

# STAFF MINUTES OF MEETING 2018-2019

## S.M. Shetty College of Science, Commerce and

Management Studies, Powai.

Notice No: / 2018-19

Date: 15/06/2018

This is to inform that a meeting will be convened for the teaching staff on 18th June, 2018 in AV room at 10:30 a.m. All the teachers are requested to attend the same.

Dr.Liji Santosh

(Vice Principal)

POWAI MUMBAI-76:

Dr. Sridhara Sh

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

## Minutes of the Meeting

Date: 18/06/2018

Time: 10:30 a.m.

- 1. Resolved to take necessary steps and measures to improve the results of all classes, i.e. FY, SY and TY.
- Resolved to identify from each class advanced learners and deferred learners. To improve the deferred learners remedial classes should be taken and motivational classes should be taken to advance learners to make them excel in their studies.
- 3. Each teacher should properly adhere to log in and log out timing and also on time reporting to each class.
- 4. Teachers are advised to pursue research activities.
- 5. Also advised that teachers should become thorough gentlemen and thorough ladies as they are the role models for the students.
- 6. Syllabus completion date will be 10<sup>th</sup> October, 2018.
- 7. College is going for automation of attendance and proper record should be kept for each student.

Dr. Liji Santosh

(Vice Principal)

POWAI MUMBAI-76.

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

## Teaching List 2018-2019

Staff Meeting 18/06/2018

Sr. No.	Names	Signature
1	Dr. Sridhara Shetty	facility.
2	Dr. Liji Santosh	July .
3	Ms. Sahana Raviprasad	
4	Mr. Virendra Singh	
5	Ms. Pooja Pandey	
6	Mr. John Menezes	Miney
7	Ms. Atisha Khinvsara	Hishe.
8	Ms. Darpana Manjarekar	Darpairs
9	Mr. Jimit Maradia	Primite
10	Mr. Sandesha Shetty	
11	Ms. Niveditha Shetty	N; white
12	Ms. Komal Tiwari	*
13	Ms. Nidhi Chandorkar	We .
14	Ms. Zainab Rangwala	
15	Ms. Steffi Salve	9
16	Ms. Kalpana Rai Menon	
17	Ms. Neena Sharma	0
18	Ms. Sheetal Khanore	89%-
19	Mr. Mithilesh Chauhan	Manan.
20	Ms. Nabila Kazi	Wallat

21	Mr. Vinay Shahapurkar	18/06/18
22	Ms. Suman Upadhyay	Quy
23	Ms. Sujata Rizal	
24	Ms. Raveena Shetty	Seretty 18/00/18.
25	Mr. Tushar Sambare	and the second
26	Ms. Rohini Shetty	
27	Ms. Himani Shukla	H. 2010 1816/18
28	Ms. Avneet Kaur	Awet
29	Ms. Swati Shetty	8-shottl

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## S.M. Shetty College of Science, Commerce and

Management Studies, Powai.

Notice No: / 2018-19

Date: 06/07/2018

This is to inform all the teachers that a meeting will be convened on 7th July, 2018 in AV room at 12:30 p.m. All are requested to attend the

Ms. Niveditha Shetty

Staff Convenor

Dr. Liji Santosh

Vice-Principal

Dr. Sridhara Shetty

Principal



## S.M. Shetty College of Science, Commerce and

## Management Studies, Powai.

Minutes of the Meeting

Date: 07/07/2018

Time: 12:30 p.m.

- 1. Teachers are instructed to report on time and avoid late marking.
- 2. Teachers have to identify the talented students from each class and motivate them to participate in Youth Festival.
- 3. Each class teacher should maintain databank of each student for ready reference.
- 4. Also informed that teachers should identify 3-5 students from each class and motivate them to secure university rank.
- 5. Activities of each department and committee should be properly documented for NAAC purpose.
- 6. SY and TY internals will be held from 6<sup>th</sup> August, 2018.

