



BUNTS SANGHA'S

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

STAFF MINUTES OF MEETING 2021-2022

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

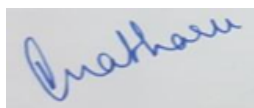
Minutes of the meeting (Zoom Meeting)

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.



Ms. Preeti Matharu



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

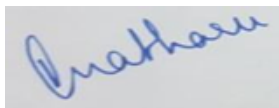
Date: 24/7/2021

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



Prof. Sandesha Shetty
Vice Principal



Dr. Liji Santosh
Vice Principal



Dr. Sridhara Shetty
Principal

ATTENDANCE

S.M.Shetty College of Science, Commerce & Management Studies, Powai
Degree college - Teaching List 2021-2022

Staff Meeting
24/07/2021

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



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

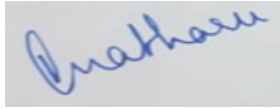
Date: 31/7/2021

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.



Ms. Preeti Matharu



Prof. Sandesha Shetty

Vice Principal



Dr. Liji Santosh

Vice Principal



Dr. Sridhara Shetty
Principal

ATTENDANCE

STAFF MEETING - 31/07/2021	
1. Dr. Sridhara Shetty	Sig
2. Dr. Liji Santosh	AB
3. Mr. Sandesha Shetty	AB
4. Ms. Sahana Raviprasad.	AB
5. Mr. John Menezes	AB
6. Mr. Virendra Singh	AB
7. Mr. Vijay Vishwakarma	AB
8. Ms. Komal Tiwari	AB
9. Ms. Niveditha Shetty	Niveditha
10. Ms. Swati Shetty	Swati
11. Ms. Richa Sharma	Richa
12. Ms. Tagdis Pawle	Tagdis
13. Ms. Debbie James	Debbie
14. Ms. Nidhi Chandorkar	Nidhi
15. CA Zainab Rangwala	Zainab
16. Mr. Ashish Navik	AB
17. Adv. Hamid Khan	Hamid
18. Ms. Preeti Matharu	Preeti
19. Dr. Tushar Sambhare	Tushar
20. Ms. Sheetal Khanore.	Sheetal
21. Ms. Nabila Kazi	Nabila
22. Ms. Sujata Rizal	Sujata
23. Ms. Disha Deliwala	Disha
24. Ms. Suman Upadhyay	Suman
25. Mr. Vinay Shahapurkar	Vinay
26. Ms. Raveena Shetty	Raveena
27. Ms. Himani Shukla	Himani
28. Mr. Mithilesh Chauhan	Mithilesh
29. Ms. Arneet Kaur	Arneet
30. Ms. Kalpana Rai Menon	Kalpana
31. Ms. Neena Sharma	Neena
32. Ms. Sharanya Sanoj	Sharanya



Bunts Sangha's
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



Prof. Sandesha Shetty
Vice Principal



Dr. Liji Santosh
Vice Principal



Dr. Sridhara Shetty
Principal

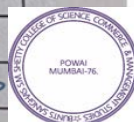
ATTENDANCE

14/08/2021

Bhims Sahgha's S.M. Shetty College of Science, Commerce and
Management Studies, Powai

Degree College Teaching list 2021-2022

Sr. No.	Name	Sign
1	Dr. Sridhara Shetty	
2	Dr. Liji Santosh	
3	Mr. Sandesha Shetty	
4	Ms. Sahana Raviprasad	AB
5	Mr. John Menezes	
6	Ms. Niveditha Shetty	Niveditha
7	Adv. Hamid Khan	AB
8	Mr. Virendra Kumar Singh	
9	Ms. Komal Tiwari	
10	C.A. Zainab Rangwala	AB
11	Ms. Swati Shetty	
12	Mr. Ashish Navik	
13	Mr. Vijay Vishwakarma	
14	Ms. Nidhi Ashish Chandorkar	
15	Ms. Preeti Matharu	
16	Ms. Suman Upadhyay	AB
17	Dr. Tushar Sambare	
18	Ms. Sheetal Khanore	
19	Ms. Nabila Kazi	
20	Ms. Sujata Rizal	
21	Mr. Vinay Shahapurkar	
22	Ms. Raveena Shetty	
23	Ms. Himani Shukla	
24	Mr. Mithilesh Chauhan	
25	Ms. Disha Roshan Bhakta	
26	Ms. Avneet Kaur	
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	AB
33	Ms. Ashwini Devadiga	
34	Mr. Utkarsh Kapadia	



