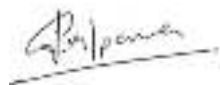
Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076****Minutes of the meeting – BAMMC****Date: 31st July , 2021 Time: 12:30 pm**

Agenda:

- Internals for SY and TY

Discussion:

- Internals to be held in August 2nd week (9th to 14th), and teachers to prepare QP for their subjects
- Visiting faculty to be informed and papers to be collected by 4th August.
- Internal test will be conducted using Google classroom - class in-charge to create GC and share link with subject teachers.
- 20 Marks objective paper with 4 options
- 20 Questions to be attempted in 30 minutes



1. Kalpana Rai Menon
2. Neena Sharma



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



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

This is to inform the faculty members that a departmental meeting is scheduled on 15th November, 2021 at 12:40 pm. The agenda is listed below.

Agenda:

- Orientation on TY exam
- Introduction to Institute for Prof Mahesh Savale
- Introduction to planning and processes of the department
- Planning for next semester
- IT requirements for new syllabus



Head of Department
Ms. Kalpana R. Menon



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



Bunt's Sangha's

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

Minutes of the meeting – BAMMC

Date: 15th November , 2021 Time: 12:30 pm

Members Present:

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

Agenda:

- Orientation on TY main and ATKT exam
- Introduction to Institute for Prof Mahesh Savale
- Introduction to planning and processes of the department
- Planning for next semester
- IT requirements for new syllabus
- Internals for FY

Discussion:

- Papers for sem 6 ATKT to be prepared from exiting QB
- Main exams to be coordinated from 25th Nov.
- Informed about work diary and daily work report
- Photoshop/ In-design workshop tentatively to be kept in 2nd week of December
- Nikon/ Canon photography workshop to be scheduled in Jan
- Microsoft Excel certificate course to be clubbed with BMS
- MGVPFX course to be coordinated
- IT requirements for Even Sem - Photoshop, In-design, Quark, Adobe
- Issues related to hybrid teaching- sound and projector connectivity required.
- FY internals by 29th Nov. QPs to be prepared by subject teachers as was done for TY and SY

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


 PRINCIPAL
 Bunt's Sangha's S.M. Shetty College
 of Science, Commerce & Management Studies
 Powai, Mumbai-400 076
 Tel. 022-6132 7392
 Email: college@smshettyinstitute.org



Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076****Minutes of the meeting – BAMMC****Date: 6th December , 2021 Time: 1.00 pm**

Members Present:

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

Agenda:

- Certificate courses
- Workshops on In Design & Photoshop

Discussion:

- Survey to be done to understand the number of students interested in 30 hours
- 2 days Workshop on In design and Photoshop in December by Karan Bhoir for TY students
-

Kalpana Rai Menon

Neena Sharma

Mahesh Savale



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



Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076****Minutes of the meeting – BAMMC****Date: 11th December , 2021 Time: 1.00 pm****Members Present:**

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

Agenda:

- Certificate courses
- Workshops status
- Time Table and
- Mentor-Mentee
- PTM

Discussion:

- Photography workshop to be done in Jan
- Canva workshop to be merged with Social Media Communication for Personal and Professional front
- Based on the feedback of ALumni, it was decided to conduct a certificate on the latest social media tools. Resource persons to be taken from Industry, 10 different social media tools with 3 hours session on each
- Studio team to meet on Monday and design communication
- In design 2 day workshop by Karan to be done now

2. Kalpana Rai Menon
2. Neena Sharma
3. Mahesh Savale



PRINCIPAL

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



Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076****Minutes of the meeting – BAMMC****Date: 13 December , 2021 Time: 1.00 pm**

Members Present:

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

Agenda:

Webinar - 'Education and Career Opportunities Abroad' in association with Azent Overseas Education.'

Discussion:

- Prof. Neena Sharma over all in-charge
- Prof Mahesh to coordinate the online session
- Link will be given by Azent Education

3. Kalpana Rai Menon
2. Neena Sharma
3. Mahesh Savale


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



Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076****Department of Mass Media & Communication Skills****Minutes of the meeting**

Time 1 pm**Date: 3 January , 2022****Members Present:**

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

Agenda:

Syllabus completion for FY
TT for Even Sem
Certificate course

Discussion:

- Status update on FY syllabus completion
- Time Table adjustments for Even sem
- Certificate course planning- resource person
- Budget approval for certificate course

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



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



Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076****Department of Mass Media & Communication Skills****Minutes of the meeting**

Date:13 January , 2022**Agenda:**

Remedial
Mentoring
Academic activity
STUDIO activity
Avishkar

Discussion:

Teachers to update the documents
Pending QPs
Verification of marks to be done at the earliest
Mentoring meet for FY
Time Table changes to incorporate Lifestyle journalism changes

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


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



Bunt's Sangha's

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

Department of Mass Media & Communication Skills

Minutes of the meeting

Time 1pm

Date:19 January , 2022

Agenda:

- Dept documentation
- Studio documentation
- Research
- PTM
- Attendance defaulters
- Certificate course
- Workshop
- Pathwise

Discussion:

- Attendance defaulters less than 50 % (attendance from Nov 15 to 15 Feb) of FY and SY, TY will submit written assignments
- Studio documentation- teachers to monitor
- One paper by each teacher
- PTM on 11 th Feb for all three classes update on students participation
- Certificate course - to be postponed
- Photography workshop by Canon Inc. will be conducted offline when college reopens for students
- Y Talk - LGBT - workshop to be scheduled for all students of all department- 1st feb
- Pathwise - to be coordinated. 11th and 12th March

Attended by:

- Kalpana Rai Menon
- Neena Sharma
- Mahesh Savale



PRINCIPAL

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



Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076****Department of Mass Media & Communication Skills****Minutes of the meeting****Time 12:30 pm****Date:22 January , 2022****Agenda**

Update on certificate
Documentation work distribution
Defaulters assignment
SY and TY Internals
Capsule activity
Class timings

Discussion

Certificate update - Course to be conducted for degree college students, to break-even minimum 25 students needed to run the course, else it has to be shelved.

Enrollment for the course to be assessed on 27th Jan and accordingly coordinate the course.

Documentation to be verified. Work distribution:-

Neena:

Awaaz

Samachar blog , Samachar Somwar, Samachar Review, Samachar fortnightly

Filmmaking course

Kalpana:

GA meet

Studio night

Photo contest

Studio Connect

Avishkar

Mahesh Savale:

Studio Plus (linkedin , audio editing)

Y talk



PRINCIPAL

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



Filmy Friday
Google form making

Deadline for document verification - 29th January. To be reviewed on 29th.

Defaulters assignment questions to be uploaded on Google Classroom to be done by 26th January and list of student who need to write the assignment to be put up on GC created specifically for this purpose by the class teachers.

Internals

Internal QPs for TY and SY internals to be conducted from 14th Feb, to be submitted on or before 5th Feb 2022 on GC created for internals

GC for internals to be created semester wise - TYBAMMc Internals SEM VI 2021-22

Capsule activity

Format for documenting

- Notice
- Objective
- Attendance
- Report
- Feedback and ATR

Lecture Timings

Start and end lectures on time.

Student Feedback

SY interaction during mentoring meet following suggestions came up-

31 students attended the mentoring meeting and gave feedback and suggestions for courses/workshops they are interested in.

Some of these were:

Photography

Event management

Public speaking/ verbal speaking

Business development course or public speaking course

After effects

Social Media Marketing courses

Graphic design

Microsoft

Social Media Course (existing and applied)

Media communication skills like interviewing someone and hosting tv news or tv shows.

Cv building, how to give proper interview

Foreign language

Video editing

Adobe Premiere pro and Graphic designing Course 15 hours for premiere pro and 15 hours for graphic design.

ATR: A 30 hrs course on Video and audio editing was conducted at the beginning of the year. A course in social media branding and another in graphic designing has been planned. Public speaking and foreign language courses will be discussed further.

CV building, Interview skills are regularly conducted by the Placement Cell of the college.

Attended by:

Kalpana Rai Menon

Neena Sharma

Mahesh Savale


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



Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076****Department of Mass Media & Communication Skills****Minutes of the meeting**

Time 12:30 pm**Date:31 January , 2022****Agenda**

Update on certificate
Documentation work updation
Defaulters assignment
SY and TY Internals
Capsule activity
Class timings FY

Discussion**Certificate update**

As on 31st Jan only 3 students have paid.
Since the cost cannot be met, and the break even is not achieved, the course is put on hold for this year.

Documentation to be verified. Neena:

Awaaz (Final in March) Feedback of audience and creators (march 1st week)
Samachar blog (pending)
Samachar Somwar, Samachar Review, Samachar fortnightly (Annual report at the end of MArch)
Filmmaking course

Kalpana:

GA meet
Studio night
Photo contest
Studio Connect
Avishkar

Mahesh Savale:

Studio Plus (linkedin , audio editing)

Y talk
Filmy Friday
Google form making

Mahesh Sir - Saamvarta meeting tomorrow TY J 12:30 pm

Defaulters assignment all updated
SY and TY Internals TY QP pending 5th for submission of QP
Capsule activity - Document the activity

FY - Class rep change

Attended by:

Kalpana Rai Menon
Neena Sharma
Mahesh Savale



PRINCIPAL

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



Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076****Department of Mass Media & Communication Skills****Minutes of the meeting**

Time 12:45 pm**Date:15 February , 2022****Agenda**

Update on certificate

FY Internals

Pathwise

Discussion

Promotion of Motion Graphics course.

