


6<sup>th</sup> June, 2019

**NOTICE**

A meeting has been called on Thursday, 6<sup>th</sup> June, 2019 to discuss on the following:

- 1.) Allocation of Subjects.
- 2.) Maintenance of attendance.
- 3.) PTA Meeting.
- 4.) Selection of CRs.

  
**HOD**  
Department of Mass Media and  
Communication Skills  
Huntis Sangha's  
S.M. Shetty College of Science,  
Commerce & Management Studies  
Powai, Mumbai - 76

Neena Sharma

Shashi Pristry

  
  
6/6/19

6<sup>th</sup> June, 2019

### MINUTES OF THE MEETING

A meeting was held on Thursday, 6<sup>th</sup> June, 2019. The following were discussed:

- 1.) Discussion on subject allocation.
- 2.) Attendance to be maintained and defaulters list to be made month-wise.
- 3.) Discussion on PTA meeting date and two PTA members from each class will be made.
- 4.) Time for allowing the students to enter lectures was discussed.
- 5.) CRs for SYBMM and TYBMM will be selected by voting followed by an interview taken by the coordinator and faculty members.

The meeting was attended by following members:

Coordinator: Kalpana Rai Menon

Faculty members: 1.) Neena Sharma

2.) Shaoli Mistry

HOD  
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Bharati Sangha's  
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Powai, Mumbai - 76  
6/6/19  
6/6/19

6<sup>th</sup> June, 2019

## RESOLUTION

The following resolutions were made:

- 1.) Subjects were allocated to the Faculty members.
- 2.) Maintenance of attendance and defaulters list month-wise to be signed by the coordinator.
- 3.) Communication will be made through PTA members and class representatives only. No communication will be done through personal messages, whatsapp or call.
- 4.) PTA meeting will be held on Saturday, 6<sup>th</sup> July, 2019 for SYBMM and TYBMM.
- 5.) For the first lecture, student should be allowed to enter the class till 7:40 am. For two or three consecutive lectures, if a student is unable to attend the first or initial two lectures, the student should be allowed according to the time given to the next lecture.
- 6.) Voting for selection of the CRs will be held on Saturday, 8<sup>th</sup> June, 2019.

Kapane R. M.

Neena Sharma

Shaoli Mistry

  
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6/6

  
6/6/19

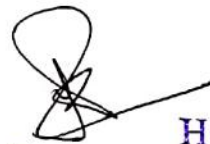
26<sup>th</sup> June, 2019

NOTICE

A meeting has been called on Thursday, 26<sup>th</sup> June, 2019 to discuss on the following:

- 1.) Examination.
- 2.) Debutants week.
- 3.) Class Representative.
- 4.) Plan for getting 100% result.

Kalpana R. M.



HOD  
Department of Mass Media and

Meena Sharma

26/6

Shashi Mistry

26/6/19

### MINUTES OF THE MEETING

A meeting was held on 26<sup>th</sup> June, 2019. The following were discussed:

- 1.) For FY and SY College will conduct examination.
  - Question papers to be set as per university norms.
  - Entire syllabus should be covered in the question paper.
  
- 2.) Debutants week dates: 16, 18, 19, 20 July, 2019.
  - Y-talk inauguration on 16<sup>th</sup> July, 2019.
  - Filmy Friday inauguration on 19<sup>th</sup> July, 2019.
  - Interactive session with Dr. Harish Shetty on 20<sup>th</sup> July, 2019.
  - Alumni GA will be felicitated on 20<sup>th</sup> July, 2019.
  - Approve budget for Debutants.
  - Finalized the schedule and events.

3.) Following Class Representatives were finalized and approved:

	TYBMM	SYBMM
CR	Animesh Srivastav	Osaid Butt
ACR	Mujeeba Memom	Rashi Shetty
SR	Vishal Wala	Rhea Shetty
CL	Amar Thorat	Divya Shaj

- 4.) For getting 100% result:
  - Attendance should be monitored by informing parents.
  - Parents of the Defaulters should be called by the respective Class Teachers.
  - Weekly Test for each subject for TY should be conducted.
  - Periodic Test to be conducted for SY as per respective subject Teacher's schedule.
  - Board papers to be discussed in the class at the end of every month by respective subject Teachers.
  - Remedial class should be taken for the Test failures.
  - Parents should be informed about their performance.


