

STAFF MINUTES OF MEETING 2021-2022

S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting (Zoom Meeting)

Date: 8/7/2021

Time: 1:15 pm.

The following discussions were made:

- 1. From the next week i.e. 12th July, 2021, all the teachers will report twice a week.
- 2. Saturdays will be dedicated to Criterion wise NAAC work.
- 3. The seating arrangement for Saturdays will be as follows: 5th floor I.T. lab BSCIT Department; 5th floor MSCIT lab BAF/BBI Department; 6th floor I.T. lab BCOM Department; 8th floor I.T. lab BMS Department and Library BMM Department.
- 4. Dr. Tushar Sambhare and Prof. Ashish Navik presented the pending work of Criterion 1.

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Ms. Preeti Matharu

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Prof. Sandesha Shetty
Vice Principal

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: 24/7/2021

Time: 1:15 pm.

Venue: 5th floor I.T. lab

The following discussions were made:

- 1. List of Committees and their members for the academic year 2021-2022 was circulated among the teachers.
- 2. Bridge courses for First year students should be conducted at the beginning of their academic year.
- 3. For the certificate courses apart from regular documents and report, Board of Studies, Syllabus and Outcome also has to be mentioned.
- 4. All the teachers have to fill their appraisal form on the MICM portal using edusprint username and password. The link for the same will be open only for 5 days (24th July, 2021 to 28th July, 2021)
- 5. Personal files of all teachers to be uploaded in the drive by next week.

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Ms. Preeti Matharu

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Prof. Sandesha Shetty

Vice Principal

Dr. Liji Santosh

Vice Principal

Dr.Sridhara Shetty Principal

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2		Dr. Liji Santosh	$\overline{}$	Shir	24/2 2021
3		Mr. Sandesha Shetty	$\overline{}$	1	
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S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 31/7/2021

Time: 8:30 am.

Venue: Room no. 601

The following discussions were made:

- 1. All the teachers have to engage students on Saturday by giving Assignments, Projects, etc.
- 2. Criterion wise meeting with Principal Dr. Sridhara Shetty will be conducted from next week.
- 3. The Research Cell will start a series of Research presentation wherein 1 teacher from every department will present on a topic every week (on Wednesday at 1:10 pm). The teacher has to present for 10-15 minutes and then there will be discussion after that.
- 4. The Competitive Exam Committee has to start a series on Competitive Exams.
- 5. All the teachers have to switch off Computers and other Electronic devices after use.







Prof. Sandesha Shetty

Vice Principal



Dr. Liji Santosh





Dr.Sridhara Shetty Principal



STAFF MEETING - 31/07	2021
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1. Dr. Sridhara Shetty	Ser
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6. Mr. Virendra Singh	8
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16. Mr. Ashish Navik	— AB —
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18. Ms. Preeti Mathau	W.
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24. Ms. Suman Upadhyay	- AB -
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26. Ms. Raveena Shetty	84 0119
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S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 14/8/2021

Time: 1:15 pm.

Venue: Room no. 601

The following discussions were made:

- 1. Independence day celebrations will be held online through youtube link.
- 2. Teachers who report on Monday have to report on Tuesday (17-8-2021) as Monday(16-8-2021) is a holiday.
- 3. 72 students will be allotted to each teacher for mentoring and the details for the same will be shared in the college staff whatsapp group.
- 4. All the teachers have to follow up with students for college admission.
- Free education to be provided to students who lost parents due to Covid.Teachers need to identify the same.
- 6. All staff members have to mail their application for leave whenever applicable to the .org email id of both Vice Principals and Principal.

Ms. Preeti Matharu

Mratham

POWAI-76.

Prof. Sandesha Shetty

Vice Principal

Dr. Liji Santosh

Vice Principal

Dr. Sridhara Shetty

14/08/2021

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

Degree College Teaching list 2021-2022 Sr. No. Name Dr. Sridhara Shetty Dr. Liji Santosh 2 Mr. Sandesha Shetty 3 Ms. Sahana Raviprasad 4 Mr. John Menezes 5 Ms. Niveditha Shetty 6 Adv. Hamid Khan 7 Mr. Virendra Kumar Singh 8 Ms. Komal Tiwari 9 C.A. Zainab Rangwala 10 Ms. Swati Shetty 11 Mr. Ashish Navik 12 Mr. Vijay Vishwakarma 13 Ms. Nidhi Ashish Chandorkar 14 Ms. Preeti Matharu 15 Ms. Suman Upadhyay 16 Dr. Tushar Sambare 17 18 Ms. Sheetal Khanore Ms. Nabila Kazi 19 Ms. Sujata Rizal 20 Mr. Vinay Shahapurkar 21 Ms. Raveena Shetty 22 23 Ms. Himani Shukla 24 Mr. Mithilesh Chauhan 25 Ms. Disha Roshan Bhakta Ms. Avneet Kaur 26 27 Ms. Kalpana Rai Menon 28 Ms. Neena Sharma 29 Ms. Sharanya Sanoj 30 Ms. Richa Sharma 31 Ms. Debbie Joanna James 32 Ms. Rohini Shetty 33 Ms. Ashwini Devadiga 34 Mr. Utkarsh Kapadia

S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 20/8/2021

Time: 1:30 pm.

Venue: Room no. 601

The following discussions were made:

- 1. All the teachers have to update their work report and work diary daily.
- 2. Every teacher will be allotted 75 students as Mentee and are required to fulfill all the responsibilities of the mentor.
- 3. Regular lectures will be conducted on Saturday i.e. 21st August, 2021.
- 4. For BSCIT, BCOM and BMM, if there is a direct query for admission wherein the percentage of the student is equivalent to or more than the cutoff of the first merit list then direct admission can be given.
- 5. On 23rd August, 2021 and 24th August, 2021, all the teachers have to call students whose name has appeared in first merit list of first year but not taken admission.
- 6. All the programs have to conduct atleast 1 career guidance session per semester for the students.
- 7. Vice Principals and Co-ordinators have to report to college for 3 days a week as follows –

Monday - BSCIT/BCOM

Tuesday – BMM/BMS

Thursday and Saturday – All programs

8. Virtual farewell for Third year students will be arranged.



Ms. Preeti Matharu Shetty

Prof. Sandesha Shetty

Dr. Sridhara Dr. Liji Santosh

Vice Principal Vice Principal Principal



S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 28/8/2021 Time: 9:00

am

Venue: 5th floor I.T. Lab

The following discussions were made:

- 1. Criterion heads updated about the status of work completed in their respective criterion.
- 2. AQAR details have to be submitted by teachers by 31st October, 2021. Revision required if any will be done in November and final submission in the month of December.
- 3. Teachers interested in participating in cultural event(dancing) for teachers day celebration have to contact Rahul sir on 2nd floor for training.
- 4. The last date to complete syllabus for second year and third year is 6th October, 2021
- 5. All teachers have to actively participate in the National Conference being conducted on 30th September, 2021 and the last date for submitting the research paper for the same is 15th September, 2021.
- 6. A research conference to be arranged by BMS, BMM and BSCIT department is scheduled in the month of November, 2021.
- 7. ATKT exams are beginning from 15th September, 2021 and the teachers have to submit the question paper by 10th September, 2021
- 8. First years classes will begin from 6th September, 2021. On 6th, 7th and 8th September Diksharam (student induction programme) is arranged for first years. Regular lectures for first year will begin from 9th September, 2021.
- 9. Exam incharge Dr. Tushar Sambare gave demonstration on the use of a software named "SAFE" for conducting exams.
- 10. All the teachers have to report on Monday as Tuesday is a holiday on account of Janmashtami.