Bunts Sangha's
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:

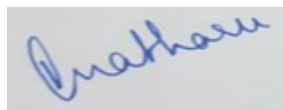
1. All the teachers have to update their work report and work diary daily.
2. Every teacher will be allotted 75 students as Mentee and are required to fulfill all the responsibilities of the mentor.
3. Regular lectures will be conducted on Saturday i.e. 21st August, 2021.
4. For BSCIT, BCOM and BMM, 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

Vice Principal



Dr. Liji Santosh

Vice Principal



Dr. Sridhara

Principal

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

Minutes of the meeting

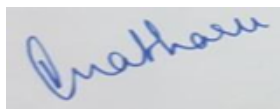
Date: 28/8/2021
am

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.



Ms. Preeti Matharu



Prof. Sandesha Shetty

Vice Principal



Dr. Liji Santosh

Vice Principal



Dr. Sridhara Shetty

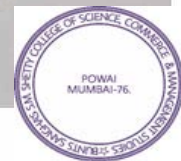
Principal

28/8/2021-Sat

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

Degree College Teaching list 2021-2022

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



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

Minutes of the meeting

Date: 26/10/2021
pm

Time: 1:00

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



Vice Principal



Dr. Liji Santosh

Vice Principal



Dr. Sridhara Shetty

Principal



ATTENDANCE

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

26/10/2021

Degree College Teaching list 2021-2022

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



Bunts Sangha's
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 begin 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 begin from 6th December, 2021 to previous students.
4. Subjects for even semester have 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

ATTENDANCE

Bunts Sangha's S.M. Shetty College of Science, Commerce and Management Studies, Powai		
Degree College Teaching list 2021-2022		
Sr. No.	Name	Sign
1	Dr. Sridhara Shetty	<i>[Signature]</i>
2	Dr. Liji Santosh	<i>[Signature]</i>
3	Mr. Sandesha Shetty	<i>[Signature]</i>
4	Ms. Sahana Raviprasad	<i>[Signature]</i>
5	Mr. John Menezes	<i>[Signature]</i>
6	Ms. Niveditha Shetty	<i>[Signature]</i>
7	Adv. Hamid Khan	<i>[Signature]</i>
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12	Mr. Ashish Navik	<i>[Signature]</i>
13	Mr. Vijay Vishwakarma	<i>[Signature]</i>
14	Ms. Nidhi Ashish Chandorkar	<i>[Signature]</i>
15	Ms. Preeti Matharu	<i>[Signature]</i>
16	Ms. Suman Upadhyay	<i>[Signature]</i>
17	Dr. Tushar Sambare	<i>[Signature]</i>
18	Ms. Sheetal Khanore	<i>[Signature]</i>
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29	Ms. Shreelaxmi Pai	<i>[Signature]</i>
30	Ms. Debbie Joanna James	<i>[Signature]</i>
31	Ms. Rohini Shetty	<i>[Signature]</i>
32	Ms. Ashwini Devadiga	<i>[Signature]</i>
33	Mr. Utkarsh Kapadia	<i>[Signature]</i>



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

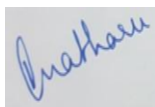
Minutes of the meeting

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.
6. 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.



Ms. Preeti Matharu



Prof. Sandesha Shetty

Vice Principal



Dr. Liji Santosh

Vice Principal



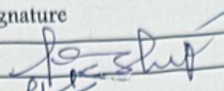
























Dr. Sridhara Shetty

Principal

ATTENDANCE

24/12/2021

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

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



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

Minutes of the meeting

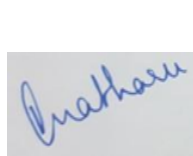
Date: 12/1/2022
pm

Time: 1:00

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.