26<sup>th</sup> June, 2019

## RESOLUTION


The following resolutions were passed:

- 1.) Weekly and Monthly tests will be taken for TY and SY respectively. Remedial class will be taken for the test failures and parents will be informed.
- 2.) Attendance will be monitored by informing parents.
- 3.) Board papers will be discussed at the end of every month.

The meeting was attended by following members:

Coordinator: Kalpana Rai Menon-  HOD  
Department of Mass Media and

Faculty members: Neena Sharma-  26/6/19

Shaoli Mistry-  26/6/19

25<sup>th</sup> July, 2019

NOTICE

All the members are hereby informed that a meeting has been called on Thursday, 25<sup>th</sup> July, 2019 to discuss on the following:

- 1.) Graphic Designing Certificate Course.
- 2.) Digital Marketing Google Certified Course.
- 3.) Instruction on teacher protocol with respect to student's misbehavior in class.
- 4.) FYBMM attendance update.
- 5.) Studio report filing.
- 6.) Industrial Visit.

The meeting will be attended by following members:

Coordinator: Kalpana Rai Menon-



HOD

Department of Mass Media and  
Communication Skills

Faculty members: Neena Sharma-



Shaoli Mistry-



25<sup>th</sup> July, 2019

### MINUTES OF THE MEETING

A meeting was held on 31<sup>st</sup> July, 2019. The following were discussed:

- 1.) Graphic Design Course File to be made along with the attendance sheets.
- 2.) Digital Marketing list of students to be finalized by 1<sup>st</sup> August, 2019.
- 3.) The teacher should properly document student's misbehavior or any unwanted action. An e-mail should be sent through college e-mail id to the parent informing about the same.
- 4.) FYBMM attendance should be updated and defaulters' list to be submitted by end of every month.
- 5.) Studio report filing to be checked and organized.
- 6.) Discussion on Industrial Visit. Few places were suggested.

The meeting was attended by following members:

Coordinator: Kalpana Rai Menon-



HOD

Department of Mass Media and  
Communication

Faculty members: Neena Sharma-



Shaoli Mistry-





25<sup>th</sup> July, 2019

## RESOLUTION

The following resolutions were made:

- 1.) Graphic Designing Certificate course file will be made by 26<sup>th</sup> July, 2019.
- 2.) Respective Teachers will follow protocol and student's misbehavior will be documented.
- 3.) Attendance will be updated regularly and defaulters' list will be made at the end of every month.
- 4.) Studio report file will be checked and organized by the Teacher in-charge.
- 5.) Industrial Visit place will be decided soon.

The meeting was attended by following members:

Coordinator: Kalpana Rai Menon

  
HOD

Department of Mass Media and  
Communication Skills

Faculty members: Neena Sharma-



Shaoli Mistry-



31<sup>st</sup> July, 2019

## NOTICE


All the members are hereby informed that a meeting has been called on Wednesday, 31<sup>st</sup> July, 2019 to discuss on the following:

- 1.) List of events.
- 2.) Work to be done by the defaulters.
- 3.) FYBMM PTA Meeting.
- 4.) Instructions on Mobile phones.
- 5.) FYBMM Internal Examination Question Paper Submission.

The meeting will be attended by following members:

Coordinator: Kalpana Rai Mendonça   
HOD  
Department of Mass Media and  
Communication Skills

Faculty members: Neena Sharma- 

Shaoli Mistry- 

31<sup>st</sup> July, 2019

### MINUTES OF THE MEETING

A meeting was held on 31<sup>st</sup> July, 2019. The following were discussed:

- 1.) List of events with dates were discussed.
- 2.) Defaulters of each month will have to submit assignments given by each subject teacher and have to complete 10 hours of work in the Library.
- 3.) FYBMM PTA Meeting date was decided.
- 4.) Any student using mobile phone in the class or on the floors will have to pay the fine as well as the phone will be confiscated for a week.
- 5.) FYBMM Internal Question paper pattern discussed and submission date finalized.

The meeting was attended by following members:

Coordinator: Kalpana Rai Menon-

  
HOD  
Department of Mass Media and  
Communication Skills

Faculty members: Neena Sharma-



Shaoli Mistry-



31<sup>st</sup> July, 2019

## RESOLUTION

The following resolutions were made:

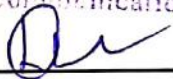
- 1.) Defaulters will complete the work given to them within a week after the work is given to them.
- 2.) FYBMM PTA Meeting will be held on 3<sup>rd</sup> August, 2019.
- 3.) FYBMM Internal Question Papers to be submitted by 3<sup>rd</sup> August, 2019.

