



BUNTS SANGHA'S

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

STAFF MINUTES OF MEETING 2019-2020

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

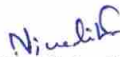
Notice No: / 2019-20


Date: 08/06/2019


This is to inform that a meeting will be convened for the teaching faculties on 10th June, 2019 in AV room at 12:30p.m. All the teachers are requested to attend the same.

Agenda of the meeting:

- To discuss about the activities to be conducted in this academic year.
- To instruct the teachers about rules and regulations.
- Any other matter


Ms. Niveditha Shetty
(Staff Convener)


Dr. Liji Santosh
(Vice Principal)


Dr. Sridhara Shetty
(Principal)



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

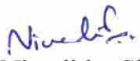
Minutes of the meeting

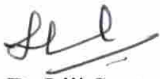
Date: 10/06/2019


Time: 12:30p.m.

The following discussions were made:

1. Teachers were instructed to allocate month-wise lectures in the work diary and also compulsorily write programme outcome and course outcome.
2. This year Fy and Sy examinations are conducted by the college. All the units in the syllabus must be covered by the teachers while setting the question papers.
3. Co-ordinators should concentrate on increasing the number of certificate courses in their respective departments.
4. Reporting time for the teachers will be 7:20 am. All the teachers should sign the musters ^{twice} without fail.
5. Co-ordinators should try to increase the number of placement_s in their departments.


Ms. Niveditha Shetty
(Staff Convener)

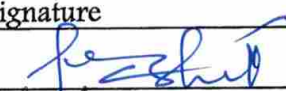

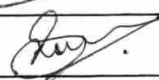
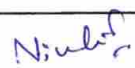

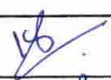
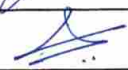
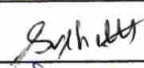
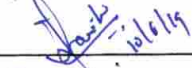

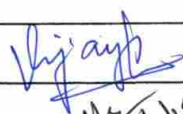
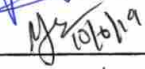
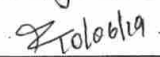
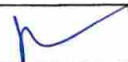

Dr. Liji Santosh
(Vice Principal)


Dr. Sridhara Shetty
(Principal)



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

Degree college
Teaching List 2019-2020

Sr. No.	Names	Signature
1	Dr. Sridhara Shetty	
2	Dr. Liji Santosh	
3	Ms.Sahana Raviprasad	
4	Mr. John Menezes	
5	Ms. Niveditha Shetty	
6	Mr. Sandesha Shetty	
7	Mr. Virendra Singh	
8	Ms. Komal Tiwari	
9	CA Zainab Rangwala	
10	Ms. Swati Shetty	
11	Mr. Ashish Navik	
12	Ms. Prachi Agarwal	
13	Ms. Prachiti Pawaskar	
14	Ms. Pooja Ahuja	
15	Mr. Vijay Vishwakarma	
16	Ms. Nidhi Chandorkar	
17	Ms. Steffi Salve	
18	Ms. Preeti Matharu	
19	Mr. Hamid Khan	

20	Ms. Suman Upadhyay	<i>Suman</i> 10/06/19
21	Dr. Tushar Sambare	<i>Tushar</i>
22	Ms. Sheetal Khanore	<i>Sheetal</i>
23	Ms. Nabila Kazi	<i>Nabila</i> 10/06/19.
24	Ms. Sujata Rizal	<i>SJ</i>
25	Mr. Vinay Shahapurkar	<i>Vinay</i> 10.06.19
26	Ms. Raveena Shetty	<i>R Shetty</i> 10/06/19
27	Ms. Himani Shukla	<i>H. Shukla</i> 10/6/19
28	Mr. Mithilesh Chauhan	<i>Mithilesh</i> 10/6/19
29	Ms. Disha Deliwala	<i>Disha</i> 10/6/19
30	Ms. Avneet Kaur	<i>Avneet</i> 10/6/19
31	Ms. Kalpana Rai Menon	<i>Kalpana</i> 10/6/19
32	Ms. Neena Sharma	<i>Neena</i> 10/6/19
33	Ms. Darpana Manjarekar	
34	Ms. Rohini Shetty	



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


Notice No: / 2019-20


Date: 22/06/2019

This is to inform that a meeting will be convened for the teaching faculties on 24th June, 2019 in AV room at 12:30 p.m. All the teachers are requested to attend the same.

