



BUNTS SANGHA'S

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

STAFF MINUTES OF MEETING 2020-2021

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

Minutes of the meeting (Zoom Meeting)

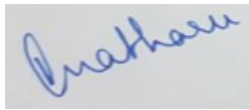
Date: 20/07/2020

Time: 4:00 p.m.

The following discussions were made:

1. Online lectures of all the teachers will be monitored by Principal Dr. Sridhara Shetty by attending their lectures.
2. The current status of Second Year and Third Year admission.
3. Social media of the college has been integrated with the college website.
4. The college is all ready for First Year admissions. The prospectus/brochure is ready.
5. All the teachers have to conduct regular evaluation of the students through online mode.
6. All the departments have to plan to conduct online certificate courses while giving due attention on Board of studies, syllabus and outcome of the courses.
7. New certificate courses for the students are to be introduced. The list of courses along with teachers responsible for the same are:
 - a) Gender issue – Dr. Liji Santosh, Ms. Kalpana Rai Menon, Ms. Neena Sharma, CA Zainab Rangwala
 - b) Climate change [Global warming] – Ms. Nidhi Chandorkar, Ms. Preeti Matharu, Ms. Komal Tiwari, Ms. Disha Deliwala
8. Webinar and orientation regarding career opportunities will be conducted by the Kurla MBA College on 22nd July, 2020.

9. 2 sessions on each criterion (total 14 sessions) have already been conducted relating to NAAC work. Now, more concentration is to be given on DVV.
10. The teacher members of various associations and committees are to continue with the same with minor changes which will be intimated to the teachers in 2 days.



Ms. Preeti Matharu



Vice Principal



Dr. Liji Santosh

Vice Principal



Dr. Sridhara Shetty

Principal



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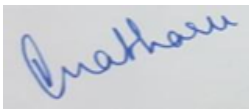
Minutes of the meeting (Zoom Meeting)

Date: 31/07/2020

Time: 5:00 p.m.

The following discussions were made:

1. Principal Dr. Sridhara Shetty is regularly monitoring online lectures of all the teachers by visiting their online classes.
2. All the teachers have to conduct online class test after completion of topics.
3. Discussion on reforms of National Education Policy.
4. Admission of First Year students are going on. Teachers have to call the students to guide them relating to completing their filling of admission forms on both university portal and college portal.
5. The admission committee teachers will have a meeting tomorrow i.e. 1st August, 2020 relating to verifying of data of admission forms.
6. An orientation session will be conducted for junior college students on Sunday i.e. 2nd August, 2020 to guide them for first year admissions.
7. A Suggestion was given relating to creating videos of teachers to give farewell to final year students which can be uploaded on social media of the college.



Ms. Preeti Matharu



Prof. Sandesha Shetty



Dr. Liji Santosh



Dr. Sridhara Shetty



Vice Principal

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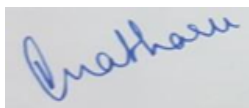
Minutes of the meeting (Zoom Meeting)

Date: 9/08/2020

Time: 5:00 p.m.

The following discussions were made:

1. First merit list for first years is out and the teachers have to call and talk to students relating to admission, providing them various information and solving their problems, if any.
2. The teachers have to form whatsapp group of prospective students and their parents.
3. The administrative staff and the teachers have to resolve the issues related to admission that students are facing specially related to payment of fees.
4. The students should receive a confirmation message about their students and the said message is to be framed by Adv. Mr. Hamid Khan and Registrar Mr. Dilip Khemani.
5. Leaves of the teaching and non-teaching staff have to be informed to the authorities. Teachers have to inform the respective co-ordinators and send their leave application to Vice Principal Dr. Liji Santosh.
6. All the teachers have to develop the mentor-mentee relationship with the students for understanding their problems, guiding and helping them.
7. The teachers will receive daily update of the names of the students who took admission.



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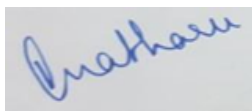
Minutes of the meeting (Zoom Meeting)

Date: 19/08/2020

Time: 12:30 p.m.

The following discussions were made:

1. The meeting was attended by staff as well as students of some committees like NSS, DLLE and student council members.
2. Videos were shown about how to prepare Eco-Brick.
3. Mr. Subhajit Mukherjee explained about types of plastic, recycling and Eco-bricks. Also as to why should it be made, how to make it, how to use it was explained by Mr. Subhajit Mukherjee.
4. The college will in association with Mr. Subhajit Mukherjee will undertake the Eco-brick project in lieu of fulfillment of our college's social responsibility.