The meeting was attended by following members:

Coordinator: Kalpana Rai Menon-

  
Department of Mass Media and  
Communication Skills

Faculty members: Neena Sharma-



Shaoli Mistry-



14<sup>th</sup> Aug, 2019

NOTICE

Department meeting on 19<sup>th</sup> August to discuss the following:-

Agenda:

- Syllabus Completion
- Industrial Visit
- Attendance



Kalpana Rai Menon

**HOD**  
Department of Mass Media and  
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Bunts Sangha's  
S.M. Shetty College of Science,  
Commerce & Management Studies  
Powai, Mumbai - 76

**Bunt's Sangha's**

**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076**

**Minutes of the meeting – BMM**

**Date: 19<sup>th</sup> August, 2019 Time: 11:30am – 12:30pm**

**Members Present:**

1. Kalpana Rai Menon – HOD
2. Neena Sharma

**Discussions:**

- Attendance defaulters to be given library assignments involving reference books
- Industrial visit to be scheduled in January. Two places were shortlisted, Gujarat and Jaipur.
- 4-5 days trip, and three quotations to be reviewed before finalization.
- Update taken on status of syllabus completion.

**Resolution:-**

It was resolved that attendance defaulters of FY and SY will be given library assignments based on reference books and complete 10hours of library presence. The attendance for SY to be monitored by the librarian. FY attendance defaulter students to submit assignments to the classteacher.

  
Kalpana Rai Menon  
Neena Sharma

**HOD**  
**Department of Mass Media and**  
**Communication Skills**  
**Bunts Sangha's**  
**S.M. Shetty College of Science,**  
**Commerce & Management Studies**  
**Powai, Mumbai - 76**

6<sup>th</sup> Sept 2019

NOTICE

Department meeting on 9<sup>th</sup> September to discuss the following:-

Agenda:

- ATKT applications
- Staff meeting – Review
- ATKT Question Papers
- English Bridge Course
- Digital Marketing Course
- Graphic Payment
- GA and Monthly reports
- Visit to St. Paul's Institute on 24<sup>th</sup> of September



Kalpana Rai Menon

HOD

Department of Mass Media and  
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**Members Present:**

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj
4. Sparsh

**Agenda:**

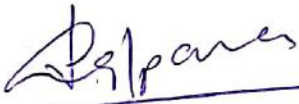
- ATKT applications
- Staff meeting – Review
- ATKT Question Papers
- English Bridge Course
- Digital Marketing Course
- Graphic Payment
- GA and Monthly reports
- Visit to St. Paul's Institute on 24<sup>th</sup> of September

**Discussions:**

- ATKT question papers to be sent by 12<sup>th</sup> September Thursday latest by the designated professors (basis list shared by Kalpana mam).
- English Bridge Course to start in the month of December 2019. Spoken English to be a part of the bridge course.
- Language Club to be lead by Sparsh Mam. Events would include activities like Story Writing, Book Reading, Crossword, Extempore, Word Puzzle. Next week (date to be confirmed) the Club to host first event – Story Writing.
- Digital marketing course to start in December.
- Monthly report & GA to be discussed on 11<sup>th</sup> Wednesday.
- St. Paul's Institute visit – One-day visit to institute on the 24<sup>th</sup> of September. Student count limited to 30. 10 students to register from each class. Interested students to pay Rs. 100 and register on first come first basis. Students to directly reach the venue on the day of visit. Notice to be shared by Kalpana mam. Teachers in charge to inform respective classes.
- Internal Mark sheets to be prepared for all subjects and duly filled.
- Defaulters list to be prepared on Wednesday. Defaulting students to be given writing assignment for all 6 subjects and complete Library time of 10hrs. Written assignments to be submitted to respective teacher in charge. Defaulters of all classes to meet the respective teacher in charge and have a discussion on the problem of low attendance.