Individual message to be given to all class teachers

FY internals to be conducted in March after a PTM

Guest to be identified for Advertising and Journalism resource persons

Attended by:

Kalpana Rai Menon

Neena Sharma

Mahesh Savale



PRINCIPAL

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

Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076****Department of Mass Media & Communication Skills****Minutes of the meeting**

Time 12:45 pm**Date: 4, March, 2022****Agenda**

Meeting with Principal
Update on courses
Attendance defaulters

Discussion

Motion Graphics to be conducted in the evening time 3pm to 5 pm from 17th March
Course to be promoted once again

10th March Pathwise - Divya Shaj - Alumni
19th March Pathwise for Advertising - Mr Mohan Shetty

Studio team to create the promotion and circulate.

Sambhav Film Fest - student participation to be coordinated

Attended by:

Kalpana Rai Menon
Neena Sharma
Mahesh Savale


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



Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076****Department of Mass Media & Communication Skills****Minutes of the meeting**

Time 12:45 pm**Date: 14, March, 2022****Agenda**

VIVA

SY QPs for cluster

Kaarva

Saamvarta

Discussion

TY VIVA dates to be finalised with external examiner

SY Sem 4 50 Questions per subject to be sent to cluster by 20th MArch

Kaarva to be held on 2nd April online mode

Two events - Photography contest and PPT contest

Saamvarta for this academic year to be ready by 10th April under the supervision of Prof Mahesh Savale

Academic Audit - 3 years data of Mentoring, Defaulters, attendance and work diary to be kept ready

FY Internals from 21th March

Subject teachers to keep their papers ready- to be submitted to FY class in-charge - prof Mahesh Savale by 18th March 2022

Attended by:

Kalpana Rai Menon

Neena Sharma

Mahesh Savale



PRINCIPAL

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



Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076****Department of Mass Media & Communication Skills****Minutes of the meeting**

Time 12:45 pm**Date: 4 April, 2022****Agenda**

ATkt result
ISO Audit
Farewell for TY
Studio reports
Kaarva reports
NMM viva
AD design VIVa

Discussion

- ATKT result to be done by FY and SY class teachers
- Department teachers to update documents required for ISO Audit on 12th April
- TY Farewell to be held with the BBI & BAF department. Prof Neena and Prof Mahesh to coordinate with BBI & BAF teachers
- STUDIO report to be completed by the STUDIO team.
- STUDIO report for resonant to be made by Prof Neena Sharma
- TY VIVAs- 5th April and 7th April Prof Mahesh to coordinate the vivas with students and examiner

Attended by:

Kalpana Rai Menon
Neena Sharma
Mahesh Savale


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



Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076****Department of Mass Media & Communication Skills****Minutes of the meeting**

Time 12:45 pm**Date: 11 April, 2022****Agenda**

Status update on ATKT results

Farewell to be planned with BaF and BBI

Discussion

ATKT result collated by Prof Neena Sharma and Prof MAhesh Savale

Additional internals to be kept for SY and TY defaulters in room 820 from 12:30pm

QPs to be given to Neena

Attended by:

Kalpana Rai Menon

Neena Sharma

Mahesh Savale



PRINCIPAL

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



Bunt's Sangha's
S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076
Department of Mass Media & Communication Skills
Minutes of the meeting

Time 12:45 pm

Date: 21, April 2022

Agenda

Certificate course

TY internals

Annual presentation

Completion of graphic design course- to be closed

Status of TY internals

SY admission from 22 april

FY internals to be collated. Students with poor performance, to give another assignment/project

FY QPs to be submitted to me by 24th evening.

Dept annual presentation on 2nd may.

As discussed earlier, content to be made ready by dept. Members.

Curricular and co-curricular activities- Neena

Results, Faculty, Teaching learning, SWOC , achievement - Kalpana

Studio report by Neena -Pending

Saamvarta by Mahesh -Pending

Attended by:

Kalpana Rai Menon

Mahesh Savale



PRINCIPAL

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



Bunt's Sangha's**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076****Department of Mass Media & Communication Skills****Minutes of the meeting**

Time 11:50 am**Date: 24, April, 2022****Agenda**

FY QP

Dept Presentation - work allocation

Teachers involvement

Samvarta

FY internal defaulters- retest decision

Discussion**Date 25 April, 2022**

- Dept Presentation work allocation - marked on presentation copy
- Class presentation of SY not submitted in dept folder - Class teacher to upload today
- SY to TY admission
- Prof Mahesh to write the Principles note and Prof Neena^[PDI] to edit the note.
- ^[FSI]Prof Neena^[PDI] to redo the studio report as it is not upto the mark
- Saamvarta work to be completed by 5th May, 2022
- Dept presentation is a priority, data to be compiled by 28th May 12pm

Attended by:

Kalpana Rai Menon

Neena Sharma

Mahesh Savale



PRINCIPAL

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



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

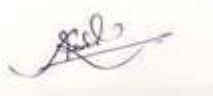
Notice

Date: 15-06-21

This is to inform all the teachers of B. Com department that a meeting is convened over Zoom on the **16th of June, 2021** Wednesday, at **5.30 to 6.30 PM**. All are requested to attain the same.

Agenda of Meeting:

1. Alumni for different sessions every month
2. Departmental presentation and class-wise competition
3. Admission process
4. Defaulters undertaking
5. Faculty Whatsapp groups of subject teachers
6. E-commerce lab
7. Certificate course
8. PTA meetings and preliminary exams
9. Departmental social media accounts



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 over Zoom on the **16th of June, 2021** Wednesday, at **5.30 to 6.30 PM.**

Agenda of Meeting:




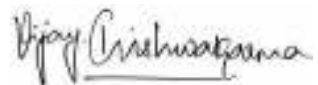



1. Alumni for different sessions every month
2. Departmental presentation and class-wise competition
3. Admission process
4. Defaulters undertaking
5. Faculty Whatsapp groups of subject teachers
6. E-commerce lab
7. Certificate course
8. PTA meetings and preliminary exams
9. Departmental social media accounts

Discussion:

1. Alumni for different sessions to be called as resource persons every month for FY, SY, TYBCom.
2. Class-wise data for presentation to be given for the year 2021-22. Healthy competition between classes has to be promoted, on the parameters of attendance, inter-collegiate events, results, initiative taken by the class teacher to conduct programs.
3. Teachers to encourage students to take admission soon, as classes have already begun.
4. Defaulters undertaking for a few students which is pending, has to be followed up on.
5. Faculty Whatsapp groups of subject teachers for posting links for lectures have to be kept separate for better communication between class teachers and students.
6. E-commerce lab to be set up from the year 2021-22.
7. A minimum of 3 certificate courses to be conducted for the B.Com students (Financial Management Course and others to be thought of).
8. PTA meetings and preliminary exams to be planned well in advance.
9. Departmental social media accounts on LinkedIn and Instagram, and a team to be created.

The Coordinator summarized and concluded the meeting.

Teachers who attended the meeting:

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



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

B.Com Department

Notice

Date: 20-06-21

This is to inform all the teachers of B. Com department that a meeting will be held in in Room No. 601 on the **21st of June, 2021**, Monday, at **12.30 PM**.

Agenda of Meeting:

1. To plan and discuss the academic year activities
2. To inform the teachers about the class wise presentations by the teachers



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 in Room No. 601 on the **21st of June, 2021**, Monday, at **12.30 PM**.

Agenda of Meeting:

1. To plan and discuss the academic year activities
2. To inform the teachers about the class wise presentations by the teachers

Discussion:

1. The various bridge courses, webinars, and workshops to be conducted for the academic year 2021-22 were discussed, with the respective teacher in-charges. Each faculty member gave their inputs and owned up different activities.
2. The idea of having a special lecture by alumni each month was put forward by the Coordinator, the title "Alumni Diaries-Knowledge Sharing" was given for the series.
3. SYBCom and TYBCom class teachers were requested to plan and schedule the Parents-Teachers Meetings soon, and the tentative dates for the preliminary examinations were given as well.



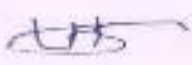




4. It was also decided that this year we would revive the Commerce lab by taking it online, such that the E-Commerce lab would have a wealth of resources for students in the online learning mode.
5. Career guidance sessions, a national level conference, and various quizzes were also planned and scheduled.
6. Each class teacher was requested that this year onwards class-wise presentations of the students' achievements and participation, the events and activities organized, is to be given at the end of the year in order to ensure there is a healthy and rich competition between all the classes in the B.Com Department.

The Coordinator thanked the attendees, summarized and concluded the meeting.

A summary of the overall activities planned:

[Summary of Overall Activities with Date 2021-22.docx](#)

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	
Mr. Utkarsh Kapadia - TY B.Com B Class Incharge	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Richa Sharma - SY B.Com A Class Incharge	
Ms. Taqdis Pawle - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	



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

Notice

Date: 25-6-2021.