Agenda of the meeting:

- To allot committees and associations to teachers.
- Any other matter


Ms. Niveditha Shetty
(Staff Convener)


Dr. Liji Santosh
(Vice Principal)


Dr. Sridhara Shetty
(Principal)



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

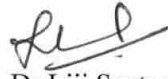
Date: 24/06/2019


Time: 12:30p.m.

The following discussions were made:

1. Teachers have been allotted various committees and associations.
2. For any grievances , teachers have to meet the principal.
3. Department of Information Technology in association with IQAC organizes National Conference on 'Emerging Innovations in Information Technology'- Challenges and Prospects on 14th September, 2019.
4. Induction programme for the teachers will be held on 6th July,2019.

Ms.Niveditha Shetty
(Staff Convener)

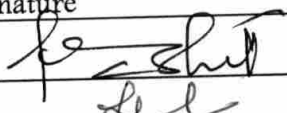

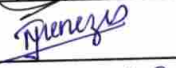
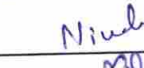


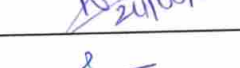

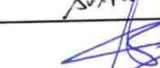
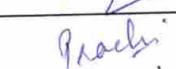
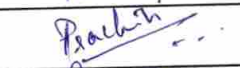


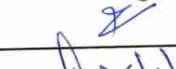

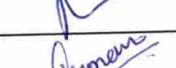




Dr.Liji Santosh
(Vice Principal)


Dr. Sridhara Shetty
(Principal)



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

Degree college
Teaching List 2019-2020

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7	Mr. Virendra Singh	
8	Ms. Komal Tiwari	
9	CA Zainab Rangwala	
10	Ms. Swati Shetty	
11	Mr. Ashish Navik	
12	Ms. Prachi Agarwal	
13	Ms. Prachiti Pawaskar	
14	Mr. Vijay Vishwakarma	
15	Ms. Nidhi Chandorkar	
16	Ms. Steffi Salve	
17	Ms. Preeti Matharu	
18	Mr. Hamid Khan	
19	Ms. Suman Upadhyay	

20	Dr. Tushar Sambare	<i>Tushar</i>
21	Ms. Sheetal Khanore	<i>SE</i>
22	Ms. Nabila Kazi	
23	Ms. Sujata Rizal	<i>SJ</i>
24	Mr. Vinay Shahapurkar	<i>V. Shahapurkar</i> 24.06.19
25	Ms. Raveena Shetty	
26	Ms. Himani Shukla	<i>H. Shukla</i>
27	Mr. Mithilesh Chauhan	
28	Ms. Disha Deliwala	<i>Disha</i>
29	Ms. Avneet Kaur	<i>Avneet</i>
30	Ms. Kalpana Rai Menon	<i>Kalpana</i>
31	Ms. Neena Sharma	<i>Neena</i>
32	Ms. Rohini Shetty	<i>R. Shetty</i> 24/06/19
33	Ms. Shaoli Mistry	<i>Sh.</i>

34 *Todakar Vavanti*

Patel



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


Notice No: / 2019-20


Date: 20/09/2019


This is to inform that a meeting will be convened for the teaching faculties on 21st September, 2019 in AV room at 12.30 p.m. All the teachers are requested to attend the same.


Agenda of the meeting:

- To discuss about Fy and Sy ATKT and Semester exam.
- Any other matter


Ms. Niveditha Shetty
Staff Convener


Prof. Sandesha Shetty
Vice Principal


Dr. Liji Santosh
Vice Principal


Dr. Sridhara Shetty
Principal



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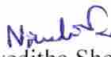
Minutes of the meeting


Date: 21/09/2019

Time: 12:30p.m.

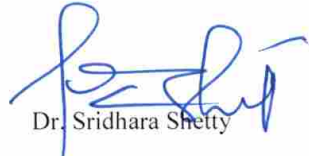
The following discussions were made:

1. Fy and Sy(Sem I &III) examinations will start from 9th October. Teachers were instructed to set quality question papers as per the pattern.
2. Teachers have to complete the paper assessment of Sem I and III by 21st November, 2019 and the moderation will be held on 22nd and 23rd November, 2019.
3. Results of Sem I and III will be declared on 30th November ,2019
4. Teachers and co-ordinators have to impart value system in the classrooms and make students to understand about the repercussions if they indulge in unfair means during the examinations.
5. Local Inspection Committee (LIC) visit will be there on 30th September, 2019. All the co-ordinators should keep the documents ready.
6. The teachers who have completed 5 years of continuous service in this institution can apply for minor research project.
7. College website needs to be updated with the required data. All the teachers and co-ordinators are instructed to provide the scanned documents of their respective committees and departments to the website committee.
8. College is organizing training for degree and junior college teachers on 27th September, 2019, on 'Bloom's Taxonomy'. Resource person will be Dr. Peeyush Pahade, HOD Dept. Zoology, HV Desai College, Pune.