- Regular examination question paper to be prepared and 3 sets to be submitted. Further to be discussed on 11<sup>th</sup> Wednesday.
- Studio representative from FYBAMMC – Chetan Kotta
- Studio Samachar meeting to be held on 11<sup>th</sup> Wednesday along with the TYBMM Journalism class.
- Softcopy of all events conducted in the current academic year to be checked and updated.
- Timeline of activities to be set.
- Industrial Visit date is set to be 2<sup>nd</sup> Jan.
- SYBMM will be required now to fulfil 2 month internships and produce the experience letters basis which they will secure admission to TYBMM.
- Placements in media companies to be explored. Resource persons to be pursued and appropriately an event to be hosted. Skill oriented approach to be sought.
- Alumni feedback to be sought and updated in the Guardian Angles register.



**HOD**

Department of Mass Media and  
Communication Skills  
Bunts Sangha's  
S.M. Shetty College of Science,  
Commerce & Management Studies  
Powai, Mumbai - 76

Neena Sharma   
Sharanya Snoj 

**Bunt's Sangha's**

**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076**

**NOTICE – BMM/BAMMC DEPARTMENTAL MEETING**

This is to inform the faculty members that a departmental meeting is scheduled on 9<sup>th</sup> September, 2019 at 1:30 pm. The agenda is listed below.

Agenda:

- ATKT applications
- Staff meeting – Review
- ATKT Question Papers
- English Bridge Course
- Digital Marketing Course
- Graphic Payment
- GA and Monthly reports
- Visit to St. Paul's Institute on 24<sup>th</sup> of September



Head of Department  
Ms. Kalpana R. Menon

**Bunt's Sangha's**

**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai  
- 400 076**

**Minutes of the meeting – BMM / BAMMC**

**Date: 9<sup>th</sup> September, 2019 Time: 1:30pm – 2:30pm**

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**Members Present:**

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj
4. Sparsh


**Agenda:**

- ATKT applications
- Staff meeting – Review
- ATKT Question Papers
- English Bridge Course
- Digital Marketing Course
- Graphic Payment
- GA and Monthly reports
- Visit to St. Paul’s Institute on 24<sup>th</sup> of September

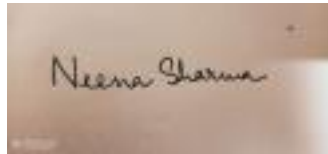
### **Discussions:**

- ATKT question papers to be sent by 12<sup>th</sup> September Thursday latest by the designated professors (basis list shared by Kalpana mam).
- English Bridge Course to start in the month of December 2019. Spoken English to be a part of the bridge course.
- Language Club to be led by Sparsh Mam. Events would include activities like Story Writing, Book Reading, Crossword, Extempore, Word Puzzle. Next week (date to be confirmed) the Club to host first event – Story Writing.
- Digital marketing course to start in December.
- Monthly report & GA to be discussed on 11<sup>th</sup> Wednesday.
- St. Paul’s Institute visit – One-day visit to institute on the 24<sup>th</sup> of September. Student count limited to 30. 10 students to register from each class. Interested students to pay Rs. 100 and register on first come first basis. Students to directly reach the venue on the day of visit. Notice to be shared by Kalpana mam. Teachers in charge to inform respective classes.
- Internal Mark sheets to be prepared for all subjects and duly filled.
- Defaulters list to be prepared on Wednesday. Defaulting students to be given writing assignment for all 6 subjects and complete Library time of 10hrs. Written assignments to be submitted to respective teacher in charge. Defaulters of all classes to meet the respective teacher in charge and have a discussion on the problem of low attendance.
- Regular examination question paper to be prepared and 3 sets to be submitted. Further to be discussed on 11<sup>th</sup> Wednesday.
- Studio representative from FYBAMMC – Chetan Kotta
- Studio Samachar meeting to be held on 11<sup>th</sup> Wednesday along with the TYBMM Journalism class.

- Softcopy of all events conducted in the current academic year to be checked and updated.
- Timeline of activities to be set.
- Industrial Visit date is set to be 2<sup>nd</sup> Jan.
- SYBMM will be required now to fulfil 2 month internships and produce the experience letters basis which they will secure admission to TYBMM.
- Placements in media companies to be explored. Resource persons to be pursued and appropriately an event to be hosted. Skill oriented approach to be sought. • Alumni feedback to be sought and updated in the Guardian Angles register.



Sharma Sharanya Sanoj



Kalpana R Menon Neena

**Bunt's Sangha's**

**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400**

**076 NOTICE – BMM/BAMMC DEPARTMENTAL MEETING**

This is to inform the faculty members that a departmental meeting is scheduled on 15<sup>th</sup> October, 2019 at 10:30 am. The agenda is listed below.