Ms. Preeti Matharu



Prof. Sandesha Shetty



Dr. Liji Santosh



Dr. Sridhara Shetty



Vice Principal

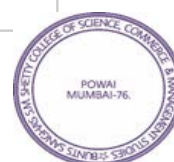
Vice Principal

Principal

ATTENDANCE

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

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



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

Minutes of the meeting

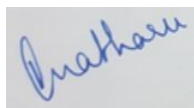
Date: 28/1/2022
pm

Time: 1:00

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.



Ms. Preeti Matharu



Vice Principal



Dr. Liji Santosh

Vice Principal



Dr. Sridhara
Shetty

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	BCOM
Smitha Ravindranath	Non-Teaching
Suman upadhyay	BSCIT
CA Zainab Rangwala	BMS
Vinay Vilas Shahapurkar	BSCIT
Preeti Matharu	BMS
Raveena Shetty	BSCIT

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



Bunts Sangha's
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 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



Vice Principal



Dr. Liji Santosh

Vice Principal



Dr. Sridhara Shetty

Principal



ATTENDANCE

09/03/2022

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

Sr. No.	Names	Signature
1	Dr. Sridhara Shetty	
2	Dr. Liji Santosh	
3	Mr. Sandesha Shetty	
4	Ms. Sahana Raviprasad	AB
5	Mr. John Menezes	
6	Mr. Virendra Singh	
7	Dr. Vijay Vishwakarma	AB
8	Ms. Komal Tiwari	AB
9	Ms. Niveditha Shetty	
10	Ms. Swati Shetty	
11	Ms. Debbie Joanna James	
12	Ms. Nidhi Chandorkar	
13	CA Zainab Rangwala	
14	Mr. Ashish Navik	
15	Ms. Preeti Matharu	
16	Dr. Tushar Sambare	
17	Ms. Sheetal Khanore	
18	Ms. Nabila Kazi	
19	Ms. Disha Deliwala	
20	Ms. Suman Upadhyay	
21	Mr. Vinay Shahapurkar	
22	Ms. Raveena Shetty	09/03/2022
23	Ms. Himani Shukla	
24	Mr. Mithilesh Chauhan	
25	Ms. Avneet Kaur	
26	Ms. Kalpana Rai Menon	
27	Ms. Neena Sharma	
28	Ms. Utkarsh Kapadia	
29	Ms. Ashwini Devadiga	
30	Ms. Shirilaxmi Pan	
31	Ms. Rohini Shetty	9/3/22
32	Mr. Mahesh Savale	On Duty
33	Ms. Aditya Bharati	



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

Minutes of the meeting

Date: 30/3/2022
pm

Time: 12:30

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.



Ms. Preeti Matharu



Prof. Sandesha Shetty

Vice Principal



Dr. Liji Santosh

Vice Principal



Dr. Sridhara Shetty

Principal

ATTENDANCE

STAFF MEETING → 30/03/2022

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

Sr. No.	Name	Sign
1	Dr. Sridhara Shetty	
2	Dr. Liji Santosh	
3	Mr. Sandesha Shetty	
4	Ms. Sahana Raviprasad	
5	Mr. John Menezes	
6	Ms. Niveditha Shetty	Niveditha
7	Mr. Virendra Kumar Singh	
8	Ms. Komal Tiwari	
9	C.A. Zainab Rangwala	
10	Mr. Ashish Navik	
11	Mr. Vijay Vishwakarma	
12	Ms. Nidhi Ashish Chandorkar	
13	Ms. Preeti Matharu	
14	Ms. Suman Upadhyay	
15	Dr. Tushar Sambare	
16	Ms. Sheetal Khanore	
17	Ms. Nabila Kazi	
18	Mr. Vinay Shahapurkar	
19	Ms. Raveena Shetty	
20	Ms. Himani Shukla	
21	Mr. Mithilesh Chauhan	
22	Ms. Disha Roshan Bhakta	
23	Ms. Avneet Kaur	
24	Ms. Kalpana Rai Menon	
25	Ms. Neena Sharma	
26	Ms. Shreelaxmi Pai	
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	

30/03/2022



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

Minutes of the meeting

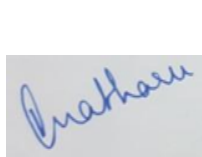
Date: 20/4/2022
am

Time: 9:30

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.