Ms. Preeti Matharu

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Prof. Sandesha Shetty

Dr. Liji Santosh

Dr. Sridhara Shetty

Vice Principal

Vice Principal

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	Degree College Teaching list 2	021-2022
Sr. No.	Name	Sign
1	Dr. Sridhara Shetty	2 Shill
2	Dr. Liji Santosh	910
3	Mr. Sandesha Shetty	A SULL
4	Ms. Sahana Raviprasad	May in
.5	Mr. John Menezes	Number
6	Ms. Niveditha Shetty	A_
7	Adv. Hamid Khan	ON THE REAL PROPERTY OF THE PERTY OF THE PER
8	Mr. Virendra Kumar Singh	
9	Ms. Komal Tiwari	0,00
10	C.A. Zainab Rangwala	1.
11	Ms. Swati Shetty	Randy
12	Mr. Ashish Navik	
13	Mr. Vijay Vishwakarma	NA CANA
14	Ms. Nidhi Ashish Chandorkar	J. Lyn
15	Ms. Preeti Matharu	
16	Ms. Suman Upadhyay	Suma
17	Dr. Tushar Sambare	(www
18	Ms. Sheetal Khanore	alkhamita ladi
19	Ms. Nabila Kazi	Mahlande
20	Ms. Sujata Rizal	0
21	Mr. Vinay Shahapurkar	4
22	Ms. Raveena Shetty	Skhou
23	Ms. Himani Shukla	
24	Mr. Mithilesh Chauhan	Marke.
25	Ms. Disha Roshan Bhakta	(A)
26	Ms. Avneet Kaur	Direct.
27	Ms. Kalpana Rai Menon	1
28	Ms. Neena Sharma	
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	Ms. Sharanya Sanoj	No. les
	Ms. Richa Sharma	Maria A
31	Ms. Debbie Joanna James	DODAT and all
32	Ms. Rohini Shetty	4 min 58/08/1
33	Ms. Ashwini Devadiga	Julian
34	Mr. Utkarsh Kapadia	CAR -

S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 26/10/2021 Time: 1:00

pm

Venue: Room no. 601

The following discussions were made:

- 1. There will be a vaccination drive tomorrow i.e. 27-10-2021 for the students by the college. Class teachers and coordinators have to encourage the students to come for vaccination.
- All the arrangements for the vaccination drive are completed. Students will be given first dose of covaxin and for those students whose second dose of covishield is due then arrangements are done for them as well.
- 3. All the first year, second year and third year students who are above the age of 18 years can come for taking the benefit of vaccination. Vaccination is arranged for the Students of S.M.Shetty College and Chandrabhan college

4. Students have to carry fee receipts and aadhar card at the time of vaccination.

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Dr. Sridhara Shetty

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Ms. Preeti Matharu Prof. Sandesha Shetty

ndesha Shetty Dr. Liji Santosh

Vice Principal Vice Principal



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

26/10/2021

Sr. No.	Name	Sig(i)
i	Dr. Sridhara Shetty	19 50
2	Dr. Liji Santosh	fl.
3	Mr. Sandesha Shetty	XIL
4	Ms. Sahana Raviprasad	AB-
5	Mr. John Menezes	Nieman
6	Ms. Niveditha Shetty	Nivedity
7	Adv. Hamid Khan	X/V
8	Mr. Virendra Kumar Singh	AB -
9	Ms. Komal Tiwari	- AB
10	C.A. Zainab Rangwala	ZSK
_	Ms. Swati Shetty	SALU
12	Mr. Ashish Navik	3000
	Mr. Vijay Vishwakarma	Malmalo
_	Ms. Nidhi Ashish Chandorkar	19 12 000
15	Ms. Preeti Matharu	Marinar
16	Ms. Suman Upadhyay	Bumas
17	Dr. Tushar Sambare	TUBE
18	Ms. Sheetal Khanore	achana.
19	Ms. Nabila Kazi	Mohale
20	Ms. Sujata Rizal	N. S.
21	Mr. Vinay Shahapurkar	(5)
22	Ms. Raveena Shetty	Manes
23	Ms. Himani Shukla	H. Toler
24	Mr. Mithilesh Chauhan	MB-
25	Ms. Disha Roshan Bhakta	W.
	Ms. Avneet Kaur	and.
	Ms. Kalpana Rai Menon	1
_	Ms. Neena Sharma	Gpo
20	Ms. Shreelaxmi Pai	Laher.
-	Ms. Debbie Joanna James	(Doning
		GNUTY 26
	Ms. Rohini Shetty	The house
	Ms. Ashwini Devadiga	110
33 1	Mr. Utkarsh Kapadia	



S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 30/10/2021

Time: 12:30 pm.(A.V. Room)

The following discussions were made:

- 1. Semester 5 exams for third year courses will began from 15th November, 2021. In case of all the courses except B.Com, college will receive question bank from university and it is the responsibility of respective course co-ordinator and subject teacher to prepare question paper within the time limit.
- 2. Third year class teachers have to guide students regarding use of Eklavya software, making sure students use the new login as well as password and not the old one.
- 3. All the teachers are required to pass the information regarding Semester 6 ATKT exam which will began from 6th December, 2021 to previous students.
- 4. Subjects for even semester has been allocated and the visiting faculties for the semester are finalized.
- 5. From 15th November, 2021, the reporting time for teachers will be 7:20 am and the classes will start from 7:30 am. Blended approach of teaching has to be followed wherein 50% students will come to college and remaining will attend the lecture online. Teachers will be allotted 20 lectures in a week. Visiting faculty to also visit college for lectures.

- 6. Laxmi Pooja is organized in the college office on 2nd November, 2021 and all are invited for the same.
- 7. B.Sc in data science has been applied for to offer in the college. Purchase of books and other requirements for the same will be done.
- 8. An event is organized by Bunts Chamber of Commerce in J.W.Mariot Juhu wherein 25-30 students will be visiting. All the teachers are invited to visit the same.



Ms. Preeti Matharu Prof. Sandesha Shetty

Dr. Liji Santosh

Dr. Sridhara Shetty

Vice Principal Vice Principal



	Management Studies, Pe	
	Degree College Teaching list	
Sr. No		Sign
1	Dr. Sridhara Shetty	15 Shul
2	Dr. Liji Santosh	9(0)
3	Mr. Sandesha Shetty Ms. Sahana Raviprasad	
5	Mr. John Menezes	SURVINO
6	Ms. Niveditha Shetty	1:MA
7	Adv. Hamid Khan	Niveau
8	Mr. Virendra Kumar Singh	N.
9	Ms. Komal Tiwari	1
10	C.A. Zainab Rangwala	7581
11	Ms. Swati Shetty	RAPAR
12	Mr. Ashish Navik	That I
13	Mr. Vijay Vishwakarma	North Control
14	Ms. Nidhi Ashish Chandorkar	M. J
15	Ms. Preeti Matharu	N. Harr
16	Ms. Suman Upadhyay	Government
17	Dr. Tushar Sambare	Tions
18	Ms. Sheetal Khanore	carhavar
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21	Mr. Vinay Shahapurkar	30/10/21
22	Ms. Raveena Shetty	acrotte
23	Ms. Himani Shukla	J. File
24	Mr. Mithilesh Chauhan	Markon
25	Ms. Disha Roshan Bhakta	and
26	Ms. Avneet Kaur	and,
27	Ms. Kalpana Rai Menon	Dalean
_	Ms. Neena Sharma	P
	Ms. Shreelaxmi Pai	Jakohn.
-	Ms. Debbie Joanna James	a Bannat
	Ms. Rohini Shetty	15/2/20/02
Section 1	Ms. Ashwini Devadiga	Allangues



S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 24/12/2021 Time: 1:10 pm. (A.V. Room)

The following discussions were made:

- 1. IQAC organised secret santa celebrations for Christmas/New Year.
- 2. Ms. Rohini Shetty is selected as coach of Kabaddi team of University of Mumbai.
- 3. Winter Break for Degree College will be from 25th December, 2021 to 2nd January, 2022. Classes will reopen on 3rd January, 2022.
- 4. First year classes for all programmes to be continued upto 12th January, 2022. First year exams will start from 21st January, 2022. Exams will be conducted on Eklavya Software. Question Bank for First year subjects to be submitted by 7th January, 2022.
- 5. CDC meeting was held on 22nd December, 2021.
- Academic years 2017-2018, 2018-2019, 2019-2020, 2020-2021, 2021-2022 to be considered for NAAC assessment.
- 7. Administrative audit was conducted on 23rd December, 2021 and Academic audit will be conducted on 3rd week of January, 2022.
- 8. Training for NAAC will be conducted in 2nd week of January, 2022.
- 9. CA exams were conducted smoothly by the college from 5th November, 2021 to 20th November, 2021.

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Ms. Preeti Matharu Prof. Sandesha Shetty

POWAI MUMBAI-76.