Agenda:

1. Review of last meeting
2. Bridge Course
3. Prelims
4. Documentation
5. IV finalization
6. Digital Marketing Course finalization
7. GA and Monthly reports



Head of Department  
Ms. Kalpana R. Menon

**Bunt's Sangha's**

**076 Minutes of the meeting – BMM / BAMMC**

**Date: 15<sup>th</sup> October, 2019 Time: 10:30am – 11:00am**

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**Members Present:**


1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj

**Agenda:**

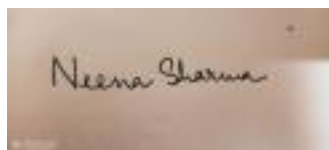
- Review of last meeting
- Bridge Course
- Prelims
- Documentation
- IV finalization
- Digital Marketing Course finalization
- GA and Monthly reports

**Discussions:**

- English Language Bridge syllabus to be finalized by November and the course to commence in December
- Foreign language resource to be found
- Preparation of GA report
- Internal mark sheet to be submitted on 23<sup>rd</sup> October, 19.
- TYBMM prelims to commence on 19<sup>th</sup> October, 19. Students failing the exam to write one more exam.
- IV money to be submitted to Vishwanath Sir.
- SYBMM students to compulsorily take up internships in vacation periods. • Media Conference to be planned – ‘Media Conclave’ which will be hosted under ‘Karva’ – BMM Department Fest.
- Digital marketing course to start in December.
- Monthly report & GA to be prepared.



Sharma Sharanya Sanoj



Kalpana R Menon Neena

**Bunt's Sangha's**

**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400**

**076 NOTICE – BMM / BAMMC DEPARTMENTAL MEETING**

This is to inform the faculty members that a departmental meeting is scheduled on 23<sup>rd</sup> November, 2019 at 10:30 am. The agenda is listed below.

Agenda:

- Time Table
- Studio Plus
- New Business Communication faculty for Content Writing FYBAMMC •
- Mentoring report
- Digital documents
- Missing Files
- Digital Marketing Workshop
- Review of last meeting



Head of Department  
Ms. Kalpana R. Menon

**Bunt's Sangha's**

**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400**

**076 Minutes of the meeting – BMM / BAMMC**

**Date: 23<sup>rd</sup> November, 2019 Time: 10:30am – 11:00am**

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**Members Present:**

1. Kalpana Rai Menon – HOD
2. Neena Sharma

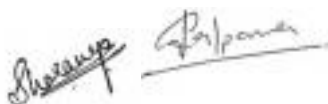
### 3. Sharanya Sanoj

#### **Agenda:**

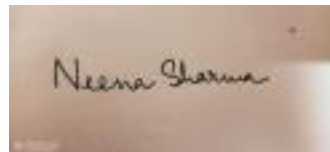
- Time Table
- Studio Plus
- New Business Communication faculty for Content Writing FYBAMMC •  
Mentoring report
- Digital documents
- Missing Files
- Digital Marketing Workshop
- Review of last meeting

#### **Discussions:**

- Time table to be made as per workload discussed
- Studio Plus activity to be planned and executed – Dance Workshop. Event work to be redistributed among studio reps.
- Amrita mam to be joining for Content writing subject for FY class. Syllabus to be shared.
- Mentoring reports to be updated for all classes.
- Digital documents to be scanned and updated
- Missing files to be found / new file to be prepared.
- Digital Marketing workshop to start on 24<sup>th</sup> November 2019.



Sharma Sharanya Sanoj



Kalpana R Menon Neena

**Bunt's Sangha's**

**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400**

**076 NOTICE – BMM/BAMMC DEPARTMENTAL MEETING**

This is to inform the faculty members that a departmental meeting is scheduled on 17<sup>th</sup> December, 2019 at 11:20 am. The agenda is listed below.