Ms. Preeti Matharu



Prof. Sandesha Shetty

Vice Principal



Dr. Liji Santosh

Vice Principal



Dr. Sridhara Shetty

Principal

ATTENDANCE

20/4/2022

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

Degree College Teaching list 2021-2022

Sr. No.	Name	Sign
1	Dr. Sridhara Shetty	
2	Dr. Liji Santosh	
3	Mr. Sandesha Shetty	
4	Ms. Sahana Raviprasad	
5	Mr. John Menezes	
6	Ms. Niveditha Shetty	
7	Mr. Virendra Kumar Singh	AB
8	Ms. Komal Tiwari	
9	C.A. Zainab Rangwala	AB
10	Mr. Ashish Navik	
11	Dr. Vijay Vishwakarma	
12	Ms. Nidhi Ashish Chandorkar	
13	Ms. Preeti Matharu	
14	Ms. Suman Upadhyay	
15	Dr. Tushar Sambare	
16	Ms. Sheetal Khanore	
17	Ms. Nabila Kazi	
18	Mr. Vinay Shahapurkar	
19	Ms. Raveena Shetty	
20	Ms. Himani Shukla	
21	Mr. Mithilesh Chauhan	
22	Ms. Disha Roshan Bhakta	
23	Ms. Avneet Kaur	
24	Ms. Kalpana Rai Menon	AB
25	Ms. Neena Sharma	AB
26	Ms. Shreelaxmi Pai	
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	M.S. Savale



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

Minutes of the meeting

Date: 21/5/2022
pm

Time: 12:30

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.



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.

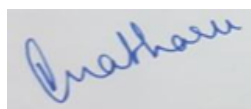
Minutes of the meeting (Zoom Meeting)

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.



Ms. Preeti Matharu



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

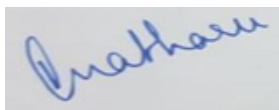
Date: 24/7/2021

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



Prof. Sandesha Shetty
Vice Principal



Dr. Liji Santosh
Vice Principal



Dr. Sridhara Shetty
ri i a

ATTENDANCE

Staff Meeting
24/07/2021

S.M. Shetty College of Science, Commerce & Management Studies, Powai
Degree college - Teaching List 2021-2022

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

24/07/2021



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

Minutes of the meeting

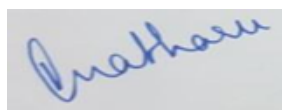
Date: 31/7/2021

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.



Ms. Preeti Matharu



Prof. Sandesha Shetty
Vice Principal



Dr. Liji Santosh
Vice Principal



Dr. Sridhara
Shetty
Principal

ATTENDANCE

STAFF MEETING - 31/07/2021	
1. Dr. Sridhara Shetty	Sign
2. Dr. Liji Santosh	
3. Mr. Sandesha Shetty	
4. Ms. Sahana Raviprakash	
5. Mr. John Menezes	
6. Mr. Virendra Singh	
7. Mr. Vijay Vishwakarma	
8. Ms. Komal Tiwari	
9. Ms. Niveditha Shetty	
10. Ms. Swati Shetty	
11. Ms. Richa Sharma	
12. Ms. Tagdis Pawle	
13. Ms. Debbie James	
14. Ms. Nidhi Chandorkar	
15. CA Zainab Ranguwala	
16. Mr. Ashish Navik	
17. Adv. Hamid Khan	
18. Ms. Preeti Matharu	
19. Dr. Tushar Sambhare	
20. Ms. Sheetal Khanore	
21. Ms. Nabila Kazi	
22. Ms. Sujata Rizal	
23. Ms. Disha Deliwala	
24. Ms. Suman Upadhyay	
25. Mr. Vinay Shahapurkar	
26. Ms. Raveena Shetty	
27. Ms. Himani Shukla	
28. Mr. Mithilesh Chauhan	
29. Ms. Arneet Kaur	
30. Ms. Kalpana Rai Menon	
31. Ms. Neena Sharma	
32. Ms. Sharanya Sanoj	