7. Intra-collegiate fest Talent Hunt will be held from 25<sup>th</sup> to 28<sup>th</sup> July 2018.

Ms. Niveditha Shetty

Staff Convenor

Dr. Liji Santosh

Vice-Principal

Principal

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

## Staff Meeting - 07.07.2018

Sr. No.	Names	Signature
1	Dr. Sridhara Shetty	128h
2	Dr. Liji Santosh	
3	Ms. Sahana Raviprasad	Cara
4	Mr. Virendra Singh	
5	Ms. Pooja Pandey	
6	Mr. John Menezes	Nurve
7	Ms. Atisha Khinvsara	0
8	Ms. Darpana Manjarekar	Durgano
9	Mr. Jimit Maradia	Pinike
10	Mr. Sandesha Shetty	Stank
11	Ms. Niveditha Shetty	Nicher
12	Ms. Komal Tiwari	XS.
13	Ms. Nidhi Chandorkar	yu .
14	Ms. Zainab Rangwala	
15	Ms. Steffi Salve	2
16	Ms. Kalpana Rai Menon	<b>S</b>
17	Ms. Neena Sharma	
18	Ms. Sheetal Khanore	CV.
19	Mr. Mithilesh Chauhan	

20	Ms. Nabila Kazi	
21	Mr. Vinay Shahapurkar	09/07/18
22	Ms. Suman Upadhyay	Blimar
23	Ms. Sujata Rizal	
24	Ms. Raveena Shetty	Absent
25	Mr. Tushar Sambare	
26	Ms. Rohini Shetty	
27	Ms. Himani Shukla	XI. WILLS
28	Ms. Avneet Kaur	American
29	Ms. Swati Shetty	Suluto
30	Mr. Ashish Navik	a di



## S.M. Shetty College of Science, Commerce and

## Management Studies, Powai.

Notice No: / 2018-19

Date: 15/10/2018

This is to inform that a meeting will be convened for the teaching faculties on 16th October, 2018 in AV room at 12:30p.m. All the teachers are requested to attend the same.

Dr.Liji Santosh

(Vice Principal)

Dr. Sridhara Shetty

## S.M. Shetty College of Science, Commerce and

## Management Studies, Powai.

#### Minutes of the meeting

Date: 16/10/2018

Time:12:30 p.m.

The following issues were discussed:

- Principal sir has appreciated the co- ordinators and the subject teachers of all the departments for the good results in the previous year. And also instructed all the subject teachers should atleast try to improve or sustain the results. Each teacher is responsible for the subject results.
- 2. Paper assessment is the duty of each and every teacher. All the teachers are informed to assess the papers sincerely and on time.
- 3. All the teachers are requested to actively contribute for the NAAC work. It is the individual responsibility of each and every teacher to sustain the grade.

Dr. Liji Santosh

(Vice Principal)

POWAI MUMBAI-76.

Dr. Sridhara Sh

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

## Degree college Teaching List 2018-2019

Staff Meeting-16/2018

Sr. No.	Names	Signature
1	Dr. Sridhara Shetty	O CELLY
2	Dr. Liji Santosh	gi,
3	Ms.Sahana Raviprasad	Corp.
4	Mr. John Menezes	
5	Ms. Niveditha Shetty	Nivedika,
6	Ms. Sandesha Shetty	· / / / / / / / / / / / / / / / / / / /
7	Mr. Virendra Singh	
8	Ms. Komal Tiwari	
9	CA Zainab Rangwala	<u>e Rayanala</u>
10	Ms. Swati Shetty	Brithatt
11	Mr. Ashish Navik	
12	Ms. Prachi Agarwal	growth.
13	Mr. Vijay Vishwakarma	frays
14	Ms. Nidhi Chandorkar	Mr
15	Ms. Steffi Salve	2
16	Ms. Preeti Matharu	Justian
17	Ms. Atisha Khinvsara	Atile
18	Ms. Suman Upadhyay	
19	Dr. Tushar Sambare	Book

20	Ms. Sheetal Khanore	
21	Ms. Nabila Kazi	Valadal 16/10/18.
22	Ms. Sujata Rizal	
23	Mr. Vinay Shahapurkar	16/10/18
24	Ms. Raveena Shetty	Shatto 16/0/18
25	Ms. Himani Shukla	
26	Mr. Mithilesh Chauhan	Made.
27	Ms. Disha Deliwala	Prod 16/10/18
28	Ms. Avneet Kaur	Ameel
29	Ms. Kalpana Rai Menon	Delpare.
30	Ms. Neena Sharma	(in)
31	Ms. Darpana Manjarekar	Darpaire
32	Ms. Pragya Jain	7
33	Ms. Rohini Shetty	0



## S.M. Shetty College of Science, Commerce and

Management Studies, Powai.

Notice No: / 2018-19 Date: 22/11/2018

This is to inform that a meeting will be convened for the teaching faculties on 26th November, 2018 in AV room at 1:15p.m. All the teachers are requested to attend the same.