Vice Principal

Dr. Liji Santosh

Dr. Sridhara Shetty

Vice Principal

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Ms. Adhya Bharati

24/12/2021

Bunts Sangha's
S.M.Shetty College of Science, Commerce & Management Studies, Powai Degree college - Teaching List 2021-2022 Signature Names Sr. No. Dr. Sridhara Shetty 1 Dr. Liji Santosh 2 Mr. Sandesha Shetty 3 Ms.Sahana Raviprasad 4 Mr. John Menezes 5 Mr. Virendra Singh 6 Dr. Vijay Vishwakarma 7 Ms. Komal Tiwari ABSENT 8 Ms. Niveditha Shetty 9 Ms. Swati Shetty 10 Ms. Debbie Joanna James 11 Ms. Nidhi Chandorkar 12 CA Zainab Rangwala 13 Mr. Ashish Navik 14 Ms. Preeti Matharu 15 Adv. Hamid Khan 16 17 Dr. Tushar Sambare Ms. Sheetal Khanore 18 Ms. Nabila Kazi 19 Ms. Sujata Rizal 20 Ms. Disha Deliwala 21 Ms. Suman Upadhyay 22 Mr. Vinay Shahapurkar 23 24 Ms. Raveena Shetty 25 Ms. Himani Shukla 26 Mr. Mithilesh Chauhan Ms. Avneet Kaur 27 Ms. Kalpana Rai Menon 28 29 Ms. Neena Sharma 30 Ms. Utkarsh Kapadia 31 Ms. Ashwini Devadiga 32 Ms. Shrilaxmi 33 Ms. Rohini Shetty 34 Mr. Mahesh Savale

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S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 12/1/2022 Time: 1:00

pm

Venue: Zoom

The following discussions were made:

- 1. As per the revised HR policy, Teachers have Work from home. All the staff is required to be available on phone during the working hours of college and report to college if asked to do so by higher authorities.
- 2. Teachers can leave Mumbai only after prior permission from higher authorities.
- 3. On 18th January, 2022, there is Principal's audit (ISO Audit) and all co-ordinators have to report to the college for the same. ISO process owners have to give the required information in the link shared for the same.
- 4. Dr. Liji Santosh, Vice Principal and IQAC Co-ordinator updated everyone with the status of AQAR completion. All the teachers have to complete the AQAR work on time.
- 5. All the teachers have to complete the SSR work by April, 2022.
- 6. Mock test will be conducted for all First year students of all classes. Internal marks of First Year students of all classes to be submitted to Prema Shetty in the office.
- 7. Departmental meeting with the Principal is already in progress and is completed for all departments other than BMS and BAMMC departments.

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Dr. Sridhara Shetty

Ms. Preeti Matharu Prof. Sandesha Shetty

Principal



Vice Principal

Vice Principal

Dr. Liji Santosh

FULL NAME	STREAM
SRIDHARA SHETTY	PRINCIPAL
VIJAY VISHWAKARMA	всом
Niveditha Shetty	вві
Mithilesh Chauhan	BSCIT
Disha Bhakta	BSCIT
Adya Bharati	всом
Avneet Kaur	ВВІ
Vinay Vilas Shahapurkar	BSCIT
Nidhi Chandorkar	BMS
Nabila Kazi	BSCIT
Ashish Navik	BMS
Kalpana Rai Menon	вмм
Virendra Kumar Singh	ВСОМ
Liji Santosh	ВСОМ
Neena Sharma	вмм
Dilip Khemani	Non-Teaching
Asha shetty	Non-Teaching
Preeti Matharu	BMS
Rohini shetty	всом

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S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 28/1/2022 Time: 1:00

pm

Venue: Zoom

The following discussions were made:

- 1. As per Ministry of Higher Education Directive, College will start from 1st February, 2022. Lectures will be conducted in hybrid mode of teaching.
- 2. All the teachers have to report to college on 1st February, 2022. Reporting time is 7:20 am. All the teachers have to submit Corona test reports (Antigen / RT PCR / Self test) before joining College to Vice Principal Dr. Liji Santosh.
- It was decided that a message has to be sent to Second year and Third year students for calling double vaccinated (fully vaccinated) students for lectures from 1st February, 2022.
- 4. It was decided that data will be collected from first year students about their vaccination status and willingness to come to college and accordingly tentatively blended classes for first year students may begin from 7th February, 2022. However, online lectures for first year students for second semester will begin from 1st February, 2022.
- 5. All teachers are requested to take care that students wear masks properly and maintain social distancing by spreading out properly in the classroom.

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Ms. Preeti Matharu Prof. Sandesha Shetty

Vice Principal

Dr. Liji Santosh

Vice Principal

Dr.Sridhara

Shetty

Attendance

Dr. Sridhara Shetty	Principal
Sujata Rizal	BSCIT
Cajata 1 (12a)	10011
Dr Tushar Vinayak Sambare	BSCIT
Swati Shetty	BAF
Avneet Kaur	BBI
Disha Bhakta	BSCIT
Sheetal Khanore	BSCIT
Dr. Vijay Vishwakarma	ВСОМ
Smitha Ravindranath	Non-Teaching
Suman upadhyay	BSCIT
CA Zainab Rangwala	BMS
Vinay Vilas Shahapurkar	BSCIT
Preeti Matharu	BMS
Raveena Shetty	BSCIT

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S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 9/3/2022

pm

Venue: 807

The following discussions were made:

- 1. Syllabus completion date for Second year students is 15th March, 2022 and for Third year students is 31st March, 2022.
- 2. ATKT exams for Sem I, III and V will be conducted online from 25th March, 2022. the last date for submission of question papers for the same in Eklavya

format is 18th March, 2022. The teachers also have to remind the students for filling up the ATKT form and the last date for the same is 15th March, 2022. Separate paper has to be prepared for old students.

- 3. Sem IV and Sem VI regular exams will be held in online mode. There will be 50 questions of 1 mark each and the duration of exam will be 1 hour.
- 4. The question bank and Time table for Sem VI will be given by the University.
- 5. For Sem IV exams, following is the distribution of collection of question banks
 - B.Com, BAF, BMS and BSCIT S. M. Shetty College; BBI Laxmichand Golwala College; BAMMC Don Bosco College. Co-ordinators have to prepare the time table and finalise the question banks by 21st March, 2022.
- 6. Practical examinations and Project evaluations will be conducted offline and external examiners should be invited for the same.
- 7. For First year students internal exam for Sem II will be conducted online. Final theory exam of Sem II will be conducted offline. Exam will be on 2 and half hours duration and 40 marks descriptive questions and 35 marks MCQ type questions will be there. Exam will be conducted at cluster level. Question paper will be prepared by concerned faculty.
- 8. For post graduate courses, Sem I and Sem III ATKT and backlog exams will be conducted online from 2nd May 2022 and Sem II and Sem IV exams will be conducted offline which will be scheduled and conducted by University.
- 9. Teachers have to make all efforts for 100% results in all subjects.
- 10. Teachers have to remind third year students to pay pending exam fees.
- 11. Curriculum development committee is formed headed by Ms. Sheetal Khanore and the teacher members are Mr. Vijay Vishwakarma, Ms. Preeti Matharu, Ms. Niveditha Shetty, Mr. Mahesh Savale. The committee has to collect all the data relating to all the certificate courses.
- 12. The submission of documents for various criterias for the year 19-20 and 20-21 is to be done by 31st March, 2022 and documents for the year 18-19 and 21-22 is to be done by 30th April, 2022.
- 13. Annual presentations will be held on 30th April, 2022.
- 14. Details regarding conduct of various courses Ethics course by class teachers; Gender course by FC teachers; and teachers to be appointed for conduct of Environment and sustainability course for Third year students.



Ms. Preeti Matharu Prof. Sandesha Shetty

Dr. Liji Santosh

Dr. Sridhara Shetty

Vice Principal Vice Principal Principal



	S.M.Shetty College of Science, Commerce & Degree college - Teaching L	Management Studies, Powai
r. No.	Names	Signature
1	Dr. Sridhara Shetty	
2	Dr. Liji Santosh	10 Poly
3	Mr. Sandesha Shetty	TO ON O
4	Ms.Sahana Raviprasad	dall
5	Mr. John Menezes	AB —
6	Mr. Virendra Singh	Narry
7	Dr. Vijay Vishwakarma	0
8	Ms. Komal Tiwari	— AB —
9	Ms. Niveditha Shetty	— A8 —
10	Ms. Swati Shetty	Niveliks.
11	Ms. Debbie Joanna James	Suhet
12	Ms. Nidhi Chandorkar	Stoamer
13	CA Zainab Rangwala	158
14	Mr. Ashish Navik	
15	Ms. Preeti Matharu	an de
16	Dr. Tushar Sambare	- sus
17	Ms. Sheetal Khanore	9VK
18	Ms. Nabila Kazi	Maddan
19	Ms. Disha Deliwala	
20	Ms. Suman Upadhyay	Suyair
21	Mr. Vinay Shahapurkar	09/03/2022
22	Ms. Raveena Shetty	alguenta, o d/os/2x.
23	Ms. Himani Shukla	A. Johns.
24	Mr. Mithilesh Chauhan	Male
25	Ms. Avneet Kaur	Duet.
26	Ms. Kalpana Rai Menon	
27	Ms. Neena Sharma	/ God
	Ms. Utkarsh Kapadia	Add.
29	Ms. Ashwini Devadiga	James
30	Ms. Shrilaxmi Pay	Calacteria
31	Ms. Rohini Shetty	4 shitty 9 3/22
32	Mr. Mahesh Savale	- on Duty -



S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 30/3/2022 Time: 12:30

pm

Venue: A. V. Room

The following discussions were made:

- 1. Degree Distribution Program will be conducted on the college ground on 1st April, 2022. The program will start at 7 pm.
- 2. Reporting time for staff members on 1st April, 2022 will be 4 pm.
- 3. Work related to degree distribution was allocated to all the staff members.
- 4. All the staff members have to help for robe issue and collection once their respective duties are completed.
- 5. Teachers were asked to inform Second year and Third year students to clear dues of fees.
- 6. All the teachers have to update work diary with lesson plan and work report.
- 7. Teachers have to be available on phone from 2pm 5pm on 31st March, 2022 for ISO audit
- 8. Dress code for staff members is white for Degree distribution program.