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Bunts Sangha's

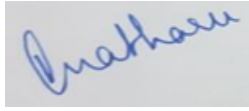
S.M.Shetty College of Science, Commerce and Management Studies, Powai.
Minutes of the meeting (Zoom Meeting)

Date: 7/09/2020

Time: 6:00 p.m.

The following discussions were made:

1. The third year (19-20 batch) students have to be assembled and provided orientation for the sem VI exams.
2. As per Mumbai University guidelines, the Sem VI exam for Third year students will be conducted from 1st October, 2020 to 17th October, 2020 in the form of MCQs through online mode. Exam will be for 50 marks and the duration of exam will be 1 hour.
3. Each subject teacher is required to prepare 250 questions for each subject.
4. Revision lecture will be conducted for TY (19-20) batch students and the schedule for the same is to be decided by the co-ordinators and teachers.
5. Information have to be collected from the students as per University's list of questions to create a database of students.
6. Project/practical exams to be conducted orally through online mode for TY 19-20 Batch of students which have to start from 15th September, 2020. Records of projects/practical exams have to be maintained.
7. Backlog (ATKT) exams to be conducted in the form of MCQs of 50 marks for the duration of 1 hour through online mode which have to start from 25th September, 2020.
8. Online Mock test of MCQs is to be conducted for the students.
9. List of students with ATKT in various subject is to be created.
10. All the teachers have to make sure that 4 alternatives are given for MCQs and true and false questions cannot be asked.
11. All colleges are separate units and will have their own time table.



Ms. Preeti Matharu



Prof. Sandesha Shetty



Dr. Liji Santosh



Dr. Sridhara Shetty

Vice Principal

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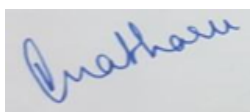
Minutes of the meeting (Zoom Meeting)

Date: 12/09/2020

Time: 1:30 p.m.

The following discussions were made:

1. Training will be provided to teachers for online evaluation.
2. Google classroom is to be used for evaluation.
3. Coordinators and one member of exam committee will be present in all classrooms
4. Students are to be added in classrooms by 22nd September, 2020.
5. During revision lectures, teachers have to inform the students that there will not be any revaluation.
6. Question bank is not to be shared with students.
7. Mock tests are to be conducted for all exams (regular as well as ATKT)



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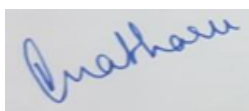
Date: 4/11/2020

Time: 5:30 p.m.

The following discussions were made:

1. Pending ATKT exams [theory (external), internal as well as Practical] to be to conducted for semester I to sem IV before 30th November, 2020 as per meeting convened by University.
2. Whatsapp group to be created for students who have applied for ATKT exam.
3. ATKT exams to be started from 24th November, 2020.
4. All respective subject teachers for ATKT have to prepare a question bank of 100 questions and mail the question bank with answer key to exam email id (exam@smshettycollege.edu.in) and also 25 sample questions (without answer key) to be mailed to coordinators for uploading on college website by 10th November, 2020.
5. Google classroom and whatsapp group to be created for ATKT students by 7th November, 2020.
6. The exam will be conducted online in the form of Multiple Choice Questions (MCQs). There will be 25 MCQs of 2 marks each (50 marks) and the duration of exam will be of 1 hour. 50 marks to be later converted to 75/100 marks as per the subject.
7. All teachers have to make sure that the question bank should cover all units, four alternatives (mutually exclusive) have to be given for each question.
8. For subjects in which earlier online ATKT exams were conducted, teachers have to add 25 questions to the already available 100 questions for question bank.
9. Timetable for ATKT exam will be displayed on college website.

10. Exam will be conducted through Google classroom and proctoring will be done through Zoom application. Students are required to keep their cameras on during exam.
11. The timings for semester II exam will be 12:30 pm to 1:30 pm and for semester IV exam it will be 2:00 pm to 3:00 pm.
12. Dr. Tushar Sambare discussed about eco-bricks on the interview conducted by AIR-Asmita channel (Marathi Channel). Ministry of Jal Shakti will make poster which will have our college's photos and all teachers are requested to repost what other channels are posting about us.
13. There will be a break from 9th November, 2020 to 21st November, 2020.
14. ISO audit will be conducted on 25th, 26th and 27th November, 2020.