Bunts Sangha's
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



Prof. Sandesha Shetty

Vice Principal



Dr. Liji Santosh

Vice Principal



Dr. Sridhara Shetty
Principal

ATTENDANCE

14/08/2021

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

Degree College Teaching list 2021-2022

Sr. No.	Name	Sign
1	Dr. Sridhara Shetty	
2	Dr. Liji Santosh	
3	Mr. Sandesha Shetty	
4	Ms. Sahana Raviprasad	AB
5	Mr. John Menezes	
6	Ms. Niveditha Shetty	Niveditha
7	Adv. Hamid Khan	AB
8	Mr. Virendra Kumar Singh	
9	Ms. Komal Tiwari	
10	C.A. Zainab Rangwala	AB
11	Ms. Swati Shetty	
12	Mr. Ashish Navik	
13	Mr. Vijay Vishwakarma	
14	Ms. Nidhi Ashish Chandorkar	
15	Ms. Preeti Matharu	
16	Ms. Suman Upadhyay	AB
17	Dr. Tushar Sambare	
18	Ms. Sheetal Khanore	
19	Ms. Nabila Kazi	
20	Ms. Sujata Rizal	
21	Mr. Vinay Shahapurkar	
22	Ms. Raveena Shetty	
23	Ms. Himani Shukla	
24	Mr. Mithilesh Chauhan	
25	Ms. Disha Roshan Bhakta	
26	Ms. Avneet Kaur	
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	AB
33	Ms. Ashwini Devadiga	
34	Mr. Utkarsh Kapadia	



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

Minutes of the meeting

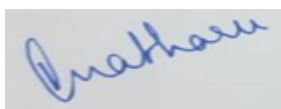
Date: 20/8/2021

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
Vice Principal



Dr. Liji Santosh
Vice Principal



Dr. Sridhara
Principal

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

Minutes of the meeting

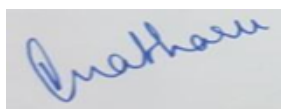
Date: 28/8/2021
am

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.



Ms. Preeti Matharu



Prof. Sandesha Shetty

Vice Principal



Dr. Liji Santosh

Vice Principal



Dr. Sridhara Shetty

Principal

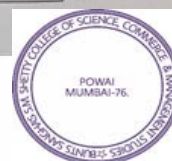
ATTENDANCE

28/8/2021-Satu

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

Degree College Teaching list 2021-2022

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



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

Minutes of the meeting

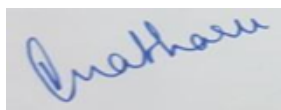
Date: 26/10/2021
pm

Time: 1:00

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

Vice Principal



Dr. Liji Santosh

Vice Principal



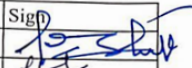
































Dr. Sridhara Shetty

Principal

ATTENDANCE

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

26/10/2021

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



Bunts Sangha's
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 begin 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 begin from 6th December, 2021 to previous students.
4. Subjects for even semester have 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



ATTENDANCE

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

30/10/2021



Bunts Sangha's
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.
6. 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.



Ms. Preeti Matharu



Vice Principal



Dr. Liji Santosh

Vice Principal



Dr. Sridhara Shetty

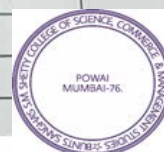
Principal

ATTENDANCE

24/12/2021

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

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



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

Minutes of the meeting

Date: 12/1/2022
pm

Time: 1:00

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.