Quarkan

Ms. Preeti Matharu Prof. Sandesha Shetty

Vice Principal

Dr. Liji Santosh

Vice Principal

Dr. Sridhara Shetty

В	unts Sangna's S.M. Shetty College of Sci	$NG_1 \rightarrow 30 \mid 03 \mid 2022$ ence, Commerce and
	Management Studies, Po	wai
C- N	Degree College Teaching list 2	021-2022
Sr. No.		Sign
1	Dr. Sridhara Shetty	1 Shull
2	Dr. Liji Santosh	-det
3	Mr. Sandesha Shetty	1300
4	Ms. Sahana Raviprasad	Por
5	Mr. John Menezes	Bours
6	Ms. Niveditha Shetty	Nivedil.
7	Mr. Virendra Kumar Singh	- W
8	Ms. Komal Tiwari	1
	C.A. Zainab Rangwala	7.98/
10	Mr. Ashish Navik	
11	Ax, Vijay Vishwakarma	1,012
12	Ms. Nidhi Ashish Chandorkar	de
13	Ms. Preeti Matharu	Or:
15	Ms. Suman Upadhyay	Wo au
	Dr. Tushar Sambare	1,913
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	Mr. Vinay Shahapurkar Ms. Raveena Shetty	30.03.202
	Ms. Himani Shukla	Streth 30.03.2021
	Mr. Mithilesh Chauhan	AB
	Ms. Disha Roshan Bhakta	Mar 30/3/21
23	Ms. Avneet Kaur	AB —
24	Ms. Kalpana Rai Menon	20/3
25	Ms. Neena Sharma	Ale
26	Ms. Shreelaxmi Pai	(Dungo 3
27	Ms. Debbie Joanna James	1 abola
28	Ms. Rohini Shetty	Corpoanna
29	Ms. Ashwini Devadiga	Shetty 303 200
30	Mr. Utkarsh Kapadia	Ashim
31	Ms. Adya Bharati	100
32	Mr. Mahesh Savale	(Heneray,

S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 20/4/2022 Time: 9:30

am

Venue: A. V. Room

The following discussions were made:

- Documentation for NAAC has to be completed by 20th May, 2022. For qualitative answers, one answer has to be prepared for all the 5 years but documentation to be prepared for all 5 years. Guidelines for drafting qualitative answers were given.
- 2. Schedule of department and committee presentations was informed in the meeting by IQAC.
- 3. First year exams for all the courses will begin from 4th May, 2022. The hall tickets for the same will be issued on 30th April, 2022. Evaluation, moderation and declaration of results for first year exams to be completed by 19th May, 2022.
- 4. 1 set of question paper of First year subjects should be submitted by the teachers by 25th April, 2022. For MCQ questions, 'all of the above', 'none of the above' type of questions are to be avoided. Option name for MCQs should be A,B,C and D. Teachers were also requested to accommodate the options in one line if possible.
- 5. As per university circular, extra 15 minutes for every 1 hour of exam time will be given to First year students for the written examination.

6. Last working day for teachers will be 21st May, 2022.

Qualham Sul

Dr. Sridhara Shetty

Ms. Preeti Matharu Prof. Sandesha Shetty

Dr. Liji Santosh

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POWAI MUMBAI-76.

Vice Principal

Vice Principal

Bunts Sangha's S.M. Shetty College of Science, Commerce and Management Studies, Powai Degree College Teaching list 2021-2022

D. Name

			Degree Conege Teaching list 2021-2022	
		Sr. No		Sign
	-	1	Dr. Sridhara Shetty	J. Stul
	1	2	Dr. Liji Santosh	1
	1	3	Mr. Sandesha Shetty Ms. Sahana Raviprasad	
	-	5	Mr. John Menezes	Huresto
	1	6	Ms. Niveditha Shetty	Nivaditi-
	-	7	Mr. Virendra Kumar Singh	- AB -
		8	Ms. Komal Tiwari	10.
			C.A. Zainab Rangwala	AB -
	-		Mr. Ashish Navik	Jan-
	-		Dr. Vijay Vishwakarma	lization
			As. Nidhi Ashish Chandorkar	Top
	_		As. Preeti Matharu	
	1.	_	Is. Suman Upadhyay	Guyay.
	1:		r. Tushar Sambare	Tueses
	16	5 M	Is. Sheetal Khanore	SVP
	17	7 M	Is. Nabila Kazi	Marian
	18	M	r. Vinay Shahapurkar	20.04.23
	19	M	s. Raveena Shetty	8 protos
	20	M	s. Himani Shukla	All the
1	21	/M	r. Mithilesh Chauhan	Miss 20/4/ 22
1	22	Ms	. Disha Roshan Bhakta	Quest -
L	23	Ms.	Avneet Kaur	
	24	Ms.	Kalpana Rai Menon	- AB
	25	Ms.	Neena Sharma	- AB
	26 Ms.		Shreelaxmi Pai	Takshis.
2	27 Ms.		Debbie Joanna James	
2	28	Ms. Rohini Shetty		Deutho colulsor
2	29 Ms.		Ashwini Devadiga	del
3			Jtkarsh Kapadia	a IR
3	31		Adya Bharati	(there.
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S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 21/5/2022 Time: 12:30

pm

Venue: A. V. Room

The following discussions were made:

- 1. A summary of the entire academic year was discussed.
- 2. An update on the status of NAAC work was given.
- 3. Guidelines related to CO and PO were given.
- 4. All the teachers were requested to get the feedback form filled from various stakeholders.
- 5. All the staff members have to complete the NAAC work by 25th June, 2022.
- 6. Magazine work has to be completed by 20th June, 2022.

Vice Principal

mathew sol

ntosh Dr. Sridhara Shetty

Ms. Preeti Matharu Prof. Sandesha Shetty

ndesha Shetty Dr. Liji Santosh

Vice Principal Principal



S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting (Zoom Meeting)

Date: 8/7/2021

Time: 1:15 pm.

The following discussions were made:

- 1. From the next week i.e. 12th July, 2021, all the teachers will report twice a week.
- 2. Saturdays will be dedicated to Criterion wise NAAC work.
- 3. The seating arrangement for Saturdays will be as follows: 5th floor I.T. lab BSCIT Department; 5th floor MSCIT lab BAF/BBI Department; 6th floor I.T. lab BCOM Department; 8th floor I.T. lab BMS Department and Library BMM Department.
- 4. Dr. Tushar Sambhare and Prof. Ashish Navik presented the pending work of Criterion 1.

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Dr. Liji Santosh

Dr. Sridhara Shetty

- Zalu

Ms. Preeti Matharu

Vice Principal

Prof. Sandesha Shetty

Vice Principal

S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 24/7/2021

Time: 1:15 pm.

Venue: 5th floor I.T. lab

The following discussions were made:

- 1. List of Committees and their members for the academic year 2021-2022 was circulated among the teachers.
- 2. Bridge courses for First year students should be conducted at the beginning of their academic year.
- 3. For the certificate courses apart from regular documents and report, Board of Studies, Syllabus and Outcome also has to be mentioned.
- 4. All the teachers have to fill their appraisal form on the MICM portal using edusprint username and password. The link for the same will be open only for 5 days (24th July,2021 to 28th July, 2021)
- 5. Personal files of all teachers to be uploaded in the drive by next week.