Ms. Preeti Matharu



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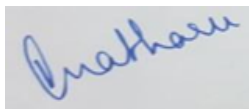
Date: 7/11/2020

Time: 1:00 p.m.

The following discussions were made:

1. Admissions for all the years successfully done.
2. NSS unit of our college received Best NSS Unit Award from Chatra Bharti Sanghatana and was felicitated by Dr. Tatyrao Lagane, Ex Dean of Sir J. J. Hospital.
3. All teachers have to always complete all the assessment on time.
4. All teachers have to conduct 3 lectures in a day. If a teacher is absent, then no adjustment should be made in the time table.
5. If there are any changes in the time table, then the same should be informed to higher authorities.
6. All teachers have to mention correct class, timings and other details in work diary and work report. Work diary has to include class, timing, subject, number of students and other details about lecture. Work report has to include details about lectures taken, meetings attended, FDPs and workshops attended, etc.
7. Internal exams to be conducted in evening and lectures are not be disturbed.
8. Permanent Time Table for next term to be prepared as early as possible.

9. All teachers are requested to send reports of events by 15th of every month for Bunterwani.
10. 2 training programs will be conducted in December (one on criterion wise training and other on DVV – Data validation and verification)
11. Reminder was given to teachers about mailing the question bank and sample questions for ATKKT exam by 10th November, 2020.
12. In case of ATKKT exams, same sample questions (which were used for earlier online October exam) can be mailed for uploading on website if syllabus is same.
13. Teachers were informed about a teacher in International School who is suffering due to premature delivery and details were given for voluntary contribution for the same.



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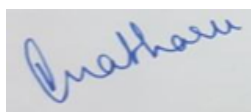
Date: 23/11/2020

Time: 1:15 p.m.

The following discussions were made:

1. Second year and Third year semester exams to be conducted between 14th December, 2020 to 23rd December, 2020 as per University of Mumbai's circular to complete the exam by 31st December.
2. Common time table for all colleges in the cluster. Timings for second year will be 11 am to 12 pm and third year will be 12:30 pm to 1:30 pm.
3. Exam to be conducted in online MCQs format. Students have to attempt 40 questions out of 50 questions. Each question will be of 1.5 marks, total marks will be 60 which will later be converted to 75 or 100 as per the subject. The duration of exam will be 1 hour.
4. Proctoring compulsory during exam and vigilance squad will be formed by University of Mumbai.
5. Question bank of 250 questions to be prepared for all subjects with help of Colleges in the cluster. Out of 250 questions, 50 questions to be uploaded on website and 50 questions for mock test. 3 sets of paper to be made for regular exam. Question bank to be completed by 3rd December, 2020
6. Questions to be included of all types i.e. simple, moderate and tough. All units are to be covered with due attention to each unit. Principal Dr. Sridhara Shetty will go through all the question papers.

7. Practical, project viva voce exams to be conducted from 10th December, 2020.
8. With University of Mumbai's permission, First year exams to be conducted in the first week of January, 2021 as First year classes started late.
9. Teachers have to track the students, find availability of devices, internet, electricity, etc.
10. Last date to upload internal exam marks is 24th December, 2020.
11. Last date for completion of syllabus for second year and third year classes is 4th December, 2020.
12. More classes for first year may be scheduled if required.
13. Supervision schedule for ATKT exam (24/11/2020 – 2/12/2020) has been circulated and supervisors have to post zoom link on SMS whatsapp group and record zoom session.
14. Earlier results in which marks of some students were hidden will be declared again without hiding any marks and the students can now apply for ATKT. ATKT forms to be made available to on college website.
15. Training session for teachers as per new paper pattern will be conducted in the first week of December, 2020.
16. For ISO audit, process owners have been mailed the processes they have to make arrangements for documents. Auditees to join physically in college for ISO audit.
17. Teachers have to continue writing work report on the same page.
18. CA foundation paper is on 14th December, 2020. So, B.Com/BAF/BBI timetable to be prepared accordingly to avoid clash.



Ms. Preeti Matharu
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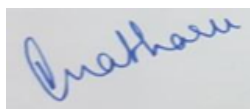
Minutes of the meeting (Zoom Meeting)

Date: 12/12/2020

Time: 12:30 p.m.