This is to inform all the teachers of B. Com department that a meeting is convened on 26 June 2021 with Principal sir at 12:30 pm via Zoom platform. All are requested to attend the same.

Zoom Link:

<https://zoom.us/j/97940077273?pwd=L05FMVcrWEFpbU9RWG50Z2FKZXRDdz09>

Meeting ID: 979 4007 7273

Passcode: SMS



Coordinator and Vice principal



Principal

Whatsapp Message

Sandesha Shetty is inviting you to a scheduled Zoom meeting.

Topic: **B.COM DEPARTMENT MEETING WITH PRINCIPAL SIR**

Time: Jun 26, 2021 12:30 PM India

Join Zoom Meeting

<https://zoom.us/j/97940077273?pwd=L05FMVcrWEFpbU9RWG50Z2FKZXRDdz09>

Meeting ID: 979 4007 7273

Passcode: SMS

3:56 pm



PRINCIPAL
Bunty 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 over Zoom on the **26st of June 2021**, Saturday, from **12:30 pm** onwards.









Agenda of Meeting:

Discussion of academic calendar of B.Com department with Principal sir.

Discussion:

1. Vice Principal and B.Com Co-ordinator Prof. Sandesha Shetty started the meeting with the discussion on different Certificate courses that B.Com department is going to organize in the academic year 2021-22.
2. It was followed by a list of all Bridge courses.
3. He then discussed various activities that the department is going to do in the following academic year.
4. The idea of E- Commerce Lab was presented
5. Long discussion about the content that is to be uploaded on E-Commerce lab was made. Principal sir also gave his input on the same. A demo look of an E- commerce lab was also given in the meeting.
6. Decision of organising National Conference in the month of September was taken.
7. Discussion on Alumni diaries was also done .
8. Principal and Vice Principal both thanked Prof Prachi Agarwal for the service she gave to the institution.

Teachers who attended the meeting:

Name	Signature
Dr Liji Santosh - Vice Principal	
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	



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

Report

Event: B.Com department meeting with Principal sir

Date: 26-06-2021

Timing: 12:30 pm

Venue: Zoom App

Objective: Discussion of academic calendar of B.Com department

1. **Highlights-** Vice Principal and B.Com Co-ordinator Prof. Sandesha Shetty started the meeting with the discussion on different Certificate courses that the B.Com department is going to organize in the academic year 2021-22. It was followed by a list of all Bridge courses. He then discussed various activities that the department is going to do in the following academic year. The idea of E- Commerce Lab was presented before Principal sir, long discussion about the content that is to be uploaded on E-Commerce lab was made. Principal sir also gave his input on the same. A demo look of an E- commerce lab was also given in the meeting.

A National Conference in the month of September is planned. There was discussion on Alumni diaries also. Principal and Vice Principal both thanked Prof Prachi Agarwal for the service she gave to the institution. The meeting ended with Prof Prachi Agarwal talking about her positive experience she got in this institution.

Members for the event:

1. Dr Sridhara Shetty – Principal
2. Dr. Liji Santosh - Vice Principal & IQAC Coordinator
3. Asst. Prof. Sandesha Shetty– Vice Principal and B.Com Coordinator
4. Asst. Prof. John Menezes - Class In charge TY B.COM A
5. Asst. Prof. Prachi Agarwal – Class In charge TY B.COM B
6. Asst. Prof. Vijay Vishwakarma - Class In Charge SYBCOM B
7. Asst. Prof. Richa Sharma - Class In Charge SYBCOM A
8. Asst. Prof. Taqdis Pawle - Class In Charge FYBCOM A
9. Asst. Prof. Debbie James - Class In Charge FYBCOM B

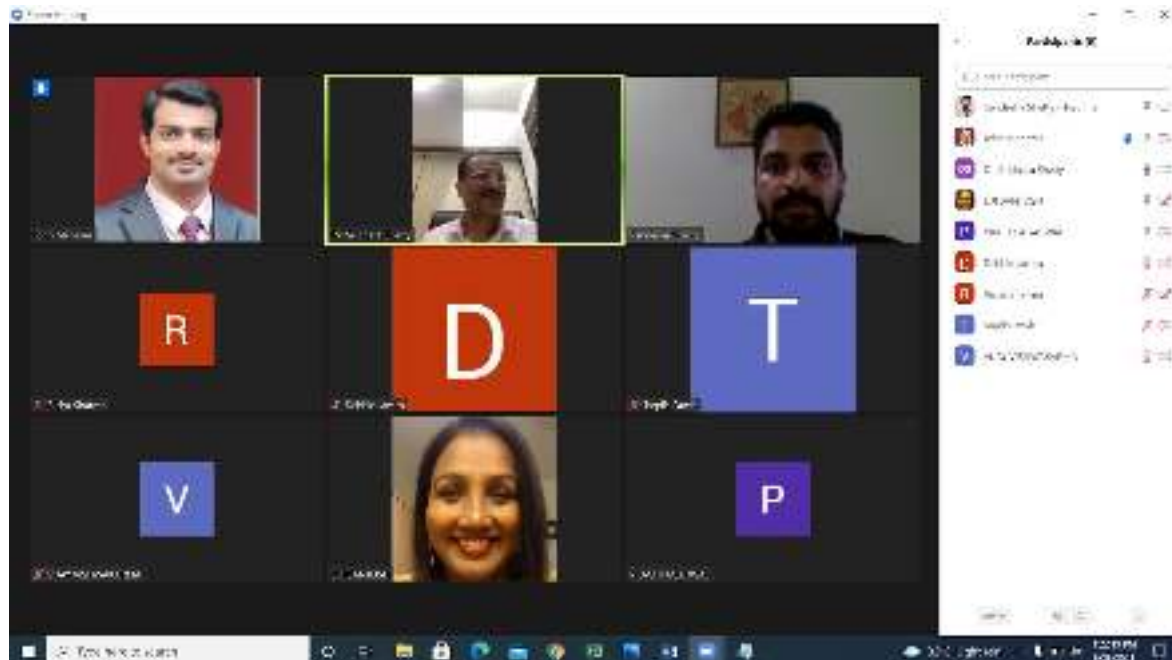


PRINCIPAL

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



Pictures of Event



Zoom video conference showing a presentation slide titled "HCOM DEPT SUMMARY OF OVER" with a table of activities. The Zoom interface includes a list of participants on the right and a taskbar at the bottom.

HCOM DEPT SUMMARY OF OVER	
I. CERTIFICATE COURSES	
12/07/2021 to 31/07/2021	Certificate Course
03/08/2021 to 21/08/2021	Certificate Course
01/09/2021 to 20/09/2021	Certificate Course
03/01/2022 to 30/01/2022	Certificate Course
II. BRIDGE COURSE	
6/8/2021 to 14/8/2021	Bridge course in
15/8/2021 to 30/8/2021	Bridge course in
October 2021	Bridge Course in
III. ALUMNI DIARIES - KNOW	
26/06/2021	Alumni Diaries -
16/07/2021	Alumni Diaries -
07/08/2021	Alumni Diaries - Knowledge Sharing - Ms. Rishita
21/08/2021	Alumni Diaries - Knowledge Sharing - Ms. Rishita
04/09/2021	Alumni Diaries - Knowledge Sharing - Ms. Rishita


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



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

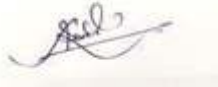
Notice

Date: 18-07-21

This is to inform all the teachers of B. Com department that a meeting will be held over Zoom on the **19th of July, 2021**, Monday, at **12.45 PM**.

Agenda of Meeting:

1. PTA Meetings
2. Criteria 1 documentation update
3. Work diary needs to be updated
4. Research workshop and Marketing workshop syllabus
5. Class wise presentations by the teachers
6. Updating the reports and photos in the Academic Year folder



Coordinator and Vice principal



PRINCIPAL
Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076
Tel. 022-6132 7332
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 over Zoom on the **19th of July, 2021**, Monday, at **12.45 PM**.

Agenda of Meeting:

1. PTA Meetings
2. Criteria 1 documentation update
3. Work diary needs to be updated
4. Research workshop and Marketing workshop syllabus
5. Class wise presentations by the teachers
6. Updating the reports and photos in the Academic Year folder



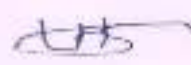

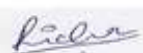


Discussion:

1. The SYBCom and TYBCom class teachers were requested to hold the PTA Meetings soon.
It was decided that SYBCOM will conduct it on Thursday, 22nd July 2021 at 5 PM and TYBCOM will conduct it at the same time on Friday, 23rd July 2021.
2. It was also decided that special interaction with parents of students who still haven't paid fees will be done on a separate day.
3. The pending work in NAAC Criterion 1 documentation- teaching learning resources, attendance record, work diary etc- was also discussed.
4. Faculty were requested to update their work diary on a daily basis.

5. Marketing workshop syllabus and resource person decision to be made at the earliest by Utkarsh Sir and Vijay Sir. Research workshop syllabus to be refined and sent by John sir, Taqdis ma'am, and Debbie ma'am.
6. As discussed earlier, class-wise presentations to be given of the students' achievements and participation at the end of the year by the teachers- parameters will be given by the coordinator.
7. Faculty were requested to update the reports and photos in the Academic Year folder as and when an event is concluded.