Ms. Preeti Matharu

Markan

Prof. Sandesha Shetty

Vice Principal

Dr. Liji Santosh

Vice Principal

Dr. Sridhara Shetty

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	2	Dr. Liji Santosh	Je Shit 24 2	2021
		Mr. Sandesha Shetty	J	,
5		Ms.Sahana Raviprasad	ALC:	
6		Mr. John Menezes	The	
7	_	Mr. Virendra Singh	Hurst	
		Mr. Vijay Vishwakassu	(8)	
8		IVIS. Komal Tiwasi	Vijay	
9		Ms. Niveditha Shotty	1	
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11		Ms. Richa Sharma	Sykell	
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15		CA Zainab Rangwala	m	
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18		Adv. Hamid Khan		
19		Dr. Tushar Sambare	MA-	
20		Ms. Sheetal Khanore		
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23	_	Is. Disha Deliwala	Blyata	
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28	Mr	Mithilesh Chauhan	Mari	
29	No.	Avneet Kaur	40	
30	Ms.	Kalpana Rai Menon	dale	
31	Ms.	Neena Sharma	W	
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S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 31/7/2021

Time: 8:30 am.

Venue: Room no. 601

The following discussions were made:

- 1. All the teachers have to engage students on Saturday by giving Assignments, Projects, etc.
- 2. Criterion wise meeting with Principal Dr. Sridhara Shetty will be conducted from next week.
- 3. The Research Cell will start a series of Research presentation wherein 1 teacher from every department will present on a topic every week (on Wednesday at 1:10 pm). The teacher has to present for 10-15 minutes and then there will be discussion after that.
- 4. The Competitive Exam Committee has to start a series on Competitive Exams.
- 5. All the teachers have to switch off Computers and other Electronic devices after use.

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Ms. Preeti Matharu

POWAI MUMBAL-75.

Prof. Sandesha Shetty
Vice Principal

Dr. Liji Santosh Vice Principal Dr.Sridhara Shetty ri i a

STAFF MEETING - 31/07/200	21
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1. Dr. Sridhara Shetty	10 Ship
2. Dr. Liji Santosh	also a
3. Mr. Sandesha Shetty	
4. Ms. Sahana Raviprasad.	Nuney
5. Mr. John Menezes	
6 Mr Virendra Singh	Wifer-
7. Mr. Vijay Vishwakarma 8. Ms. Komal Tiwari	
8. Ms. Komal liwari	د الحليدال
a. Ms. Niveditha shelfy	Sandt
10. Ms. Swati Shetty	Richa
11. Ms. Richa Shama	Hais
12. Ms. Tagdis Pawle	Donne
13. Ms. Debbie James	WV
14. Ms. Nidhi Chandorkar	388
15. CA Zainab Rangwala	— AB —
16. Mr. Ashish Navik	XV
17. Adv. Hamid Khan	OII Or
18. Ms. Preeti Mathau	a bue
19. Dr. Tuehar Sambbare	and and
20. Ms. Sheetal Khanore.	Sahler 14
21 Me Nahila Kazi	1. 102 311 J
22. Ms. Sujata Rizal	Arx 2/1
23. Ms. Disha Deliwala	PUS.
24. Ms. Suman Upadhyay	— AB —
24. 1118. Suman of the beauty	31 07 24
25. Mr. Vinay Shahapurkar	Saratia
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27. Ms. Himani Shukla	J. Jus
28. Mr. Mithilesh Chauhan	Martan
29. Ms. Arneet Kaur	Out.
30. Ms. Kalpana Rai Menon	8
31. Ms. Neena Sharma	A GO SENSE COM
32. Ms. Sharanya Sanoj	Marsh Powal Mumanira
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S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 14/8/2021

Time: 1:15 pm.

Venue: Room no. 601

The following discussions were made:

- 1. Independence day celebrations will be held online through youtube link.
- 2. Teachers who report on Monday have to report on Tuesday (17-8-2021) as Monday(16-8-2021) is a holiday.
- 3. 72 students will be allotted to each teacher for mentoring and the details for the same will be shared in the college staff whatsapp group.
- 4. All the teachers have to follow up with students for college admission.
- 5. Free education to be provided to students who lost parents due to Covid. Teachers need to identify the same.
- 6. All staff members have to mail their application for leave whenever applicable to the .org email id of both Vice Principals and Principal.

Ms. Preeti Matharu

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POWN MUMBAI-76.

Prof. Sandesha Shetty

Vice Principal

Dr. Liji Santosh

Vice Principal

Dr. Sridhara Shetty

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14/08/2021

Bints Sangha's S.M. Shetty College of Science, Commerce and Management Studies, Powai Degree College Teaching list 2021-2022

Sr. No.	Name Degree College Teaching list 2	Sign D
1	Dr. Sridhara Shetty	The state of
2	Dr. Liji Santosh	109
3	Mr. Sandesha Shetty	
4	Ms. Sahana Ravipra sad	AB —
5	Mr. John Menezes	North
6	Ms. Niveditha Shetty	N:with
7	Adv. Hamid Khan	10
8	Mr. Virendra Kumar Singh	00
9	Ms. Komal Tiwari	10.
10	C.A. Zainab Rangwala	AB
11	Ms. Swati Shetty	Britis
12	Mr. Ashish Navik	1
13	Mr. Vijay Vishwakarma	there
14	Ms. Nidhi Ashish Chandorkar	1 Hrs
15	Ms. Preeti Matharu	
16	Ms. Suman Upadhyay	+ AB.
17	Dr. Tu shar Sambare	Light
18	Ms. Sheetal Khanore	1 godan.
19	Ms. Nabila Kazi	(Alakorlo)
20	Ms. Sujata Rizal	
21	Mr. Vinay Shahapurkar	a de
22 1	Ms. Raveena Shetty	Cheda
23	Ms. Himani Shukla	44.80
24 N	Mr. Mithilesh Chauhan	Mady
	Ms. Disha Roshan Bhakta	() do
	Ms. Avneet Kaur	duel.
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	Ms. Neenā Sharma	a
29 N	As. Sharanya Sanoj	Mays.
	As. Richa Sharma	Richa
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	fr. Utkarsh Kapadia	Visit in the second
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S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 20/8/2021

Time: 1:30 pm.

Venue: Room no. 601

The following discussions were made:

- 1. All the teachers have to update their work report and work diary daily.
- 2. Every teacher will be allotted 75 students as Mentee and are required to fulfill all the responsibilities of the mentor.
- 3. Regular lectures will be conducted on Saturday i.e. 21st August, 2021.
- 4. For BSCIT, BCOM and BMM, if there is a direct query for admission wherein the percentage of the student is equivalent to or more than the cutoff of the first merit list then direct admission can be given.
- 5. On 23rd August, 2021 and 24th August, 2021, all the teachers have to call students whose name has appeared in first merit list of first year but not taken admission.
- 6. All the programs have to conduct atleast 1 career guidance session per semester for the students.
- 7. Vice Principals and Co-ordinators have to report to college for 3 days a week as follows –

Monday - BSCIT/BCOM

Tuesday – BMM/BMS

Thursday and Saturday – All programs

8. Virtual farewell for Third year students will be arranged.

Ms. Preeti Matharu Shetty

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Prof. Sandesha Shetty

Vice Principal

Dr. Liji Santosh

Vice Principal

Dr. Sridhara

· Zahu

Principal

S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 28/8/2021

Time: 9:00

Venue: 5th floor I.T. Lab

The following discussions were made:

- 1. Criterion heads updated about the status of work completed in their respective criterion.
- 2. AQAR details have to be submitted by teachers by 31st October, 2021. Revision required if any will be done in November and final submission in the month of December.
 - 3. Teachers interested in participating in cultural event(dancing) for teachers day celebration have to contact Rahul sir on 2nd floor for training.
 - 4. The last date to complete syllabus for second year and third year is 6th October, 2021.
 - 5. All teachers have to actively participate in the National Conference being conducted on 30th September, 2021 and the last date for submitting the research paper for the same is 15th September, 2021.
 - 6. A research conference to be arranged by BMS, BMM and BSCIT department is scheduled in the month of November, 2021.
 - 7. ATKT exams are beginning from 15th September, 2021 and the teachers have to submit the question paper by 10th September, 2021
 - 8. First years classes will begin from 6th September, 2021. On 6th, 7th and 8th September Diksharam (student induction programme) is arranged for first years. Regular lectures for first year will begin from 9th September, 2021.
 - 9. Exam incharge Dr. Tushar Sambare gave demonstration on the use of a software named "SAFE" for conducting exams.
 - 10. All the teachers have to report on Monday as Tuesday is a holiday on account of Janmashtami.