#### Agenda of the meeting:

- > To discuss about various events to be held in the month of December
- > To discuss about NSS annual camp

Any other matter

Ms.Niveditha Shetty

(Staff Convenor)

Dr.Liji Santosh

(Vice Principal)

Dr. Sridhara Shetty

## S.M. Shetty College of Science, Commerce and

#### Management Studies, Powai.

#### Minutes of the meeting

Date: 26/11/2018

Time: 1:15 p.m.

The following issues were discussed:

- 1. First term Exams will be held till 10<sup>th</sup> December. Exams and classes will go simultaneously.
- Co-ordinators are informed to call well experienced teachers from various colleges for moderating Fy and Sy papers.
- Teachers have to make lesson plan in the work diary for the Second term.
- 4. Management has issued new circular stating that if there are two late comings in a month then that is equal to 1 CL cut.
- 5. Various events to be held in the month of December which are as follows:
  - i. 14<sup>th</sup> and 15<sup>th</sup> December-Emmorzeal
  - ii. 17<sup>th</sup> December-Avishkar
  - iii. 18<sup>th</sup> December-Sports Day
  - iv. 21st December-Annual Day.
- 6. NSS camp will be held from 22<sup>nd</sup> December to 28<sup>th</sup> December, all the teachers are requested to visit the camp.
- 7. Teachers have to motivate the Ty Students for placement and also guide them about various competitive examinations like UPSC, MPSC and Banking exams.

Dr. Liji Santosh

(Vice Principal)

POWAI MUMBAI-76.

(Principal)

Dr. Sridhara Shetty

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

## Degree college STAFF MEETING - 26.11.2018

Sr. No.	Names	Signature
1	Dr. Sridhara Shetty	og stul
2	Dr. Liji Santosh	
3	Ms.Sahana Raviprasad	
4	Mr. John Menezes	Nimber.
5	Ms. Niveditha Shetty	Nivelett.
6	M≰ Sandesha Shetty	
7	Mr. Virendra Singh	
8	Ms. Komal Tiwari	\$.
.9	CA Zainab Rangwala	
10	Ms. Swati Shetty	Sukatty
11	Mr. Ashish Navik	
12	Ms. Prachi Agarwal	Jank
13	Mr. Vijay Vishwakarma	Jugar
14	Ms. Nidhi Chandorkar	Mar
15	Ms. Steffi Salve	
16	Ms. Preeti Matharu	Justham
17	Ms. Suman Upadhyay	Some
18	Dr. Tushar Sambare	Garan

19	Ms. Sheetal Khanore	8XI arac
20	Ms. Nabila Kazi	
21	Ms. Sujata Rizal	
22	Mr. Vinay Shahapurkar	<b>3</b>
23	Ms. Raveena Shetty	a hoth
24	Ms. Himani Shukla	M. July
25	Mr. Mithilesh Chauhan	Made
26	Ms. Disha Deliwala	0
27	Ms. Avneet Kaur	And
28	Ms. Kalpana Rai Menon	
29	Ms. Neena Sharma	a
30	Ms. Darpana Manjarekar	Darpana
31	Ms. Pragya Jain	
32	Ms. Rohini Shetty	Shitty



## S.M. Shetty College of Science, Commerce and

Management Studies, Powai.

Notice No: / 2018-19

Date: 03/01/2019

This is to inform that a meeting will be convened for the teaching faculties on 4th January, 2019 in AV room at 1.00p.m. All the teachers are requested to attend the same.

#### Agenda of the meeting:

- > To discuss about completing the syllabus of Fy and Sy of second term
- > To discuss about the script correction of Ty exams

Any other matter

Ms.Niveditha Shetty

(Staff Convenor)

Dr.Liji Santosh

(Vice Principal)

Dr. Sr<del>idhara Si</del>



### S.M. Shetty College of Science, Commerce and

#### Management Studies, Powai.

Minutes of the meeting

Date: 04/01/2019

Time: 1:00 p.m.

The following discussions were made:

- 1. All the teachers were informed to dictate the syllabus of their respective subjects in the class and they have to complete the entire syllabus.
- 2. University is planning to handover Fy and Sy exams to its affiliated colleges in the next session .Therefore, the teachers were instructed that while setting the question papers they have to cover the entire syllabus.
- 3. All the teachers were informed to complete the syllabus by 5<sup>th</sup> March.
- 4. Teachers were instructed to complete the Ty paper assessment on time.
- 5. Each and every teacher is responsible for his /her subject results.
- 6. Department wise meeting of teachers with the Principal will be held from next week onwards.
- All the teachers and co-ordinators were requested to encourage Ty students for placement and in this regard, suggested to keep a healthy competition among the various departments.
- 8. All the teachers were informed to keep a record of the various activities conducted in their respective departments and committees for the purpose of uploading the documents for NAAC.