The Coordinator thanked the attendees, 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	
Mr. Utkarsh Kapadia - 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	



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



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

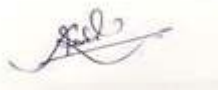
Notice

Date: 24-09-21

This is to inform all the teachers of B. Com department that a meeting will be held over Zoom on the **25th of September, 2021** Saturday, from **12.45 to 1.15 PM.**

Agenda of Meeting:

1. Program schedule of the conference
2. Division of work for the upcoming e-conference on "Pandemic Induced Creative Disruptions: Issues, Challenges and Prospects"



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 over Zoom on the **25th of September, 2021** Saturday, from **12.45 to 1.15 PM.**

Agenda of Meeting:




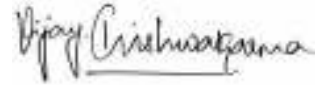
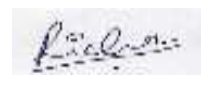
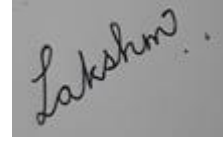

1. Program schedule of the conference
2. Division of work for the upcoming e-conference on “Pandemic Induced Creative Disruptions: Issues, Challenges and Prospects”

Discussion:

1. Program schedule: Asst. Prof. Vijay Vishwakarma explained that the conference will be divided into three parts, and shared how the work has been divided amongst the faculty, mainly the forwarding of judgement sheet to the chairperson, recording and sharing of the zoom link to the participants, feedback link to be shared with all in-charges and with the participants.
2. Duty list: as shared in the Whatsapp group, was elaborately explained for the benefit of the faculty members.
3. A rehearsal meeting to be held one day prior to the final day and PPTs of each candidate to be kept ready by the track members as a contingency plan.

The Coordinator as well as the convener of the conference Asst. Prof. Vijay Vishwakarma summarized, thanked the members present, 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. Shreelaxmi Pai - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	



PRINCIPAL

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



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

Notice

Date: 21-11-21

This is to inform all the teachers of B. Com department that a meeting will be held over Zoom on the **22nd of November, 2021**, Monday, from **12.45 to 1.25 PM**.

Agenda of Meeting:

1. Welcoming of the new faculty
2. Certificate Courses
3. FYB.Com PTM
4. Commerce lab
6. Internships
7. Departmental presentation and research papers, Aavishkar
8. Any other matters



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 over Zoom on the **22nd of November, 2021**, Monday, from **12.45 to 1.25 PM**.

Agenda of Meeting:

1. Welcoming of the new faculty
2. Certificate Courses
3. FYB.Com PTM
4. Commerce lab
6. Internships
7. Departmental presentation and research papers, Aavishkar
8. Any other matters

Discussion:

1. Ms. Adya Bharati, the class teacher of SYB.Com A division was welcomed and oriented about her roles and responsibilities by the Coordinator.
2. Two certificate courses have been organized in the first half of the semester, two more are to be conducted in the next semester. It was decided that the Research Methodology course will be planned to commence tentatively by the 13th of December, 2021. The final syllabus, fee amount and speakers are to be finalized.
3. Coordinator thanked the FYBCOM faculty for organizing the PTM.
4. Asst Prof. Vijay Vishwakarma briefed the members about the commerce lab- the profile, accessibility, resources to be made available and the activities to be put on the website. Inauguration of the Commerce lab to tentatively take place in the month of January.
5. The Coordinator requested the class teachers to encourage their students to undertake internships and submit documents for record keeping in the form of certificates, company identity proof, or salary slip.
6. The new faculty were briefed about the annual departmental presentations and were encouraged to publish research papers. The Coordinator also urged all faculty to mentor students for Avishkar.

The coordinator thanked and appreciated all for attending the meeting, and concluded the same.

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	
Mr. Utkarsh Kapadia - TY B.Com B Class Incharge	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Adya Bharati - SY B.Com A Class Incharge	
Ms. Shreelaxmi Pai - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	



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

Notice

Date: 19-12-21

This is to inform that the B.Com Departmental Meeting will be held in the cabin of the Coordinator on the **20th of December, 2021**, Monday, from **12.45 to 1.25 PM**.

Agenda of Meeting:

1. FY term end and SEM I examinations
2. Coordination for MCQs bank with the faculties of the cluster
3. Youth Festival participation
4. Student teams for Aavishkar to be formed
5. Registration to certificate courses
6. Result analysis of semester I, III, V



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 in the cabin of the Coordinator on the **20th of December, 2021**, Monday, from **12.45 to 1.25 PM**.

Agenda of Meeting:

1. FY term end and SEM I examinations
2. Coordination for MCQs bank with the faculties of the cluster
3. Youth Festival participation
4. Student teams for Aavishkar to be formed
5. Registration to certificate courses
6. Result analysis of semester I, III, V

Discussion:

1. The coordinator briefed the FY class teachers that the FY lectures will end on 12th of January, subject teachers have to be notified of the same; and the FYB.Com Sem I exams will commence on the 21st of January upto the 29th of January from 11 AM to 12 PM.
2. Subject teachers have to coordinate with the cluster teachers for the collection of 250 MCQs, for which the last date would be the 5th of January.
3. Coordinator also requested the class teachers to coordinate with the cultural in-charge, Asst. Prof. Ashish Navik to find out the number of students that have registered from each class for the Youth Fest, each class to have 10 registrations.
4. Aavishkar teams to be ready by December 24th, 2021. Each teacher to mentor two teams and a general orientation is to be given to the students for the sake of uniformity. It was agreed upon that these students can also be requested to join the certificate course in Research Methodology.
5. Class teachers were also requested to maintain a database of students who have participated in extracurricular activities at the college, state and national level.
6. An update about the certificate courses was requested and the coordinator encouraged each faculty to promote the certificate courses in their classes.
7. Result analysis of each semester I, III, V has to be done as and when the examinations are concluded.
8. All documents to be uploaded on the NAAC website, which have to be proofread and sent to the website team.

The coordinator thanked and appreciated all for attending the meeting, and concluded the same.

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	
Mr. Utkarsh Kapadia - TY B.Com B Class Incharge	
Ms. Adya Bharati - SY B.Com A Class Incharge	
Ms. Shreelaxmi Pai - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	



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



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

Notice

Date: 05-01-22

This is to inform all the teachers of B.Com Departmental Meeting will be held via Zoom Link on the **6th of January, 2022**, Thursday, from **12.40 to 1.10 PM**.

Agenda of Meeting:

1. Departmental Presentation- 7th of January
2. Even Sem PTA meetings and preliminary examinations
3. Interior beautification
4. Webinar by expert lecturer
5. Fees payment
6. Commerce lab
7. Remedial lectures
8. Mock test/ Eklavya software
9. Attendance



Coordinator and Vice principal



PRINCIPAL
Bunts Sangha's S.M. Shetty College
of Sciences, 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 via Zoom Link on the **6th of January, 2022**, Thursday, from **12.40 to 1.10 PM**.

Agenda of Meeting:

1. Departmental Presentation- 7th of January
2. Even Sem PTA meetings and preliminary examinations
3. Interior beautification
4. Webinar by expert lecturer
5. Fees payment
6. Commerce lab
7. Remedial lectures
8. Mock test/ Eklavya software
9. Attendance

Discussion:

1. The coordinator welcomed the faculty and congratulated Dr. Vijay Vishwakarma on achieving his doctorate.
2. The meeting was called primarily to discuss the B.Com Departmental presentation that is to be put forward to the Principal on the 5th of January. Therefore all faculty were requested to update the departmental academic calendar by EOD.
3. The coordinator also requested the class teachers to notify him of the dates for the preliminary examination and the PTM of FY, SY, and TY B.Com for the even semester, if it is being conducted.
4. Department wise plan for interior beautification of the 6th, 7th, 8th floors to be given. Department members' opinions can be conveyed to Asst. Prof. Adya Bharati; must be feasible.
5. As suggested by the Principal, a placement related webinar is to be organised for the students in the even semester. Further, the Principal is to be notified of the change of dates of the two certificate courses- Research Methodology and Tally ERP.
6. The class teachers were also requested to remind students of payment of the second installment of fees and to circulate the notice found on the website, along with a message drafted by Dr. Vishwakarma.
7. Alumni diaries student resource person and tentative dates to be informed about by Asst. Prof. John Menezes and the Commerce Lab inauguration date is to be finalised, and all the faculty were requested to email content of their respective subjects to Dr. Vishwakarma.

8. The coordinator also asked whether an offline, class-wise promotion of the certificate course for research methodology has to be done and if yes, the dates are to be confirmed by Asst. Prof. Menezes.
9. He also mentioned that the FY students will have their orientation of the Eklavya software on the 15th at 10: 30 AM and the mock test on the 19th for FY students, followed by their semester exams on the 21st. Time table will be circulated soon.
10. He emphasized that the attendance needs to be updated for the month of December for the Internal and External audit and that the concerned teachers need to be informed about the same. The documentation for remedial lectures needs to be compiled.
11. Attention was drawn to the UPSC training message sent by the Principal that needs to be promoted in all classes well enough since the orientation is to be held on the 8th.
12. It was proposed that during this academic year, Asst. Prof. Utkarsh Kapadia and Shreelaxmi Pai are to decide if any extracurricular activities can be taken up.