Ms. Preeti Matharu



Prof. Sandesha Shetty

Vice Principal



Dr. Liji Santosh

Vice Principal



Dr. Sridhara Shetty

Principal

ATTENDANCE

FULL NAME	STREAM
SRIDHARA SHETTY	PRINCIPAL
VIJAY VISHWAKARMA	BCOM
Niveditha Shetty	BBI
Mithilesh Chauhan	BSCIT
Disha Bhakta	BSCIT
Adya Bharati	BCOM
Avneet Kaur	BBI
Vinay Vilas Shahapurkar	BSCIT
Nidhi Chandorkar	BMS
Nabila Kazi	BSCIT
Ashish Navik	BMS
Kalpana Rai Menon	BMM

Virendra Kumar Singh	BCOM
Liji Santosh	BCOM
Neena Sharma	BMM
Dilip Khemani	Non-Teaching
Asha shetty	Non-Teaching
Preeti Matharu	BMS
Rohini shetty	BCOM

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



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

Minutes of the meeting

Date: 28/1/2022
pm

Time: 1:00

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.



Ms. Preeti Matharu



Vice Principal



Dr. Liji Santosh

Vice Principal



Dr. Sridhara
Shetty

Principal

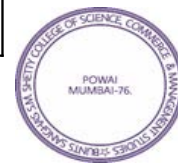


Attendance

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	BCOM
Smitha Ravindranath	Non-Teaching
Suman upadhyay	BSCIT
CA Zainab Rangwala	BMS
Vinay Vilas Shahapurkar	BSCIT
Preeti Matharu	BMS
Raveena Shetty	BSCIT

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



Bunts Sangha's
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



Dr. Liji Santosh



Dr. Sridhara Shetty



Vice Principal

Vice Principal

Principal

ATTENDANCE

09/03/2022

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

Sr. No.	Names	Signature
1	Dr. Sridhara Shetty	
2	Dr. Liji Santosh	
3	Mr. Sandesha Shetty	
4	Ms. Saanana Raviprasad	AB
5	Mr. John Menezes	
6	Mr. Virendra Singh	
7	Dr. Vijay Vishwakarma	AB
8	Ms. Komal Tiwari	AB
9	Ms. Niveditha Shetty	
10	Ms. Swati Shetty	
11	Ms. Debbie Joanna James	
12	Ms. Nidhi Chandorkar	
13	CA Zainab Rangwala	
14	Mr. Ashish Navik	
15	Ms. Preeti Matharu	
16	Dr. Tushar Sambare	
17	Ms. Sheetal Khanore	
18	Ms. Nabila Kazi	
19	Ms. Disha Deliwala	
20	Ms. Suman Upadhyay	
21	Mr. Vinay Shahapurkar	09/03/2022
22	Ms. Raveena Shetty	09/03/22
23	Ms. Himani Shukla	
24	Mr. Mithilesh Chauhan	
25	Ms. Avneet Kaur	
26	Ms. Kalpana Rai Menon	
27	Ms. Neena Sharma	
28	Ms. Utkarsh Kapadia	
29	Ms. Ashwini Devadiga	
30	Ms. Shri Laxmi	
31	Ms. Rohini Shetty	9/3/22
32	Mr. Mahesh Savale	On Duty
33	Ms. Aditya Bharati	



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

Minutes of the meeting

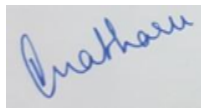
Date: 30/3/2022
pm

Time: 12:30

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.