**Agenda:**

- Finalization of Odd semester results and ATKKT results
- Annual Day Departmental Dance



Head of Department  
Ms. Kalpana R. Menon

**Bunt's Sangha's**

**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400**

**076 Minutes of the meeting – BMM/BAMMC**

**Date: 14<sup>th</sup> December, 2019 Time: 11:20am – 11:40am**

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**Members Present:**

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj

**Agenda:**

- Finalization of Odd semester results and ATKKT results
- Annual Day Departmental Dance

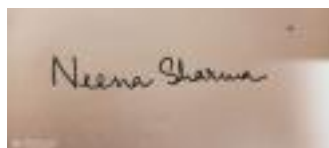
**Discussions:**

- FY and SY regular examination finalization of results and submission to exam committee. Also to cross verify final sheet.
- Annual Day theme announced as Bollywood Reminiscence – A Voyage. BMM Department allotted 2000-2010 era. Sharanya Sanoj to be the Teacher in-charge for BMM annual dance.
- Annual Dance Audio-video to be submitted by 21<sup>st</sup> Dec.





Sharma Sharanya Sanoj



Kalpana R Menon Neena

**Bunt's Sangha's**

**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400**

**076 NOTICE – BMM/BAMMC DEPARTMENTAL MEETING**

This is to inform the faculty members that a departmental meeting is scheduled on 2<sup>nd</sup> January, 2020 at 12:30 pm. The agenda is listed below.

**Agenda:**

- Film making workshop
- Pathwise
- Ytalk
- Industrial Visit
- Defaulters
- Result Analysis
- Internal Marks component

Head of Department  
Ms. Kalpana R. Menon

**Bunt's Sangha's**

**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400**

**076 Minutes of the meeting – BMM/BAMMC**

**Date: 2<sup>nd</sup> January, 2020 Time: 12:45pm – 1:30pm**

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**Members Present:**

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj

**Agenda:**

- Film making workshop
- Pathwise
- Ytalk
- Industrial Visit
- Defaulters
- Result Analysis
- Internal Marks component

**Discussions:**

- Film making workshop to start end of January. Tentative dates discussed would be 31<sup>st</sup> Jan, 1,7,8,14,15,22 Feb for which confirmation is require from Mr. Ramchandra. Prof. Neena to follow up and get the dates confirmed.
- Pathwise event to be conducted in two sessions on one single day – 18<sup>th</sup> Jan, 2020. Panel discussion model with tentatively 4 resource persons from industry – Journalism, PR, Content, Advertising and trends / careers in these fields. Also employed alumni's to be sought along with employers if possible for the same. Also to discuss placements in their respective organizations. Budget for the event to be discussed by Prof. Kalpana with Principal sir.
- Ytalk event topic to be finalized. Tentative topic to be on Freedom of speech and the government protests.
- Industrial visit scheduled from 24<sup>th</sup> – 28<sup>th</sup> of January, 2020. Prof. Kalpana to check for Male staff / peon to be allotted for the departments visit along with Prof. Neena. Industrial visit undertaking to be prepared.
- Defaulters list to be prepared for the month of November-December 2019 for FY and SY classes and submitted.
- Result Analysis to be prepared for FY and SY class and shared with Prof. Kalpana.

Parents of students failing in the examination to be called for collecting Mark sheet. • Department to contemplate on the internal assessment method and analyze whether to conduct tests or only projects.

Sharma Sharanya Sanoj

Kalpana R Menon Neena

**Bunt's Sangha's**  
**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400**

## **076 NOTICE – BMM/BAMMC DEPARTMENTAL MEETING**

This is to inform the faculty members that a departmental meeting is scheduled on 4<sup>th</sup> February, 2020 at 12:15 pm. The agenda is listed below.

### **Agenda:**

- Pathwise
- Internships
- Cultural Record
- Calling Parents – Defaulters
- English Bridge Course
- Remedial lectures
- SY new syllabus Elective
- SY New syllabus revision workshop
- Pending Certificates

**Head of Department  
Ms. Kalpana R. Menon**

**Bunt's Sangha's**

**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400**

## **076 NOTICE – BMM/BAMMC DEPARTMENTAL MEETING**

This is to inform the faculty members that a departmental meeting is scheduled on 10<sup>th</sup> January, 2020 at 1 pm. The agenda is listed below.