The coordinator asked if there were any other matters to be discussed and then summarized and concluded the meeting with thanks.

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	
Mr. Utkarsh Kapadia - TY B.Com B Class Incharge	
Ms. Adya Bharati - SY B.Com A Class Incharge	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Shreelaxmi Pai - FY B.Com A Class Incharge	



PRINCIPAL
 Bunts Sangha's S.M. Shetty College
 of Sciences, 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
(Permanently Affiliated to University of Mumbai)
NAAC ACCREDITED 'A' GRADE
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED**

This is to inform all faculty of the Department of Accountancy and Financial Management that the departmental presentation and a review of the academic calendar, is scheduled for the 7th of January, 2022 at 12.40 PM in the Conference Room, wherein all department teachers are to be present.



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



Report

The B.Com departmental presentation with the Principal Dr. Sridhara Shetty and vice principal Dr. Liji Santosh, was held on the 7th of January, 2022 from 12.40 PM to 1.30 PM, along with the coordinator Prof. Sandesha Shetty and all the department's faculty members. The presentation commenced with the coordinator's welcome address and an overview of all the events, sessions, webinars, certificate courses and the national conference conducted so far and the plans that the department has for the rest of the academic year such as two more certificate courses and FINMON- the department's intercollegiate festival. He mentioned that this year there was more clarity in the assignment and distribution of the work, since the department was able to function under the banner of the B.Com Department. Further, he stated that the highlights of this year are the Alumni Diaries and the Commerce Lab, and the one drawback that the department faces is the lack of internal marks.

Prof. Shetty also acknowledged the efforts taken by the class teachers in motivating their students to participate in the various events and in mapping their progress for the annual departmental presentation that has to be made by each class teacher. It was suggested by the principal that the department prepare for a departmental audit at the end of the academic year, owing to the size of the department, where the individual teacher's performance and the profile and growth of the department could be documented and showcased. Another suggestion was to aim for 100% results in this academic year and to conduct one expert lecture online. The meeting concluded with appreciation taken by the team towards the department, by the principal and vice principal.



Head of Department

Mr.. Sandesha Shetty



PRINCIPAL

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




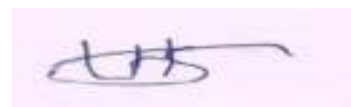

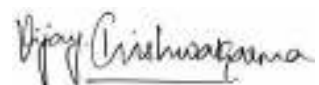
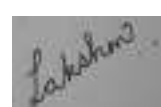



PICTURES OF THE EVENT





Teachers who attended the meeting:

Name	Signature
Dr.Liji Santosh - Vice Principal & IQAC Coordinator	
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	
Mr. John Menezes – TY B.Com A Class Incharge	
Mr. Utkarsh Kapadia - TY B.Com B Class Incharge	
Ms. Adya Bharati - SY B.Com A Class Incharge	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Shreelaxmi Pai - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	



PRINCIPAL
 Santa Sanghvi's G.M. Doshi College
 of Science, Commerce & Management Studies
 Pune-411 004
 Tel: 020-8122 7352
 Email: college@shriwidedia.org



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

Notice

Date: 18-01-22

This is to inform all the teachers of B.Com Departmental Meeting was held via Zoom Link on the **19th January, 2022** from **11.45 PM** onwards.

Agenda:

1. Departmental magazine
2. Preliminary examination and remedial courses
3. Avishkar
4. Documentation of the academic year 2021-22
5. Inter-collegiate event participation, webinar, FDP, & internships data- certificates and job proofs; Proof of professional courses enrollment
6. Attendance
7. Result analysis
8. FINMON
9. Tally Certificate Course
10. Alumni Session documentation
11. NISM certificate
12. Conference documentation
13. Mentoring



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 via Zoom Link on the **19th January, 2022** from **11.45 PM** onwards

Agenda:

1. Departmental magazine
2. Preliminary examination and remedial courses
3. Avishkar
4. Documentation of the academic year 2021-22
5. Inter-collegiate event participation, webinar, FDP, & internships data- certificates and job proofs; Proof of professional courses enrollment
6. Attendance
7. Result analysis
8. FINMON
9. Tally Certificate Course
10. Alumni Session documentation
11. NISM certificate
12. Conference documentation
13. Mentoring



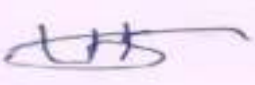

Discussion:

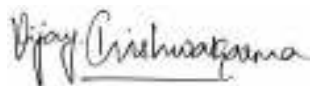
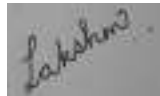

1. An update of the Dept. Magazine was requested by Asst. Prof. Debbie James. She informed the faculty that the Arthlekh magazine's cover page is in process, a competition was held and judged for the same. Also, student articles are also being received.
2. Prelims exams dates for SY and TY have been submitted. Few remedial lectures have to be conducted post the preliminary examinations based on the marks obtained.
3. Avishkar rules and regulations- only 6 papers can be submitted under the Commerce department.
4. Documentation 2021-22 needs to commence at the earliest; updates required for missing files
5. Data of students working (proof of employment, proof of enrolment to professional courses such as CA, CS), students having attended intercollegiate events, fdp, webinars needs to be collected and shared.
6. PTA- wherein parents have to be informed of students who have KTs

7. Attendance of students needs to be supervised and in case of poor attendance, an undertaking can be asked to be signed by parents and students.
8. Result analysis has to be done by TY and FY soon after the results are declared.
9. FINMON- Asst. Prof. Shreelaxmi Pai and Utkarsh Kapadia briefed the team about the two events planned- event on portfolio, which will be a combination of a webinar and an activity, and the second would be a debate competition, tentatively on the 15th and 16th of February.
10. Tally Certificate Course- details of students survey regarding availability and accessibility of data and devices, to be submitted by the end of the week to the Coordinator by the Tally Certificate Course team.
11. Alumni Diaries documentation is yet to be made. Asst. Prof. John Menezes was requested to look into it.
12. Conference documentation is to be modified as per the 11 point sequence.
13. Mentoring session forms have to be collected by all teachers.

The coordinator asked if there were any other matters to be discussed and then summarized and concluded the meeting with thanks.

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	
Mr. Utkarsh Kapadia - TY B.Com B Class Incharge	
Ms. Adya Bharati - SY B.Com A Class Incharge	

Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Shreelaxmi Pai - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	



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

Notice

Date: 21-02-22

This is to inform all the teachers of B.Com Departmental Meeting was held in Vice Principal and Coordinator Sandesha Shetty's cabin on the **22nd February, 2022** from **12.45 PM** onwards.

Agenda:

1. FYB.Com results
2. PTA meeting
3. Attendance
4. Payment of fees
5. FINMON
6. Alumni Diaries session
7. Certificate Course
8. Commerce Lab
9. Class wise presentations
10. Any other matters that may arise



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 in Vice Principal and Coordinator Sandesha Shetty's cabin on the **22nd February, 2022** from **12.45 PM** onwards.

Agenda:

1. FYB.Com results
2. PTA meeting
3. Attendance
4. Payment of fees
5. FINMON
6. Alumni Diaries session
7. Certificate Course
8. Commerce Lab
9. Class wise presentations
10. Any other matters that may arise

Discussion:



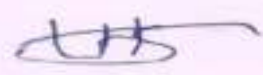
The meeting commenced with the coordinator welcoming the faculty members.





1. He informed the class teachers that the FYB.Com results have been uploaded on the website and that the result analysis can be done shortly.
2. The PTA meeting will be conducted online this semester since it has to be made convenient for the parents to attend. The Coordinator requested the SY and TY faculty to give a tentative date; it was decided to have the SY PTM on 2nd March and the TY PTM on 12th March, from 5 to 6 PM.
3. Coordinator requested the class teachers to brief their classes about the seriousness of attendance.

4. Coordinator also requested the class teachers to encourage the students to pay the fees at the latest and emphasized on the urgency of this.
5. Concerning FINMON- 3rd and 4th March were the dates given by Asst Prof. Utkarsh Kapadia. Asst. Prof. Shreelaxmi Pai briefed the team that two events are to be conducted and the brochure is to be approved today.
6. Asst. Prof. John Menezes updated the gathering that the next Alumni Diaries is due this week.
7. Documents for the Certificate Course in Research Methodology to be kept ready by Asst. Prof. Debbie James- work diary to be checked, certificates, proof of fees deposited to be verified with Vishwanath sir. Tally Certificate Course to be promoted once again in all classes.
8. Commerce Lab update requested- an inauguration to be held tentatively on 11th March, and the management is to be invited for the same.
9. The Coordinator also reminded the faculty to prepare for the class wise presentations- students who have enrolled for CA/ CS, intercollegiate events, etc.
10. Asst. Prof. Debbie James also requested the help of faculty members in providing the past years toppers data for the departmental magazine.