Ms. Preeti Matharu Prof. Sandesha Shetty



Vice Principal



Dr. Liji Santosh

Vice Principal



Dr. Sridhara Shetty

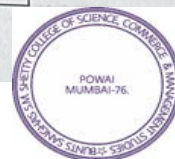
Principal

ATTENDANCE

STAFF MEETING → 30/03/2022

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

Sr. No.	Name	Sign
1	Dr. Sridhara Shetty	<i>[Signature]</i>
2	Dr. Liji Santosh	<i>[Signature]</i>
3	Mr. Sandesha Shetty	<i>[Signature]</i>
4	Ms. Sahana Raviprasad	<i>[Signature]</i>
5	Mr. John Menezes	<i>[Signature]</i>
6	Ms. Niveditha Shetty	Niveditha
7	Mr. Virendra Kumar Singh	<i>[Signature]</i>
8	Ms. Komal Tiwari	<i>[Signature]</i>
9	C.A. Zainab Rangwala	<i>[Signature]</i>
10	Mr. Ashish Navik	<i>[Signature]</i>
11	Mr. Vijay Vishwakarma	<i>[Signature]</i>
12	Ms. Nidhi Ashish Chandorkar	<i>[Signature]</i>
13	Ms. Preeti Matharu	<i>[Signature]</i>
14	Ms. Suman Upadhyay	<i>[Signature]</i>
15	Dr. Tushar Sambare	<i>[Signature]</i>
16	Ms. Sheetal Khanore	<i>[Signature]</i>
17	Ms. Nabila Kazi	<i>[Signature]</i>
18	Mr. Vinay Shahapurkar	<i>[Signature]</i>
19	Ms. Raveena Shetty	<i>[Signature]</i>
20	Ms. Himani Shukla	<i>[Signature]</i>
21	Mr. Mithilesh Chauhan	<i>[Signature]</i>
22	Ms. Disha Roshan Bhakta	<i>[Signature]</i>
23	Ms. Avneet Kaur	<i>[Signature]</i>
24	Ms. Kalpana Rai Menon	<i>[Signature]</i>
25	Ms. Neena Sharma	<i>[Signature]</i>
26	Ms. Shreelaxmi Pai	<i>[Signature]</i>
27	Ms. Debbie Joanna James	<i>[Signature]</i>
28	Ms. Rohini Shetty	<i>[Signature]</i>
29	Ms. Ashwini Devadiga	<i>[Signature]</i>
30	Mr. Utkarsh Kapadia	<i>[Signature]</i>
31	Ms. Adya Bharati	<i>[Signature]</i>
32	Mr. Mahesh Savale	<i>[Signature]</i>



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

Minutes of the meeting

Date: 20/4/2022
am

Time: 9:30

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.



Ms. Preeti Matharu



Prof. Sandesha Shetty

Vice Principal



Dr. Liji Santosh

Vice Principal



Dr. Sridhara Shetty

Principal

ATTENDANCE

20/4/2022

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

Degree College Teaching list 2021-2022

Sr. No.	Name	Sign
1	Dr. Sridhara Shetty	
2	Dr. Liji Santosh	
3	Mr. Sandesha Shetty	
4	Ms. Sahana Raviprasad	
5	Mr. John Menezes	
6	Ms. Niveditha Shetty	
7	Mr. Virendra Kumar Singh	AB
8	Ms. Komal Tiwari	
9	C.A. Zainab Rangwala	AB
10	Mr. Ashish Navik	
11	Dr. Vijay Vishwakarma	
12	Ms. Nidhi Ashish Chandorkar	
13	Ms. Preeti Matharu	
14	Ms. Suman Upadhyay	
15	Dr. Tushar Sambare	
16	Ms. Sheetal Khanore	
17	Ms. Nabila Kazi	
18	Mr. Vinay Shahapurkar	
19	Ms. Raveena Shetty	
20	Ms. Himani Shukla	
21	Mr. Mithilesh Chauhan	
22	Ms. Disha Roshan Bhakta	
23	Ms. Avneet Kaur	
24	Ms. Kalpana Rai Menon	AB
25	Ms. Neena Sharma	AB
26	Ms. Shreelaxmi Pai	
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	M.S. Savale



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

Minutes of the meeting

Date: 21/5/2022
pm

Time: 12:30

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.



Ms. Preeti Matharu



Prof. Sandesha Shetty



Dr. Liji Santosh



Dr. Sridhara Shetty



Vice Principal

Vice Principal

Principal