Ms.Niveditha Shetty

(Staff Convenor)

Dr.Liji Santosh

(Vice Principal)

r. Sridh<del>ara She</del>t

	Bunts Sangha	's
S.M.Sh	etty College of Science, Comme Mumbai	rce & Mgt. Studies, Powai,
Sr. No.	Name of the Staff	Signature
1	Dr. Sridhara Shetty	( Schill
2	Dr. Liji Santosh	
3	Ms. Prachiti Pawaskar	
4	Ms.Sahana Raviprasad	( No.
5	Mr. John Menezes	Huner
6	Ms. Niveditha Shetty	Nimelia
7	Adv. Hamid Khan	XV-
8	Mr. Sandesha Shetty	South .
9	Mr. Virendra Singh	
10	Ms. Komal Tiwari	W.
11	CA Zainab Rangwala	
12	Ms. Swati Shetty	Stando
13	Mr. Ashish Navik	James
14	Ms. Prachi Agarwal	Procho
15	Mr. Vijay Vishwakarma	Vij ay
16	Ms. Nidhi Chandorkar	
17	Ms. Steffi Salve	2
18	Ms. Preeti Matharu	$\cap$
19	Ms. Suman Upadhyay	Nu-
20	Dr. Tushar Sambare	Borha
21	Ms. Sheetal Khanore	Ochaus
22	Ms. Nabila Kazi	Marion out on 19.
23	Ms. Sujata Rizal	80
24	Mr. Vinay Shahapurkar	F04/01/19
25	Ms. Raveena Shetty	ekhetta og oil 19
26	Ms. Himani Shukla	H. Jacks
27	Mr. Mithilesh Chauhan	Maury "
28	Ms. Disha Deliwala	O Ors
29	Ms. Avneet Kaur	Avner.
30	Ms. Kalpana Rai Menon	8
31	Ms. Neena Sharma	æ
32	Ms. Darpana Manjarekar	
33	Ms. Puja Ahuja	offmar
34	Ms. Rohini Shetty	Stitles 04/119
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# S.M. Shetty College of Science, Commerce and Management Studies, Powai.

Notice No: / 2018-19

This is to inform that a meeting will be convened for the teaching faculties on 14th February, 2019 in AV room at 1.00p.m. All the teachers are requested to attend the same.

Agenda of the meeting:

- To discuss about the changes in leave policy.
- > To discuss about completing the syllabus of Fy, Sy and Ty of second term.

➤ Any other matter

Ms.Niveditha Shetty

(Staff Convenor)

Dr.Liji Santosh

(Vice Principal)

Dr. Sridhara Shetty

Date: 13/02/2019



#### S.M. Shetty College of Science, Commerce and

#### Management Studies, Powai.

#### Minutes of the meeting

Date: 14/02/2019

Time: 1:00 p.m.

The following discussions were made:

- 1. Management has decided to encash the casual leaves which remains at the end of the academic year.
- Sick leave is considered only for two or more than two days. And it should be accompanied by valid medical certificate. Sick leave without medical certificate will be considered as casual leave.
- 3. Leave applications are to be submitted on time to the HR. Failing to submit the the same will be considered as leave without pay.
- 4. All the statutory committees have to keep the documents ready for the past five years for permanent affiliation.
- 5. Syllabus completion date for Sy and Ty is on 9<sup>th</sup> March and for Fy it is 16<sup>th</sup> March.

6. All research papers to be presented or published should be routed through the Research Cell of the college.

Ms.Niveditha Shetty

Dr.Liji Santosh

(Vice Principal)

Dr. Sridhara Shett

(Principal)

(Staff Convenor)

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

## Degree college Teaching List 2018-2019

Sr. No.	Names	Signature
1	Dr. Sridhara Shetty	loz sul
2	Dr. Liji Santosh	fil
3	Ms.Sahana Raviprasad	Cary
4	Mr. John Menezes	Hunry
5	Ms. Niveditha Shetty	Nivedille
6	Mr. Sandesha Shetty	Sold
7	Mr. Virendra Singh	<b>X</b>
8	Ms. Komal Tiwari	,
9	CA Zainab Rangwala	
10	Ms. Swati Shetty	Polhers
11	Mr. Ashish Navik	
12	Ms. Prachi Agarwal	Proch
13	Ms. Prachiti Pawaskar	Prochin
14	Ms. Pooja Ahuja	RAYS
15	Mr. Vijay Vishwakarma	VX
16	Ms. Nidhi Chandorkar	W.
17	Ms. Steffi Salve	2
18	Ms. Preeti Matharu	Justien
19	Mr. Hamid Khan	