The coordinator asked if there were any other matters to be discussed and then summarized and concluded the meeting with thanks.

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	
Mr. Utkarsh Kapadia - TY B.Com B Class Incharge	

Ms. Adya Bharati - SY B.Com A Class Incharge	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Shreelaxmi Pai - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	



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**

Notice

Date: 16-03-22

This is to inform all the teachers of B.Com Departmental Meeting will be held in Vice Principal and Coordinator Sandesha Shetty's cabin on the **17th March, 2022** from **12.45 PM** onwards.

Agenda:

1. Farewell
2. ATKT follow up
3. ATKT marks verification
4. Commerce Lab
5. Class wise presentations
6. NAAC documents
7. Any other matters that may arise



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 in Vice Principal and Coordinator Sandesha Shetty's cabin on the **17th March, 2022** from **12.45 PM** onwards.

Agenda:

1. Farewell
2. ATKT follow up
3. ATKT marks verification
4. Commerce Lab
5. Class wise presentations
6. NAAC documents
7. Any other matters that may arise



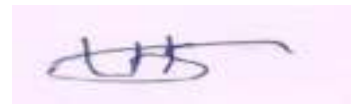

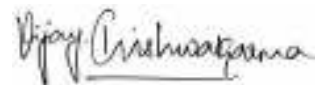


Discussion:

The meeting commenced with the coordinator welcoming the faculty members.

1. It was decided that the TYB.Com farewell would be organized on the 13th April, 2022. The SY class teachers were requested to assign their respective classes responsibilities to organize the program and also collect a nominal fee for conducting the same.
2. All the teachers were requested to ensure that students have applied for the ATKT and that the marks are verified and signed against.
3. A tentative date for the inauguration of the Commerce Lab was decided, such that the Management may be invited accordingly.
4. Coordinator also reminded the faculty to start working on the class wise presentations and present the same to him by the 10th of April, 2022.
5. Concerning NAAC, the coordinator requested the faculty to begin verification of the documents already uploaded.

The coordinator asked if there were any other matters to be discussed and then summarized and concluded the meeting with thanks.

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	
Mr. Utkarsh Kapadia - TY B.Com B Class Incharge	
Ms. Adya Bharati - SY B.Com A Class Incharge	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Shreelaxmi Pai - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	



PRINCIPAL
 Bunts Sangha's S.M. Shetty College
 of Sciences, 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
NAAC Accredited 'A' Grade
IMC RBNQ Certificate of Merit 2019
ISO 21001: 2018 Certified



THE DEPARTMENT OF MANAGEMENT STUDIES MINUTES OF THE MEETING

DATE: 17/6/2021

TIME: 12.00NOON

VENUE:

ZOOM

AGENDA:


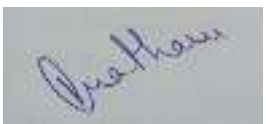

- Department Magazine
- Certificate Courses
- Persona Activities
- Expert Lectures
- Know Show
- Avishkar Participation
- Improving attendance
- Fee Collection and admission
- Other events in plan

MINUTES:

- Department Magazine : Deadline to complete the magazine after completion of talent competition.
- Talent identification event (**BMS Talent Fiesta**) to be finalized
- Certificate Courses: Financial Markets, Direct Tax, Advanced Excel, Digital marketing and HRM certificate Course
- Biz-Quiz: For all teachers based on their area
- Persona Activities: Advertainment, Creation of Blog/ Website/ Art of Presentation,
- Expert Lectures: Industry expert, Subject expert (Puru, Hasan etc. alumni)
- Know Show: Preeti, Ashish, Zainab (Union Budget), Hamid
- Avishkar Participation: 2 groups from each class under class in-charge guidance
- Improving attendance: 15 days attendance record to be shared with parents and students
- Instruct students to share their issues with class in-charge first.
- Fee Collection and admission: Deadline by giving warnings - 22/6/2021
- Other events in plan: BMS Weekly
- Inter-Class Competition for Best Class and other categories.
- 2 more students as management association core committee member: election/ selection on 22/6/2021

- Public Relation Coordinator
- Media Coordinator

Nidhi Chandorkar
Coordinator

Ms. Steffi Salve	
CA Zainab Rangwala	
Ms. Preeti Matharu	
Mr. Ashish Navik	
Adv. Hamid Khan	



PRINCIPAL
Bhure 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
NAAC Accredited 'A' Grade
IMC RBNQ Certificate of Merit 2019
ISO 21001: 2018 Certified



THE DEPARTMENT OF MANAGEMENT STUDIES MINUTES OF THE MEETING

DATE: 7/7/2021

TIME: 2.00PM

VENUE:

ZOOM

AGENDA:

- Roll numbers for SYBMS students
- Admission pending cases & their fees
- Roles of PR Coordinators and Media Managers
- Preparation of Talent Fiesta
- Hemal Shah's case for FM Course
- Biz Quiz
- Change of teachers and subjects

MINUTES:

- Roll numbers have been given
- Get information about pending fees and ask how much they can pay

PR Officers & Media Managers::


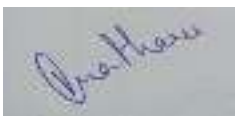

- Circulating messages & getting participants
- Preparing reports for each event
- Taking pictures of events and activities
- Preparing attendance and feedback form
- Database of students participation in workshops/ webinars/ competitions
- Anchoring and moderating of events
- Compiling departmental magazine - collection of articles
- Social media handling - Instagram, (facebook, linkedin)
- Designing certificate, brochures and messages
- Compiling departmental magazine - preparing pdf for uploading on website
- Taking pictures of events and activities
- Messages and videos for commemorative days and other important days.

So the teams will be :

1. Organisers - 3
2. Content Creators - 4
3. Documentation and Editorial Team - 3

4. e-Marketing and Certification - 4
 4. Certificate making by sujata.
 5. Informed about subject changes

Nidhi Chandorkar
 Coordinator

Ms. Steffi Salve	
CA Zainab Rangwala	
Ms. Preeti Matharu	
Mr. Ashish Navik	
Adv. Hamid Khan	



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
NAAC Accredited 'A' Grade
IMC RBNQ Certificate of Merit 2019
ISO 21001: 2018 Certified



THE DEPARTMENT OF MANAGEMENT STUDIES
MINUTES OF THE MEETING

DATE: 26/7/2021

TIME: 12.45PM

VENUE:

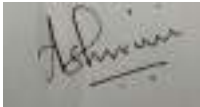

ZOOM



AGENDA:

- Meeting on Every Monday at 12.45PM
- Minutes of the meeting - CA Zainab
- Parents Teachers Meeting on 28th & 29th - 12.30PM
- Scholarship session to go intercollegiate - 30th July at 12.30
- Financial market Course - Dashrath Discussion
- Non - responsiveness of the teachers in the group - Reason
- Biz Quiz - Himani's help
- Talent Fiesta - Certificate design progress
- The Magnates Compilation from 27th
- Remaining things is criterion 1
- Use of new attendance technique
- What was the assignment given this Saturday? Streamlining process of assignment on Saturday
- Students Council members selection
- Internals Examination

MINUTES:

Nidhi Chandorkar
 Coordinator

Ms. Ashwini Devadiga	
CA Zainab Rangwala	

Ms. Preeti Matharu	
Mr. Ashish Navik	
Adv. Hamid Khan	



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
NAAC Accredited 'A' Grade
IMC RBNQ Certificate of Merit 2019
ISO 21001: 2018 Certified



THE DEPARTMENT OF MANAGEMENT STUDIES MINUTES OF THE MEETING

DATE: 31/7/2021

TIME: 12.45PM

VENUE: ZOOM

AGENDA:


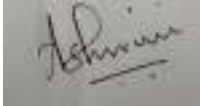
- Criterion 2 document work distribution
- Biz quiz begins today
- Internal Exam of TY & SY starting from 9th Aug
- TY & SY PTM schedule (2nd and 4th Aug resp)
- Session to encourage students to join Financial Market Course by Dashrath Prajapati

Minutes of the Meeting:

- Sharing link for distribution of documentation work for criterion 2
- First Biz quiz has started today, everyone has to post in at the end of the month
- Schedule for internal exam and supervision chart has been prepared and shared in group for internals of SY & TY which begins from 9th of this month
- Students have been informed about syllabus in class
- PTM for TY and SY are scheduled on 2/8/2021 & 4/8/2021 respectively
- It will be conducted on institutional zoom
- CA Zainab will coordinate with Dashrath Prajapati for orientation course on FM which will be scheduled on 4th Aug.

Nidhi Chandorkar

CA Zainab Rangwala	
Ms. Preeti Matharu	

Mr. Ashish Navik	
Adv. Hamid Khan	
Ms. Ashwini Devadiga	



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



THE DEPARTMENT OF MANAGEMENT STUDIES
MINUTES OF THE MEETING

DATE: 5/1/2022

TIME: 12.45PM

VENUE: ZOOM

AGENDA:

- Documents for ISO audit
- Completion of Magazine
- Internal examination for SY & TY
- PTM - FYBMS, TYBMS and SYBMS


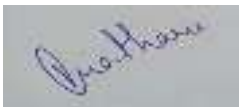

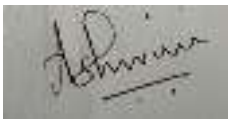
Minutes of Meeting:

- Distribution to make sure that the work is completed in all documents
- Final compilation of magazine will be done by editorial team
- SY & TY internal examination will be scheduled in Feb
- FYBMS PTM to be scheduled in coming week.