Inakham

Ms. Preeti Matharu

Prof. Sandesha Shetty

Dr. Liji Santosh

Dr.Sridhara Shetty

· Zalu

Vice Principal

Vice Principal

Principal

В	Sunts Sangha's S.M. Shetty College of Sci- Management Studies, Po	
	Degree College Teaching list 2	
Sr. No.		Sign
1	Dr. Sridhara Shetty	19. Shir
2	Dr. Liji Santosh	-
3	Mr. Sandesha Shetty	
4	Ms. Sahana Raviprasad	May.
5	Mr. John Menezes	Nungo
6	Ms. Niveditha Shetty	—A-
7	Adv. Hamid Khan	XII
8	Mr. Virendra Kumar Singh	
9	Ms. Komal Tiwari	
10	C.A. Zainab Rangwala	
11	Ms. Swati Shetty	Reshally
12	Mr. Ashish Navik	·w
13	Mr. Vijay Vishwakarma	Mr.
14	Ms. Nidhi Ashish Chandorkar	yu
15	Ms. Preeti Matharu	
16	Ms. Suman Upadhyay	Quina
17	Dr. Tushar Sambare	Turus
18	Ms. Sheetal Khanore	alkhamit
19	Ms. Nabila Kazi	1 Davido (S)
20	Ms. Sujata Rizal	200
21	Mr. Vinay Shahapurkar	1
22	Ms. Raveena Shetty	Skhool
23	Ms. Himani Shukla	THE SECTION OF THE SE
24	Mr. Mithilesh Chauhan	Multi
25	Ms. Disha Roshan Bhakta	(A)
26	Ms. Avneet Kaur	Avreet.
27	Ms. Kalpana Rai Menon	**
28	Ms. Neena Sharma	
	Ms. Sharanya Sanoj	Alasta.
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30	Ms. Richa Sharma	A.
31	Ms. Debbie Joanna James	DODATION STATE
32	Ms. Rohini Shetty	4 July 128 181
33	Ms. Ashwini Devadiga	June

S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Time: 1:00 Date: 26/10/2021

pm

Venue: Room no. 601

The following discussions were made:

- 1. There will be a vaccination drive tomorrow i.e. 27-10-2021 for the students by the college. Class teachers and coordinators have to encourage the students to come for vaccination.
- 2. All the arrangements for the vaccination drive are completed. Students will be given first dose of covaxin and for those students whose second dose of covishield is due then arrangements are done for them as well.
- 3. All the first year, second year and third year students who are above the age of 18 years can come for taking the benefit of vaccination. Vaccination is arranged for the Students of S.M.Shetty College and Chandrabhan college
- 4. Students have to carry fee receipts and aadhar card at the time of vaccination.

Ms. Preeti Matharu Prof. Sandesha Shetty

Wratham

Dr. Liji Santosh

Vice Principal Vice Principal Principal

Dr. Sridhara Shetty

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

26/10/2021

		Management Studies, Powai	2
Sr	No.	Degree College Teaching list 2021-20)22
OI.	1	Dr. Sridhara Shetty	Sign
	2	Dr. Liji Santosh	19 Shill
	3	Mr. Sandesha Shetty	off.
	4	Ms. Sahana Raviprasad	Sile
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6	5	Ms. Niveditha Shetty	Nivedit.
7	7	Adv. Hamid Khan	Niver
8		Mr. Virendra Kumar Singh	100
9		Ms. Komal Tiwari	AB AB
10) (C.A. Zainab Rangwala	ZSC.
11	1	Ms. Swati Shetty	CAUS
12	1	Mr. Ashish Navik	Janit
13	N	Ar. Vijay Vishwakarma	Johnson
14	N	As. Nidhi Ashish Chandorkar	and a
15			Mathan
16	Ms. Suman Upadhyay		German.
17		r. Tushar Sambare	111865
18	Ms. Sheetal Khanore		arhanor
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20	M	s. Sujata Rizal	
21	M	r. Vinay Shahapurkar	7
22	M	s. Raveena Shetty	aphetty
23	Ms	s. Himani Shukla	19.5010
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25	Ms. Disha Roshan Bhakta		ON.
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27	Ms. Kalpana Rai Menon		7
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29	Ms. Shreelaxmi Pai		Jakobra.
30	Ms. Debbie Joanna James		(Donne
31	Ms. Rohini Shetty		PShitty 26 10 21
32	Ms. Ashwini Devadiga		18 prince
33	Mr. Utkarsh Kapadia		CHR



S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 30/10/2021

Time: 12:30 pm.(A.V. Room)

The following discussions were made:

- 1. Semester 5 exams for third year courses will began from 15th November, 2021. In case of all the courses except B.Com, college will receive question bank from university and it is the responsibility of respective course co-ordinator and subject teacher to prepare question paper within the time limit.
- 2. Third year class teachers have to guide students regarding use of Eklavya software, making sure students use the new login as well as password and not the old one.
- 3. All the teachers are required to pass the information regarding Semester 6 ATKT exam which will began from 6th December, 2021 to previous students.
- 4. Subjects for even semester has been allocated and the visiting faculties for the semester are finalized.
- 5. From 15th November, 2021, the reporting time for teachers will be 7:20 am and the classes will start from 7:30 am. Blended approach of teaching has to be followed wherein 50% students will come to college and remaining will attend the lecture online. Teachers will be allotted 20 lectures in a week. Visiting faculty to also visit college for lectures.

- 6. Laxmi Pooja is organized in the college office on 2nd November, 2021 and all are invited for the same.
- 7. B.Sc in data science has been applied for to offer in the college. Purchase of books and other requirements for the same will be done.
- 8. An event is organized by Bunts Chamber of Commerce in J.W.Mariot Juhu wherein 25-30 students will be visiting. All the teachers are invited to visit the same.



Ms. Preeti Matharu Prof. Sandesha Shetty

Dr. Liji Santosh

Dr. Sridhara Shetty

Vice Principal

Vice Principal

Principal



	Management Studies, Po	
	Degree College Teaching list	
Sr. N	o. Name Dr. Sridhara Shetty	Sign
1	Dr. Liji Santosh	1 Ship
3	Mr. Sandesha Shetty	- 200
4	Ms. Sahana Raviprasad	
5	Mr. John Menezes	Hieran
6	Ms. Niveditha Shetty	Nivedilla.
7	Adv. Hamid Khan	XII
8	Mr. Virendra Kumar Singh	A
9	Ms. Komal Tiwari	V.
10	C.A. Zainab Rangwala	ZSR
11	Ms. Swati Shetty	lvander
12	Mr. Ashish Navik	And.
13	Mr. Vijay Vishwakarma	A garage
14	Ms. Nidhi Ashish Chandorkar	Mr
15	Ms. Preeti Matharu	Wiethan
16	Ms. Suman Upadhyay	Assman
17	Dr. Tushar Sambare	Tueus
18	Ms. Sheetal Khanore	Carhavan
19	Ms. Nabila Kazi	10 abold tides.
20	Ms. Sujata Rizal	D25/10/21
21	Mr. Vinay Shahapurkar	30/10/21
22	Ms. Raveena Shetty	akvetti
23	Ms. Himani Shukla	A. Fily
24	Mr. Mithilesh Chauhan	Markon
25	Ms. Disha Roshan Bhakta	The state of the s
26	Ms. Avneet Kaur	ane,
27	Ms. Kalpana Rai Menon	Dalean
28	Ms. Neena Sharma	10
29	Ms. Shreelaxmi Pai	Lakohn.
30	Ms. Debbie Joanna James	a Banna
31	Ms. Rohini Shetty	15/20/20/20/21
	Ms. Ashwini Devadiga	Achmerse



S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 24/12/2021 Time: 1:10 pm. (A.V. Room)

The following discussions were made:

- 1. IQAC organised secret santa celebrations for Christmas/New Year.
- 2. Ms. Rohini Shetty is selected as coach of Kabaddi team of University of Mumbai.
- 3. Winter Break for Degree College will be from 25th December, 2021 to 2nd January, 2022. Classes will reopen on 3rd January, 2022.
- 4. First year classes for all programmes to be continued upto 12th January, 2022. First year exams will start from 21st January, 2022. Exams will be conducted on Eklavya Software. Question Bank for First year subjects to be submitted by 7th January, 2022.
- 5. CDC meeting was held on 22nd December, 2021.
- Academic years 2017-2018, 2018-2019, 2019-2020, 2020-2021, 2021-2022 to be considered for NAAC assessment.
- 7. Administrative audit was conducted on 23rd December, 2021 and Academic audit will be conducted on 3rd week of January, 2022.
- 8. Training for NAAC will be conducted in 2nd week of January, 2022.
- 9. CA exams were conducted smoothly by the college from 5th November, 2021 to 20th November, 2021.