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20	Ms. Suman Upadhyay	Suman
21	Dr. Tushar Sambare	( order
22	Ms. Sheetal Khanore	Jahlah Horlin.
23	Ms. Nabila Kazi	Natilal 15/02/19.
24	Ms. Sujata Rizal	
25	Mr. Vinay Shahapurkar	14/02/19
26	Ms. Raveena Shetty	genetal 1
27	Ms. Himani Shukla	141
28	Mr. Mithilesh Chauhan	Manleyzya
29	Ms. Disha Deliwala	Or rubly
30	Ms. Avneet Kaur	16 m/2119
31	Ms. Kalpana Rai Menon	
32	Ms. Neena Sharma	Da 14/2/19
33	Ms. Darpana Manjarekar	Darpang 14/2/19
34	Ms. Rohini Shetty	1.2

35. Ms. Shaoli Mistry

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## S.M. Shetty College of Science, Commerce and

## Management Studies, Powai.

Notice No: / 2018-19

Date: 27/04/2019

This is to inform that a meeting will be convened for the teaching faculties on 30<sup>th</sup> April, 2019 in Conference room at 1.00 p.m. All the teachers are requested to attend the same.

#### Agenda of the meeting:

- > To discuss about the Fy, Sy &Ty paper correction.
- > To discuss about the declaration of results of Fy and Sy

> Any other matter

الله Niveditha Shetty

Dr.Liji Santosh

(Staff Convener)

(Vice Principal)

## S.M. Shetty College of Science, Commerce and

## Management Studies, Powai.

#### Minutes of the meeting

Date: 30/04/2019

Time: 1:00 p.m.

The following discussions were made:

- 1. All the Ty subject teachers were asked to complete the online paper assessment within the stipulated time.
- 2. Teachers were instructed to report on time for the supervision duty.
- 3. Teachers were asked to complete the Fy and Sy paper assessment on time so that there will not be any delay in result declaration.
- 4. Ty admissions will be on 14th and 15th May,2019.

5. College re-opening date is on 6th June,2019.

Nixelia Shetty

(Staff Convener)

Dr.Liji Santosh

(Vice Principal)

(Principal)

Dr. Sridhara Shett

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

## Degree college Teaching List 2018-2019

Sr. No.	Names	Signature
1	Dr. Sridhara Shetty	Pachy
2	Dr. Liji Santosh	AL I
3	Ms.Sahana Raviprasad	(a)
4	Mr. John Menezes	Bunk
5	Ms. Niveditha Shetty	N:VE
6	Mr. Sandesha Shetty	
7	Mr. Virendra Singh	
8	Ms. Komal Tiwari	<b>8</b>
9	CA Zainab Rangwala	
10	Ms. Swati Shetty	Suhuts
11	Mr. Ashish Navik	#
12	Ms. Prachi Agarwal	Rout
13	Ms. Prachiti Pawaskar	Plack.
14	Ms. Pooja Ahuja	Trya
15	Mr. Vijay Vishwakarma	Man
16	Ms. Nidhi Chandorkar	Wi
17	Ms. Steffi Salve	
18	Ms. Preeti Matharu	
19	Mr. Hamid Khan	

20	Ms. Suman Upadhyay	Juna 30 aila
21	Dr. Tushar Sambare	Tubber 1
22	Ms. Sheetal Khanore	Whan
23	Ms. Nabila Kazi	Nableh 20/19.
24	Ms. Sujata Rizal	
25	Mr. Vinay Shahapurkar	30/04/19
26	Ms. Raveena Shetty	anetty 30/00/19
27	Ms. Himani Shukla	stimani golfila.
28	Mr. Mithilesh Chauhan	Naule
29	Ms. Disha Deliwala	On spall
30	Ms. Avneet Kaur	\$ 30 luly
31	Ms. Kalpana Rai Menon	Dalem
32	Ms. Neena Sharma	Que 30/4/199
33	Ms. Darpana Manjarekar	
34	Ms. Rohini Shetty	Chilosethiles )
3ST.	Ms. Shael motry	July 19