Nidhi Chandorkar

Coordinator

CA Zainab Rangwala	
Ms. Preeti Matharu	
Mr. Ashish Navik	
Adv. Hamid Khan	
Ms. Ashwini Devadiga	



PRINCIPAL
Santosh Singh S.M. Shetye College
of Science, Commerce & Management Studies
Pune, Mumbai-400 078.
Tel: 022-2732 7332
Email: college@prashantshetye.institute.org



THE DEPARTMENT OF MANAGEMENT STUDIES
MINUTES OF THE MEETING

DATE: 17/8/2021

TIME:12.45PM

VENUE: ZOOM

AGENDA:


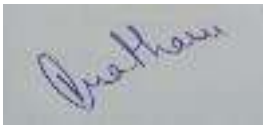


- Session on strategic networking by industry expert and alumnus of college

MINUTES OF THE MEETING

1. After initial interaction in the month of july, Karishma thakur has agreed for conducting the session in september.
2. Details of event content "Strategic Networking will be received tomorrow.
3. After approving date will be assigned.
4. Anchoring will be done by department students.



Coordinator

CA Zainab Rangwala	
Ms. Preeti Matharu	
Mr. Ashish Navik	
Adv. Hamid Khan	
Ms. Ashwini Devadiga	



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



THE DEPARTMENT OF MANAGEMENT STUDIES
MINUTES OF THE MEETING

DATE: 19/1/2022

TIME: 12.40PM

VENUE: ZOOM

AGENDA:

- Internal of SY and TY BMS
- Research paper progress (both students and teachers)
- Biz Quiz
- Distribution of department work
- The Know Show (3)
- Permission letter scenario
- Career in E-Commerce - Follow up with Hasan
- Low Attendance in classes and action before exams
- Exclusive talk with FY class incharges

MINUTES:

- Internals will be scheduled in Feb first week together with BBI & BAF
- FC Internals - We are going to take internal exam along with project
- Research paper details teacher wise (targeted):

Teacher Name	No of groups for National conference	No of groups for Avishkar	Area of teacher's research paper
Nidhi	3	2	HRM
Zainab	2	2	FINANCE
Preeti	4	2	HUMANITIES
Ashish	4	1	MARKETING
Hamid			CHANGES IN LAW
Ashwini	2	2	HUMANITIES

- Distribution of work:

Teacher Name	Work in Department other than activities
Nidhi	
Zainab	REPORT COMPLETING
Preeti	WORK DAIRY

Ashish	FEEDBACK
Hamid	MOM
Ashwini	COMPLETING LIST & ACADEMIC/ ACTIVITY CALENDAR

- The Know Shows:

Teacher Name	Topic
Hamid	IPR - 31ST JAN
Zainab	UNION BUDGET (NATIONAL LEVEL) - FEB MID
Ashish & Preeti	MUTUAL FUNDS - MID MARCH

- Permission letter for collecting money
- Career Guidance:
 - Ecommerce by Hasan Qureshi - in talks with him
 - Finance


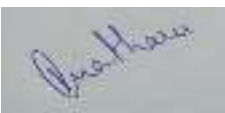




Nidhi Chandorkar

Coordinator


 PRINCIPAL
 Bunts Sangha's S.M. Shetty College
 of Science, Commerce & Management Studies
 Powai, Mumbai-400 076
 Tel. 022-6132 7392
 Email: college@smshettyinstitute.org



CA Zainab Rangwala	
Ms. Preeti Matharu	
Mr. Ashish Navik	
Adv. Hamid Khan	
	



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

Permanently Affiliated to University of Mumbai
NAAC ACCREDITED 'A' GRADE
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED

DEPARTMENT OF BACHELORS OF MANAGEMENT STUDIES 2021-2022

MINUTES OF MEETING

DATE: 22/2/2022

VENUE : ZOOM

AGENDA:

- Competition based on literary and fine arts

MINUTES:

- The competition will be called as IMPRESSIONS 2022
- The competition will be conducted for poetries, sketches and paintings, start-up stories, famous personalities, places etc.
- Overall incharge will be Ms Nidhi and Ms. Ashwini
- Judging will be done by department teachers only
- It will commence from March 1, 2022 and will accept entries till March 10, 2022
- The students input will be used for departmental magazine THE MAGNATES


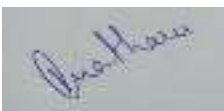

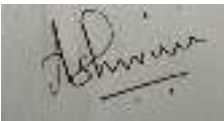


Nidhi Chandorkar

Coordinator


PRINCIPAL
 Bunts Sangha's S.M. Shetty College
 of Science, Commerce & Management Studies
 Powai, Mumbai-400 076
 Tel. 022-6132 7392
 Email: college@smshettyinstitute.org



CA Zainab Rangwala	
Ms. Preeti Matharu	
Mr. Ashish Navik	
Adv. Hamid Khan	
Ms. Ashwini Devadiga	



PRINCIPAL
 Burtis 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 28th May 2021 at 5:30pm online using zoom platform.

1. All the subject teachers are informed that we have to conduct ATKIT examination for 4 students for the semester I and III respectively so kindly start preparing the question paper for the same and mail the papers to Sheetal Maam and Tushar Sir by 30th May 2021.
2. All the subject teachers have to shared TT with the students over group by today evening and Practical exam will be conducted between 14th June 21-18th June 21
3. Following table shows allocation of subject teacher wise for preparing question paper

Subject Teacher	Subject Allotted
Ms Sheetal Khanore & Ms Himani Shukla Varia	Imperative Programming – Sem I
Mr Mithilesh Chauhan	Digital Electronics– Sem I
Ms Raveena Shetty Tilak	Operating Systems– Sem I
Ms Suman Upadhyay	Discrete Mathematics– Sem I
Ms Sharanya Sanoj	Communication Skills– Sem I
Ms Disha Bhakta & Ms Himani Shukla Varia	Object Oriented Programming – Sem III
Mr Mithilesh Chauhan	Microprocessor Architecture– Sem III
Ms Sujata Rizal Kotian	Web Programming & Designing– Sem III
Ms Suman Upadhyay	Numerical Statistical Methods– Sem III
Ms Disha Bhakta	Green Computing -Sem III

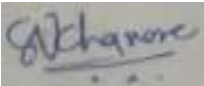

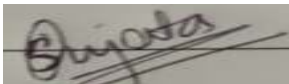

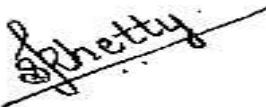

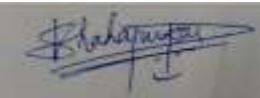

3. All the teachers have been informed about there workload and subjects to be taken for the academic year 2021-22 so accordingly start preparing for the same.
4. College will commence for SY & TY from 14th June 2021.
5. Class Teachership for the academic year 2021-22

FYA- Suman U FYB- Mithilesh C

SYA- Himani S SYB- Sheetal K

TYA- Vinay S TYB- Nabila K
6. Fee defaulters follow-up for FY SY & TY classes.

Faculty of the department

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



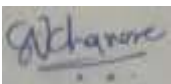







Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai

B.Sc. IT
Meeting Notice

It is hereby informed that there is department meeting on 28th May 2021 at 5:30pm to discuss the following agenda:

1. ATKT Examination for pending students.
2. Question Paper submission date, Exam Timetable and Practical Exam dates for ATKT Students
3. Question Paper Setting Distribution
4. College Re-opening dates
5. Class Teachership for academic year 2021-22
6. Fees Defaulter 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)



PRINCIPAL
Bhims 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

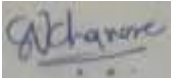


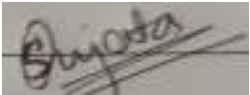



B.Sc. IT Department



Minutes of Meeting

Following discussions were made on 27th Sept 2021 at 12:30pm in Class 813.

1. All the teachers have to submit their ATKT exam marks.
2. All the teachers have to select at least 2 students for Avishkar and guide them with the process.
3. BscIT Dept is starting with certificate courses for FY & SY students .
4. Class teachers have to start preparing Practical Exam TT for SY practical exams and start collecting journals from students for their respective subjects.

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



Date: 20-9-2021

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

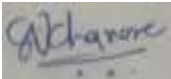






B.Sc. IT
Meeting Notice



It is hereby informed that there is a department meeting on 27th Sept 2021 at 12:30pm in Class 813.

to discuss the following agenda:

1. ATKT Examination marks submission.
2. Avishkar student selection , progress and planning.
3. FY SY certificate course planning and discussion
4. SEM -III Practical 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	



Co-ordinator

(Dr. Tushar Sambare)



PRINCIPAL

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






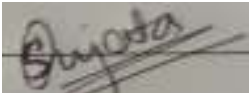

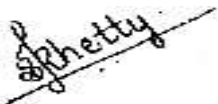

Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai



B.Sc. IT Department
Minutes of Meeting

Following discussions were made on 28th Oct 2021 at 12:30pm in Class 813.