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Ms. Preeti Matharu Prof. Sandesha Shetty

Vice Principal Vi

Dr. Liji Santosh Dr. Sridhara Shetty

Vice Principal Principal

	S.M	Bunts Sangha's Shetty College of Science, Commerce & Degree College - Teaching L	Management Studio	24 12 2021 es, rowni
Sr. No.	Name	S	Signati	ire
1	Dr. Sri	dhara Shetty	/	1925hill
2		i Santosh	-f	/
3		andesha Shetty	A	No.
4		ahana Raviprasad	-	duner -
5		John Menezes		
6		Virendra Singh	100	NO ON
7		Vijay Vishwakarma	A	
8		Komal Tiwari		MA COUT
9		. Niveditha Shetty		ABSENT
10		. Swati Shetty		Sakara
11		. Debbie Joanna James		W.
12	M	s. Nidhi Chandorkar		112
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20	_	Ms. Sujata Rizal Ms. Disha Deliwala	-	300
21		Ms. Suman Upadhyay		and or
23		Mr. Vinay Shahapurkar		Name of the second
24		Ms. Raveena Shetty		akusta
25		Ms. Himani Shukla		
26		Mr. Mithilesh Chauhan		Muha
27	7	Ms. Avneet Kaur		004
28	3	Ms. Kalpana Rai Menon		
2:		Ms. Neena Sharma		(a)
	0	Ms. Utkarsh Kapadia		LANG.
	1	Ms. Ashwini Devadiga		Mensie
	32	Ms. Shrilaxmi		1.1640.
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	33	Ms. Rohini Shetty		Tum Talina
	34	Mr. Mahesh Savale Ms. Adhya Bharati		bhuaret .

S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 12/1/2022 Time: 1:00

pm

Venue: Zoom

The following discussions were made:

- 1. As per the revised HR policy, Teachers have Work from home. All the staff is required to be available on phone during the working hours of college and report to college if asked to do so by higher authorities.
- 2. Teachers can leave Mumbai only after prior permission from higher authorities.
- 3. On 18th January, 2022, there is Principal's audit (ISO Audit) and all co-ordinators have to report to the college for the same. ISO process owners have to give the required information in the link shared for the same.
- Dr. Liji Santosh, Vice Principal and IQAC Co-ordinator updated everyone with the status of AQAR completion. All the teachers have to complete the AQAR work on time.
- 5. All the teachers have to complete the SSR work by April, 2022.
- 6. Mock test will be conducted for all First year students of all classes. Internal marks of First Year students of all classes to be submitted to Prema Shetty in the office.
- 7. Departmental meeting with the Principal is already in progress and is completed for all departments other than BMS and BAMMC departments.

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10-22m

Ms. Preeti Matharu Prof. Sandesha Shetty

Dr. Liji Santosh

Dr. Sridhara Shetty

Vice Principal

Vice Principal

Principal

FULL NAME	STREAM
SRIDHARA SHETTY	PRINCIPAL
VIJAY VISHWAKARMA	всом
Niveditha Shetty	вві
Mithilesh Chauhan	BSCIT
Disha Bhakta	BSCIT
Adya Bharati	всом
Avneet Kaur	ВВІ
Vinay Vilas Shahapurkar	BSCIT
Nidhi Chandorkar	BMS
Nabila Kazi	BSCIT
Ashish Navik	BMS
Kalpana Rai Menon	вмм
Virendra Kumar Singh	ВСОМ
Liji Santosh	ВСОМ
Neena Sharma	ВММ

Dilip Khemani

Asha shetty

Preeti Matharu

Rohini shetty

Non-Teaching

Non-Teaching

BMS

всом

Swati Shetty	BAF
Utkarsh Kapadia	всом
SHREELAXMI B PAI	всом
Sudha Shetty	Non-Teaching
Mahesh Suresh Savale	вмм
Sunil Antaram Jabre	Non-Teaching
Hamid Khan	BMS
Raveena Shetty	BSCIT
Smitha Ravindranath	Non-Teaching
Suman upadhyay	BSCIT
SANDESHA SHETTY	всом
Satyavan S. Sakpal	Non-Teaching
ASHWINI DEVADIGA	BMS
Debbie James	всом
Sahana Raviprasad	BAF
Himani Shukla	BSCIT
Shweta Hegde	Non-Teaching
Sujata Rizal	BSCIT
John Menezes	ВСОМ
Sheetal Khanore	BSCIT
Prema Shetty	Non-Teaching
	11-1

S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 28/1/2022 Time: 1:00

pm

Venue: Zoom

The following discussions were made:

- 1. As per Ministry of Higher Education Directive, College will start from 1st February, 2022. Lectures will be conducted in hybrid mode of teaching.
- 2. All the teachers have to report to college on 1st February, 2022. Reporting time is 7:20 am. All the teachers have to submit Corona test reports (Antigen / RT PCR / Self test) before joining College to Vice Principal Dr. Liji Santosh.
- 3. It was decided that a message has to be sent to Second year and Third year students for calling double vaccinated (fully vaccinated) students for lectures from 1st February, 2022.
- 4. It was decided that data will be collected from first year students about their vaccination status and willingness to come to college and accordingly tentatively blended classes for first year students may begin from 7th February, 2022. However, online lectures for first year students for second semester will begin from 1st February, 2022.
- 5. All teachers are requested to take care that students wear masks properly and maintain social distancing by spreading out properly in the classroom.

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Dr. Liji Santosh

Dr.Sridhara Shetty

Principal

Ms. Preeti Matharu Prof. Sandesha Shetty

Vice Principal

Vice Principal

Attendance

Dr. Sridhara Shetty	Principal
Sujata Rizal	BSCIT
Dr Tushar Vinayak Sambare	BSCIT
Swati Shetty	BAF
Avneet Kaur	BBI
Disha Bhakta	BSCIT

Sheetal Khanore	BSCIT
Dr. Vijay Vishwakarma	всом
Smitha Ravindranath	Non-Teaching
Suman upadhyay	BSCIT
CA Zainab Rangwala	BMS
Vinay Vilas Shahapurkar	BSCIT
Preeti Matharu	BMS
Raveena Shetty	BSCIT

SANDESHA SHETTY	всом
SHREELAXMI BALKRISHNA PAI	всом
Rohini shetty	всом
LIJI SANTOSH	всом
Ashish Navik	BMS
Ashwini Devadiga	BMS
Adya Bharati	всом
Mithilesh Chauhan	BSCIT
Mahesh Savale	ВММ
Komal Anil Tiwari	BBI
Utkarsh Kapadia	ВСОМ
Sahana Raviprasad	BAF
Kalpana Rai Menon	ВММ
Neena Sharma	ВММ
Niveditha Shetty	BBI
John Menezes	ВСОМ
Hamid Khan	BMS
Nabila Kazi	BSCIT
Nidhi Chandorkar	BMS
Debbie James	ВСОМ
Himani Shukla	BSCIT



S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 9/3/2022

pm

Venue: 807 Time: 1:00

The following discussions were made:

- 1. Syllabus completion date for Second year students is 15th March, 2022 and for Third year students is 31st March, 2022.
- 2. ATKT exams for Sem I, III and V will be conducted online from 25th March, 2022. the last date for format is 18th March, 2022. The teachers also have to remind the students for filling up the ATKT form and the last date for the same is 15th March, 2022. Separate paper has to be prepared for old students.
- 3. Sem IV and Sem VI regular exams will be held in online mode. There will be 50 questions of 1 mark each and the duration of exam will be 1 hour.
- 4. The question bank and Time table for Sem VI will be given by the University.
- 5. For Sem IV exams, following is the distribution of collection of question banks
 - B.Com, BAF, BMS and BSCIT S. M. Shetty College; BBI Laxmichand Golwala College; BAMMC Don Bosco College. Co-ordinators have to prepare the time table and finalise the question banks by 21st March, 2022.
- 6. Practical examinations and Project evaluations will be conducted offline and external examiners should be invited for the same.
- 7. For First year students internal exam for Sem II will be conducted online. Final theory exam of Sem II will be conducted offline. Exam will be on 2 and half hours duration and 40 marks descriptive questions and 35 marks MCQ type questions will be there. Exam will be conducted at cluster level. Question paper will be prepared by concerned faculty.
- 8. For post graduate courses, Sem I and Sem III ATKT and backlog exams will be conducted online from 2nd May 2022 and Sem II and Sem IV exams will be conducted offline which will be scheduled and conducted by University.
- 9. Teachers have to make all efforts for 100% results in all subjects.
- 10. Teachers have to remind third year students to pay pending exam fees.
- 11. Curriculum development committee is formed headed by Ms. Sheetal Khanore and the teacher members are Mr. Vijay Vishwakarma, Ms. Preeti Matharu, Ms. Niveditha Shetty, Mr. Mahesh Savale. The committee has to collect all the data relating to all the certificate courses.
- 12. The submission of documents for various criterias for the year 19-20 and 20-21 is to be done by 31st March, 2022 and documents for the year 18-19 and 21-22 is to be done by 30th April, 2022.
- 13. Annual presentations will be held on 30th April, 2022.
- 14. Details regarding conduct of various courses Ethics course by class teachers; Gender course by FC teachers; and teachers to be appointed for conduct of Environment and sustainability course for Third year students.