### **Agenda:**

- Parent Teacher meet
- Pathwise

- Ytalk
- Industrial Visit
- Defaulters
- Remedial
- International Conference
- Placement

Head of Department  
Ms. Kalpana R. Menon

**Bunt's Sangha's**

**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400**

**076 Minutes of the meeting – BMM/BAMMC**

**Date: 10<sup>th</sup> January, 2020 Time: 1:15pm – 1:30pm**

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**Members Present:**

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj

**Agenda:**

- Parent Teacher meet
- Pathwise
- Ytalk
- Industrial Visit
- Defaulters
- Remedial
- International Conference

- Placement

### **Discussions:**

- Parent Teacher Meet, as planned to be conducted on 11<sup>th</sup> January 2020 Saturday. Discussion on defaulters and attendance issue to be discussed. Parent to be apprised of the action taken for further defaulting students – Internal test of entire syllabus before regular examination. Defaulters to be allowed for Regular exam only if they clear the internal exam.
- Pathwise event to be conducted in two sessions on one single day – 15<sup>th</sup> Feb, 2020. • Ytalk event topic - Freedom of Speech & Expression – The current scenario. Guests will be Mr. Parth Satam Principal Correspondent from Fauji India Magazine and Aritra Banerjee Staff Correspondent at Fauji India and Alumni.
- Industrial visit consent form to be shared and signed by the parents during PTM on 11<sup>th</sup> Jan 2020.
- Mentoring to be conducted basis result analysis of previous semester. • Students failing in the regular examination of SEM I & III to be inculcated in Remedial session. List of failures to be prepared for reference.
- College to organize International Conference in the month of March 2020. Tentative title – Business Challenges in the New Digital Era.

Kalpana R Menon Neena

Sharma Sharanya Sanoj

**Bunt's Sangha's**  
**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400**  
**076 Minutes of the meeting – BMM/BAMMC**

**Date: 4<sup>th</sup> February, 2020 Time: 12:30pm – 1:00pm**

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### **Members Present:**

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj

### **Agenda:**

- Pathwise
- Internships
- Cultural Record
- Calling Parents – Defaulters

- English Bridge Course
- Remedial lectures
- SY new syllabus Elective
- SY New syllabus revision workshop
- Pending Certificates

### **Discussions:**

- Pathwise event to be conducted in three sessions 15<sup>th</sup> Feb, 2020. Resource persons for the same are finalized.  
9am – Darea Fathima Shaj- TV18  
10:30 – Kalpana Ravi – MediaNews4u  
12:00 – Vivek – Evogue Media LLP
- Artiz.in to be providing internships for BMM students. Interviews to be conducted in our college on 17<sup>th</sup> February.
- Class wise cultural records to be updated and maintained for the year 2019-20 by respective class teachers.
- Parents of defaulter students to be called for a one-on-one meeting and warned. •

English Bridge course to be conducted from 7<sup>th</sup> – 25 February, 2020 from 12-1:30pm. •

Remedial lectures to be planned and a schedule planned and shared with the ATKT students. Days decided are Tuesdays and Wednesdays starting from 5<sup>th</sup> Feb – 26<sup>th</sup> Feb.

- An orientation session to be conducted for FYBAMMC students with respect to the revised syllabus to finalize the elective subject to be provided.
- SYBAMMC syllabus revision workshop to be planned by department. Tentative dates shared are 4<sup>th</sup> and 18<sup>th</sup> April. One date to be finalized with BOS Head Dr. Sundar Rajdeep.
- Pending certificates for Studio events to be made and given in next department event.

**Ms. Kalpana Rai Menon Ms. Neena Sharma Ms. Sharanya Sanoj**  
**Bunt's Sangha's**  
**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai**  
**- 400 076**

**NOTICE – BMM/BAMMC DEPARTMENTAL MEETING**

This is to inform the faculty members that a departmental meeting is scheduled on 3<sup>rd</sup> March, 2020 at 1:00 pm. The agenda is listed below.

**Agenda:**

- Documentation
  
- Saamvarta
  
- Attendance Defaulters
  
- Department PPT
  
- Farewell

**Head of Department  
Ms. Kalpana R. Menon**

**Bunt's Sangha's  
S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai  
- 400 076**

**Minutes of the meeting – BMM/BAMMC**

**Date: 3<sup>rd</sup> March, 2020 Time: 1:00pm – 1:30pm**

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**Members Present:**

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj

**Agenda:**

- Documentation
  
- Saamvarta
  
- Attendance Defaulters
  
- Department PPT
  
- Farewell

**Discussions:**

- Departmental Files to be checked and pending documents to be filed. Post filing all documents to be scanned and uploaded.
- Saamvarta to be finalized with editing and then uploaded.
- Attendance defaulter's prelim exams to be continued and assessed.
- Class wise PPT to be prepared by each class reps and presented on 12th March. PPT to include Class Participation in Cultural and Sports, Winning students, Special achievements, Toppers, Monthly class attendance for the year, studio participation and any contribution done to the department.
- The departmental PPT to include Best Outgoing student, Best students with attendance and Special Mentions.
- The Farewell for TY class to be tentatively on 27<sup>th</sup> March.