Ms.Niveditha Shetty
Staff Convener


Prof.Sandesha Shetty
Vice Principal

Dr.Liji Santosh
Vice Principal

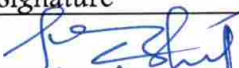

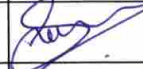
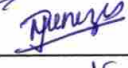
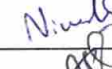




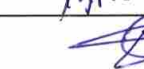

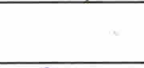
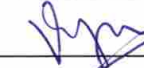
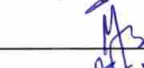

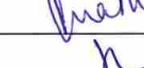

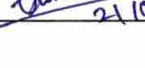

Dr. Sridhara Shetty
Principal



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

Degree college
Teaching List 2019-2020

Staff Meeting - 21/9/19.

Sr. No.	Names	Signature
1	Dr. Sridhara Shetty	
2	Dr. Liji Santosh	
3	Ms.Sahana Raviprasad	
4	Mr. John Menezes	
5	Ms. Niveditha Shetty	
6	Mr. Sandesha Shetty	
7	Mr. Virendra Singh	
8	Ms. Komal Tiwari	
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16	Ms. Steffi Salve	
17	Ms. Preeti Matharu	
18	Mr. Hamid Khan	
19	Ms. Suman Upadhyay	

20	Dr. Tushar Sambare	<u>Tushar</u>
21	Ms. Sheetal Khanore	<u>SR</u>
22	Ms. Nabila Kazi	<u>Nabila</u> 21/09/19
23	Ms. Sujata Rizal	
24	Mr. Vinay Shahapurkar	<u>Vinay</u> 21.09.19
25	Ms. Raveena Shetty	<u>Raveena</u> 21.09.19
26	Ms. Himani Shukla	<u>H. Shukla</u> 21/9/19
27	Mr. Mithilesh Chauhan	<u>Mithilesh</u> 21/9/19
28	Ms. Disha Deliwala	<u>Disha</u>
29	Ms. Avneet Kaur	<u>Avneet</u> 21/9/19
30	Ms. Kalpana Rai Menon	<u>Kalpana</u> 21/9/19
31	Ms. Neena Sharma	<u>Neena</u> 21/9/19
32	Ms. Rohini Shetty	
33	Ms. Sharanya Sanoj	<u>Sharanya</u> 21/9/19
34	Ms. Vasanti Todakar	<u>Vasanti</u>
35	Ms. Sparsh Vyas	<u>Sparsh</u> 21/9/19



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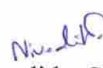
Minutes of the meeting (Zoom Meeting)


Date: 11/04/2020


Time: 3.30 p.m.


The following discussions were made:

1. Teachers have to keep in touch with the students and their parents and inform them that in appropriate time the university is going to conduct the examinations.
2. Co-ordinators have to plan for the distribution of next semester subjects among the teachers and visiting faculties.
3. Teachers and the respective criterion heads were asked to attend the NAAC webinars which will be helpful for getting an insight to prepare for the upcoming NAAC.
4. Department heads and committee heads have to submit the reports of the activities held in their respective departments / committees to college magazine team for the finalization of the 'Resonant 2020'.
5. IQAC and Departmental annual presentations will be kept in the month of June 2020.


Ms. Niveditha Shetty
Staff Convener


Prof. Sandesha Shetty
Vice Principal


Dr. Liji Santosh
Vice Principal


Dr. Sridhara Shetty
Principal



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


Minutes of the meeting (Zoom Meeting)


Date: 01/05/2020


Time: 4.30 p.m.