Ms. Preeti Matharu Prof. Sandesha Shetty

Vice Principal

Dr. Liji Santosh

Dr. Sridhara Shetty

Vice Principal Principal



	S.M.Shetty College of Science, Commerc	
r. No.	Degree college - Teachin	Signature
1	Dr. Sridhara Shetty	la Di
2	Dr. Liji Santosh	Al d
3	Mr. Sandesha Shetty	A PA)
4	Ms.Sanana Raviprasad	Add I
5	Mr. John Menezes	AB -
6		- Farry
7	Mr. Virendra Singh	0
	Dr. Vijay Vishwakarma	— AB —
8	Ms. Komal Tiwari	— PB —
9	Ms. Niveditha Shetty	Nivelity.
10	Ms. Swati Shetty	Such of
11	Ms. Debbie Joanna James	Down
12	Ms. Nidhi Chandorkar	\w
13	CA Zainab Rangwala	23%
14	Mr. Ashish Navik	- Vegit
15	Ms. Preeti Matharu	W.
16	Dr. Tushar Sambare	Tuest.
17	Ms. Sheetal Khanore	SIK.
18	Ms. Nabila Kazi	Mada Al Mar
19	Ms. Disha Deliwala	Qual
20	Ms. Suman Upadhyay	09/03/2022
21	Mr. Vinay Shahapurkar	09/03/2022 80 dbg - 108/20
22	Ms. Raveena Shetty	Janes Codinsian
23	Ms. Himani Shukla	X. Yasy.
24	Mr. Mithilesh Chauhan	The state of the s
25	Ms. Avneet Kaur	Olimpi.
26	Ms. Kalpana Rai Menon	
27	Ms. Neena Sharma	1 and
28 Mg	Ms. Utkarsh Kapadia	det.
29	Ms. Ashwini Devadiga	Manny.
30	Ms. Shrilaxmi	Salestore.
31	Ms. Rohini Shetty	93/22
32	Mr. Mahesh Savale	- on Duty -
33	Ms. Adbya Bharati	Reliaran

S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 30/3/2022 Time: 12:30

pm

Venue: A. V. Room

The following discussions were made:

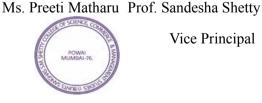
- 1. Degree Distribution Program will be conducted on the college ground on 1st April, 2022. The program will start at 7 pm.
- 2. Reporting time for staff members on 1st April, 2022 will be 4 pm.
- 3. Work related to degree distribution was allocated to all the staff members.
- 4. All the staff members have to help for robe issue and collection once their respective duties are completed.
- 5. Teachers were asked to inform Second year and Third year students to clear dues of fees.
- 6. All the teachers have to update work diary with lesson plan and work report.
- 7. Teachers have to be available on phone from 2pm 5pm on 31st March, 2022 for ISO audit
- 8. Dress code for staff members is white for Degree distribution program.

Dr. Liji Santosh

Dr. Sridhara Shetty

Vice Principal Vice Principal

Principal



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Bunts Sangha's S.M. Shetty College of S Management Studies, 1	TIN $6_1 \rightarrow 30 \mid 03 \mid 2022$ cience, Commerce and
Degree College Teaching list	2021-2022
Sr. No. Name	Sim.
Dr. Sridhara Shetty	Sign
2 Dr. Liji Santosh	digoling
3 Mr. Sandesha Shetty	S(EL)
4 Ms. Sahana Raviprasad	8
5 Mr. John Menezes	Houze
6 Ms. Niveditha Shetty	
7 Mr. Virendra Kumar Singh	Nivedila.
8 Ms. Komal Tiwari	180
9 C.A. Zainab Rangwala	Part .
10 Mr. Ashish Navik	732
11 Ax. Vijay Vishwakarma	A Contraction
12 Ms. Nidhi Ashish Chandorkar	V.S.
13 Ms. Preeti Matharu	J. Mr.
14 Ms. Suman Upadhyay	(hr
15 Dr. Tushar Sambare	Dengay
16 Ms. Sheetal Khanore	Tues -
17 Ms. Nabila Kazi	W.
18 Mr. Vinay Shahapurkar	Johnson
19 Ms. Raveena Shetty	30.03.2022
20 Ms. Himani Shukla	Shoth
21 Mr. Mithilesh Chauhan	AB
22 Ms. Disha Roshan Bhakta	(Man 2 30/3/21
23 Ms. Avneet Kaur	AB
24 Ms. Kalpana Rai Menon	30/3
25 Ms. Neena Sharma	1
26 Ms. Shreelaxmi Pai	(Munyo 3
27 Ms. Debbie Joanna James	LALeta
28 Ms. Rohini Shetty	Salanna
29 Ms. Ashwini Devadiga	Shetty 30 3 20
30 Mr. Utkarsh Kapadia	Ashiring.
31 Ms. Adya Bharati	
32 Mr. Mahesh Savale	July 30/03/2002.

S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 20/4/2022 Time: 9:30

am

Venue: A. V. Room

The following discussions were made:

- 1. Documentation for NAAC has to be completed by 20th May, 2022. For qualitative answers, one answer has to be prepared for all the 5 years but documentation to be prepared for all 5 years. Guidelines for drafting qualitative answers were given.
- 2. Schedule of department and committee presentations was informed in the meeting by IQAC.
- 3. First year exams for all the courses will begin from 4th May, 2022. The hall tickets for the same will be issued on 30th April, 2022. Evaluation, moderation and declaration of results for first year exams to be completed by 19th May, 2022.
- 4. 1 set of question paper of First year subjects should be submitted by the teachers by 25th April, 2022. For MCQ questions, 'all of the above', 'none of the above' type of questions are to be avoided. Option name for MCQs should be A,B,C and D. Teachers were also requested to accommodate the options in one line if possible.
- 5. As per university circular, extra 15 minutes for every 1 hour of exam time will be given to First year students for the written examination.

6. Last working day for teachers will be 21st May, 2022.

Qualham Sil

Ms. Preeti Matharu Prof. Sandesha Shetty

Dr. Liji Santosh

Dr. Sridhara Shetty

Vice Principal

Vice Principal

Principal

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

Degree College Teaching list 2021-2022 Sr. No. Name Dr. Sridhara Shetty Dr. Liji Santosh Mr. Sandesha Shetty Ms. Sahana Raviprasad Hureyo Mr. John Menezes N:vality. Ms. Niveditha Shetty 6 Mr. Virendra Kumar Singh Ms. Komal Tiwari 8 AB C.A. Zainab Rangwala 9 Mr. Ashish Navik 10 Dr. Vijay Vishwakarma 11 Ms. Nidhi Ashish Chandorkar 12 13 Ms. Preeti Matharu 14 Ms. Suman Upadhyay 15 Dr. Tushar Sambare 16 Ms. Sheetal Khanore Ms. Nabila Kazi 17 18 Mr. Vinay Shahapurkar 19 Ms. Raveena Shetty Ms. Himani Shukla 21 Mr. Mithilesh Chauhan Ms. Disha Roshan Bhakta 23 Ms. Avneet Kaur 24 Ms. Kalpana Rai Menon AB 25 Ms. Neena Sharma Ms. Shreelaxmi Pai 26 27 Ms. Debbie Joanna James 28 Ms. Rohini Shetty 29 Ms. Ashwini Devadiga 30 Mr. Utkarsh Kapadia 31 Ms. Adya Bharati 32 Mr. Mahesh Savale



S. M. Shetty College of Science, Commerce and

Management Studies, Powai.

Minutes of the meeting

Date: 21/5/2022 Time: 12:30

pm

Venue: A. V. Room

The following discussions were made:

1. A summary of the entire academic year was discussed.

- 2. An update on the status of NAAC work was given.
- 3. Guidelines related to CO and PO were given.
- 4. All the teachers were requested to get the feedback form filled from various stakeholders.
- 5. All the staff members have to complete the NAAC work by 25th June, 2022.
- 6. Magazine work has to be completed by 20th June, 2022.

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Ms. Preeti Matharu Prof. Sandesha Shetty Dr. Liji Santosh Dr. Sridhara Shetty

Vice Principal Vice Principal Principal