1. All the teachers kindly note lectures after diwali will commence from Nov 15th 2021 and lectures will be 7:20am-01:30pm.
2. Workload for this semester will be 20 lectures per week.
3. All teachers have to inform students that those students who are fully vaccinated will only be allowed to report to college.

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

Bhuts 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

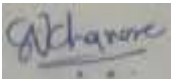


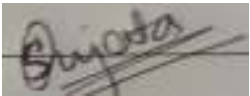



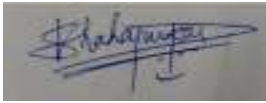
B.Sc. IT
Meeting Notice

It is hereby informed that there is a department meeting on 28th Oct 2021 at 12:30pm in Class 813.

to discuss the following agenda:

1. Lectures Commencement - 15th Nov 2021.
2. Even Sem Workload- 20 lectures per week.
3. Fully vaccinated students will report to college only after diwali.

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

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



Date: 15-11-2021

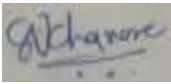






Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai



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

Following discussions were made on 15th Nov 2021 at 01:00pm in Class 813.

1. All the subject teachers kindly start preparing question papers in eklavya format for SEM V and SEM VI old and Submission date is 18th September 2021.
2. MscIT Part I & II Internal Exam will commence from 16th Nov 2021-24th Nov 2021 and share the timetable with the students in respective class groups.
3. All the SY teachers kindly note we are starting with blended learning (offline+online).

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



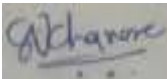


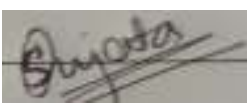




Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai

B.Sc. IT
Meeting Notice

It is hereby informed that there is a department meeting on **15th Nov 2021 at 01:00pm in Class 813** to discuss the following agenda:

1. SEM V & SEM VI - ATKT - Question Paper Submission.
2. MscIT Part I & II Internal Exam.
3. SY Blended Learning.

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



Date: 03-01-2022

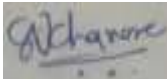


Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai

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

Following discussions were made on 03rd Jan 2022 at 01:00pm in Class 813.

1. All the teachers are hereby informed that there will be adjustment in timetable due to FY practical exams commencing from 04th Jan 2022.
2. FY and MScIT- Part - I Orientation for Eklavya software will be on 12th Jan 2022.
3. Certificate Courses to be conducted in 2022 are Microsoft Office Skills and Digital Content Creation Tools and Techniques and Photoshop hands on session.
4. MScIT- Part - Practical Exams are commencing from 11th Jan 2022- 14th Jan 2022 and Theory Exam are commencing from Jan 18th Jan 2022- 21st Jan 2022 along with MScIT old Practical & Theory Exam.
5. FY teachers have to keep their respective subject 250 questions bank ready along with 50 questions for mock exams (10 questions for each subject) and submit the same by 07th Jan 2022.
6. Sample questions for FYBScIT, MScIT- Part I should be sent to Disha to be uploaded on the website.
7. MScIT OLD Practical Exam Supervision will be done by Satyawar and Sunil as per timetable.
8. Even Sem Timetable is prepared and shared with everyone which is to be followed from 16th Jan 2022.
9. All the teachers have to report to their respective classes sharp at 7:20am.

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

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

Tel: 022-6132 7352

Email: college@smshettyinstitute.org



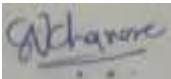


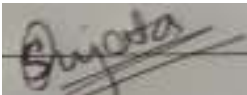



Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai



B.Sc. IT
Meeting Notice

It is hereby informed that there is a department meeting on **03rd Jan 2022 at 01:00pm in Class 813** to discuss the following agenda:

1. Timetable adjustment due to FY Practical Exams
2. Eklavvya Software Orientation for FYBScIT & MScIT-Part I.
3. Certificate Courses 1. Ms Office 2. Digital Course.
4. MScIT- Part I Old & Rev - Practical + Theory Exams Dates.
5. FYBScIT Reg & Mock Question Paper Submission Date.
6. Sample Questions for website.
7. MScIT OLD Practical Exam Supervision.
8. Even Sem New Timetable to be followed from 16th Jan 2022.
9. Reporting to respective classes sharp at 7:20am.

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
Bhuts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076
Tel. 022-6132 7392
Email: college@smshettyinstitute.org



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

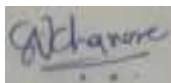




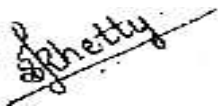

B.Sc. IT Department with Principal Sir



Minutes of Meeting

Following discussions were made on 06th Jan 2022 at 01:10pm in the conference room.

1. Departmental Activities conducted during the academic year 2021-22.
2. Total 5 certificate courses to be conducted by the Department out of which 3 courses will be conducted and 2 courses will be conducted in the month of Feb and March 2022.
3. Guest lectures from eminent speakers to be planned for Third Year Classes.
4. ISO Audit will take place from 5th Jan- 10th Jan 2022.
5. Department Audits will be conducted in Feb last week.
6. Hackathon Event to be planned under project innovation center committee.

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

(Dr. Sridhara Shetty)

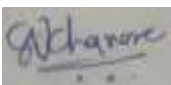


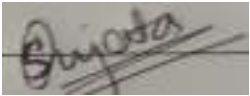




Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai

B.Sc. IT
Meeting Notice

It is hereby informed that there is a department meeting along with Principal & Vice Principals on **06th Jan 2022 at 01:10pm in the conference room** to discuss the following agenda:

1. Department Activities 21-22.
2. Certificate Courses.
3. Guest Lectures from Eminent/Industry.
4. ISO Audit.
5. Departmental Audit
6. Hackathon Event.

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

(Dr. Sridhara Shetty)




PRINCIPAL
Burti 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

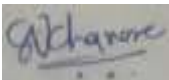


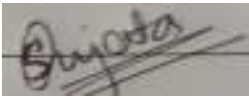

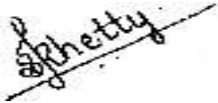

B.Sc. IT Department



Minutes of Meeting

Following discussions were made on 14th Feb 2022 at 12:45pm in room no 801.

1. All the teachers are requested to give names of students from batch 19-20 and 20-21 who were all rounder in academics as well as in extra curricular activities.
2. The BSc.IT department is starting with a Data Science course and an audit for the same is scheduled on 17th Feb 2022. All the teachers are requested to be present during the audit and assist if required.
3. The Website Team has to verify that all data related to the department is uploaded over the website.
4. For the upcoming audit we require a minimum 2 years of department data which includes TimeTable, Workdairy, Teaching Methodology, Lesson Plan, Result Analysis , Lab TT.
5. TY Project guides have to conduct a minimum 4 project sessions with group students from 21st Feb to March 30th.
6. Microsoft Skills course will commence from Feb 16.
7. All the teachers are hereby informed that Lab 5 will not be available after 9:30am on 15th 16th and 22nd , 23rd and LAB 8 will not be available on 23rd ,24th , 25th due to HSC exams.

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
Bhuts 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

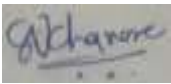






B.Sc. IT
Meeting Notice



It is hereby informed that there is a department meeting on **14th Feb 2022 at 12:45pm in room no 801**

to discuss the following agenda:

1. Overall Rounder Student Award for the year 19-20 and 20-21(Department Activities 21-22).
2. Data Science Audit date.
3. BscIT and MscIT Data on Website
4. Department 2 Years data centralization for audit.
5. TY Project sessions.
6. Microsoft Office course commencement date.
7. Non-Availability of Labs due to HSC Examinations.

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

Burda Sangha's S.M. Shetty College
of Sciences, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7392
Email: college@smshettyinstitute.org



Date: 21-2-2022

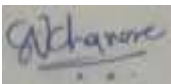





Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai




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

Following discussions were made on 21st Feb 2022 at 12:45pm in room no 814.

1. Lab Assistants have to check Lab 5 & Lab 6 machines and those machines aren't working properly to repair them as soon as possible.
2. Project Guides have to take project followup minimum 4 meetings to be conducted and report their status of project in detail.
3. TYA & TYB Class teacher check if all the defaulter students have been removed from the group or not if students are pending then remove them today.
4. Digital Designing Course will commence from 5th March 2022.
5. IT Association Volunteer Meeting will be conducted on 2nd March 2022.
6. The TimeTable Committee has to prepare a new timetable removing Sujata slots.
7. All the teachers have to give some ideas how to promote Data Science Course and the same shall be discussed in next department meeting i.e Feb 28th 2022.

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

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



Date: 18-02-2022

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 a department meeting on 21st Feb 2022 at 12:45pm in room no 814.

to discuss the following agenda.

1. Lab 5 & Lab 6 non-working machines repair.
2. Project Guides meeting with students.
3. TYA & TYB defaulter to be removed from class group.
4. Digital Designing Course commencement tentative dates.
5. IT Association Volunteer Meeting.
6. New TimeTable
7. Data Science Course Promotion.

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

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