The following discussions were made:

1. The college counselling team will be addressing First year, Second year and Third year students along with all teaching staff on 13th and 15th May, 2020.
2. National Level Webinar on 'Doctoral Thesis: Key Components and Research Skills and Research Funding' will be conducted by the college in Zoom on 14th and 15th May, 2020.
3. National Level Webinar on 'Intellectual Property Rights' will be conducted by the college in Zoom on 11th May, 2020.
4. Teachers have to conduct online revision lectures for all Third year classes.
5. International Conference – 'Redefining Business in Digital Era: Issues and Challenges' will be held on 29th May, 2020.
6. One day workshop for non-teaching staff will be organized by IQAC in association with University of Mumbai.
7. NAAC Criterion heads were informed to be ready with their first draft presentation.


Ms. Niveditha Shetty
Staff Convener


Prof. Sandesha Shetty
Vice Principal


Dr. Liji Santosh
Vice Principal


Dr. Sridhara Shetty
Principal



Bunts Sangha's
S.M.Shetty College of Science, Commerce and
Management Studies, Powai.
Minutes of the meeting (Zoom Meeting)


Date: 08/05/2020


Time: 5.00 p.m.


The following discussions were made:

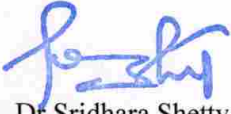
1. As per the latest news from Government of Maharashtra, First year and Second year examinations are cancelled and only Third year examinations will be held in the month of July 2020. First year and Second year students will get promoted as per the university guidelines.
2. Teachers have to maintain log book, where in they have to record datewise work done during this lockdown period. It shall be submitted to the Principal once college reopens.
3. There are online Coursera courses available for the students. The teachers and co-ordinators have to check the worth of the course and pass on the details to students and ask them to join the courses.
4. Teachers were informed to develop their e-content, in this regard B.Sc IT department teachers and teachers who have attended various e-content development sessions were asked to guide the other teachers.
5. Teachers have to start online classes for the students for the next semester from the month of June.
6. From the next academic year, teachers have to utilize the e- content resources for delivering the lectures and there will be one extra column in the work diary to include teaching methodology.

7. The online counselling session by counselling team of the college for the Third year students along with all teaching staff will be held on 13th (B.Com, BBI & BAF) and 15th May, 2020 (BMS, BMM, BSc.IT).
8. National Level Webinar on 'Intellectual Property Rights' will be conducted by the college in Zoom on 11th May, 2020.
9. National Level Webinar on 'Doctoral Thesis: Key Components and Research Skills and Research Funding' will be conducted by the college in Zoom on 14th and 15th May, 2020.
10. International Conference – 'Redefining Business in Digital Era: Issues and Challenges' will be held on 29th May, 2020 and there will be no fees for the inside teachers for publishing their research paper in this conference.
11. One day workshop for non-teaching staff will be organized by IQAC in association with University of Mumbai on the topic 'Online procedure to be followed on admissions and examinations and effective use of social media during college admissions' will be held online on 12th May, 2020.
12. The annual presentations of committees and departments will be held in the month of June, 2020.


Ms. Niveditha Shetty
Staff Convener


Prof. Sandesha Shetty
Vice Principal


Dr. Liji Santosh
Vice Principal


Dr. Sridhara Shetty
Principal



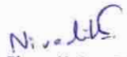
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Minutes of the meeting (Zoom Meeting)


Date: 19/05/2020

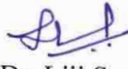
Time: 11.30 a.m.


The following discussions were made:

1. All the teachers who are handling the subjects in different classes should be ready with internal and ATKT marks so that the result work can be completed by the end of May month.
2. Teachers have to concentrate on developing E-content so that virtual class can be continued even after the commencement of regular lectures.
3. The following B.Sc (IT) Department teachers were instructed to guide the other teachers about E-Content development- Ms.Disha Deliwala, Ms.Nabila Kazi, Mr.Vinay Shapurkar and Mr.Mithilesh Chauhan.
4. Social media of the college should be very active so that students are attracted to join the college next year. Teachers for activating social media are Ms.Steffi Salve, Mr.John Menezes, Mr.Vinay Shapurkar and Ms.Sharanya Saroj.
5. Coordinators have to plan for conducting virtual classes from the first week of June.
6. Department heads and committee heads have to provide the reports of the activities of their respective departments and committees to the college magazine 'Resonant 2020'.
7. Performance appraisal form should be filled and submitted on or before 23rd May, 2020.


Ms. Niveditha Shetty
Staff Convener


Prof. Sandesha Shetty
Vice Principal


Dr. Liji Santosh
Vice Principal


Dr. Sridhara Shetty
Principal