The following discussions were made:

1. Guidelines and instructions were given to supervisors for online exam – zoom blocks created for exam, attendance link for regular exam to be prepared by supervisor, common attendance link for ATKT exam, supervisors have to start zoom meeting 20 minutes before exam timing, exam zoom meeting has to be recorded by supervisor and uploaded, class teachers to post link in respective class groups from college teachers group.
2. Updated list of ATKT students will be mailed at 3 pm to coordinators.
3. Supervision details to be mentioned by teachers in work report.
4. Dr. Tushar Sambhare and Prof. Avneet Kaur to form part of Technical task force for the exams.
5. Adjustments in first year lectures may be made for supervision and smooth conduct of second year and third year exams.
6. First year exams to start from 2nd January, 2021



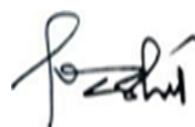
Ms. Preeti Matharu



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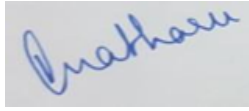
Minutes of the meeting (Zoom Meeting)

Date: 26/12/2020

Time: 9:00 a.m.

The following discussions were made:

1. The University of Mumbai has declared the term arrangements for the academic year (1st term – 7th August, 2020 to 31st December, 2020; 2nd term – 1st January, 2021 to 31st May, 2021)
2. Dedicated software will be made available for next set of exams.
3. Lectures for Second year and Third Year for semester IV and semester VI will begin from 4th January, 2021.
4. Coordinators and teachers have to prepare the lesson plan, course outcome, programme specific outcome and programme outcome for the next term.
5. First year semester I exams to begin from 2nd January, 2021 to 9th January, 2021.
6. All criteria teams of NAAC to sit and take notes from the recording available related to NAAC.
7. AQAR has to be filled by criterion heads and mailed to IQAC coordinator Dr. Liji Santosh.
8. Permanent time table will be ready by 31st December, 2020.
9. All teachers have to mention the work related to NAAC, Mock test, etc. in work report.



Ms. Preeti Matharu



Prof. Sandesha Shetty



Dr. Liji Santosh



Dr. Sridhara Shetty



Vice Principal

Vice Principal

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Minutes of the meeting (Zoom Meeting)

Date: 19/4/2021

Time: 9:00 a.m.



The following discussions were m

1. Principal Sir will go through all the question papers of First year and Third year classes.
2. If any teacher is relocating then the same has to be informed to coordinators.
3. Since regular lectures are over, all the teachers have to concentrate on NAAC work. All the teaching and non-teaching staff have to login in the Zoom link from 9 am to 1 pm and give attendance everyday at 9 am.
4. From 17th May 2021, presentation of all criterions will start and from 22nd May, 2021 the second set of presentations will start.
5. Criterion head have to go through in detail the entire work of the criterion.
6. Annual reports for all committees for 2020-2021 along with photos have to be submitted in the drive link given by IQAC.
7. Admission for Second year and Third year classes to begin soon after First year and Second year exams are over.

Ms. Preeti Matharu

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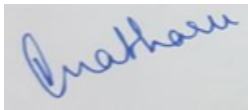
Date: 31/5/2021

Time: 12:15 pm.

The following discussions were made:

1. It was noted that there was timely completion of exams and results; annual presentations by all departments; and also successful completion of various webinars and other activities during the year.
2. Another round of presentation of all criteria in June end and then also in the month of July will be conducted.
3. Teachers have to complete COs, POs and PSOs, mentoring work and identify slow learners and advance learners for next academic year.
4. It was decided that webinar on NET/SET will be conducted by the college teachers and also a webinar will be conducted on Competitive exams for the students in the next academic year.
5. In the next academic year, minimum 3 certificate courses have to be conducted by each department and at least 1 certificate course from each committee or association. The proposal of the certificate course has to be submitted to the IQAC.
6. Reasonable amount of good videos have to be created and uploaded by all departments on youtube which will help the students for study reference.
7. An online education monitoring system will be applied from the next academic year.
8. All the teachers have to be in Mumbai during the next academic year and inform HR and Head of the institution if going outside Mumbai. Also, teachers will have to come to college premises as and when the government notifies a circular for the same.
9. Webinars related to NAAC will be arranged which will be conducted by Mr. Dharmadhikari and Mr. Narendra Choutalia in the next academic year.
10. It was decided to use official email id of students for communication apart from whatsapp and other social media platforms.

11. The teachers/committees have to decide on the activity calendar for the next academic year and all the committees have to conduct atleast 2 events.
12. All the teachers should give 1-2 best suggestions to the higher authorities for the betterment of the college.



Ms. Preeti Matharu



Prof. Sandesha Shetty

Vice Principal



Dr. Liji Santosh

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Dr. Sridhara Shetty

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