**Ms. Kalpana Rai Menon Ms.**

**Neena Sharma Ms. Sharanya Sanoj**

**Bunt's Sangha's**

**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai  
- 400 076**

#### **NOTICE – BMM/BAMMC DEPARTMENTAL MEETING**

This is to inform the faculty members that a departmental meeting is scheduled on 16<sup>th</sup> March, 2020 at 9:00 am. The agenda is listed below.

#### **Agenda:**

- Rescheduling of Examination and other activities due to COVID-19

**Head of Department**

**Ms. Kalpana R. Menon**

**Bunt's Sangha's**

**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai  
- 400 076**

**Minutes of the meeting – BMM / BAMMC**

**Date: 16<sup>th</sup> March, 2020 Time: 9:30am – 10:00am**



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**Members Present:**

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj

**Agenda:**

- Rescheduling of Examination and other activities due to COVID-19

**Discussions:**

- University examinations to be conducted as per scheduled date and timings. No change at present.
- FY and SY regular exams (Sem 2 and 4) are postponed to April. New dates will be informed by month end.
- Date for Hall ticket distribution will be informed accordingly.
- TY Farewell is postponed to April end.
- TY Prelims to be open book exams. QPs will be sent in the class group. Students to write answers in a new notebook and submit the same on 31<sup>st</sup> March.
- TY pending Viva's-assessment will be done through Edmodo/Google classroom. Date and time for online test will be informed in the WhatsApp group.
- Library is not open for reading. Students can issue books and study at home.

**Neena Sharma Ms. Sharanya Sanoj**

**Ms. Kalpana Rai Menon Ms.**

**Bunt's Sangha's**

**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400**

**076 NOTICE – BMM/BAMMC DEPARTMENTAL MEETING**

This is to inform the faculty members that a departmental meeting is scheduled on 24<sup>th</sup> April, 2020 at 7:00 pm. The agenda is listed below.

**Agenda:**

- Language Course tie-up status
- English Bridge Course status

- Online teaching content
- New English learning certificate course design
- Mentor-mentee list
- Alumni funding
- Alumni involvement

**Head of Department**  
**Ms. Kalpana R. Menon**

**Bunt's Sangha's**

**S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076**

**Minutes of the meeting – BMM/BAMMC**  
**Date: 24<sup>th</sup> April, 2020 Time: 7:00pm – 7:30pm**

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**Members Present:**

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj

**Agenda:**

- Language Course tie-up status
- English Bridge Course status
- Online teaching content
- New English learning certificate course design
- Mentor-mentee list
- Alumni funding
- Alumni involvement

**Discussions:**

- Need to look out for language course tie-ups with authentic institutes. Ms. Kalpana to check with International school section regarding their international language offerings and syllabus. Also to check with them for media lab.
- English Bridge course completed with 2 Exams. One exam pending and assignments are

being given to complete the 30hr duration. Course to be completed this month. • Another suggestion discussed regarding English Bridge course is to enroll students during the first half of the academic year. Respective HODs of various departments and teachers to identify the students and help compile a strong student strength. • As lockdown status continues and the chances of college re-opening is un-decided the department teachers to start preparing online course content to be prepared for online teaching for the start of the next academic year 2020-21.

- A new design to be implemented for the English learning Bridge course. Online learning content to be developed. Class to be in the mode of short videos and assignments thereafter. The department teachers to go through the existing syllabus and make necessary developments for the same.
- Mentor- Mentee list to be prepared for the upcoming academic year. Students to choose their mentor. Every Mentor to get 20 students under them which will continue for all 3 years. Student can change their mentor if they require. Mentor to divide the group as Good Performers and Under Performers depending on their results.
- The department to identify Alumni at good positions for discussing funding for the college.
- Department teachers to come up with new methods of Alumni involvement with the current students and college.

**Neena Sharma Ms. Sharanya Sanoj**

**Ms. Kalpana Rai Menon Ms.**