

**Bunts Sangha's**  
**S. M. Shetty College of Science, Commerce & Management Studies, Powai**  
**NAAC Accredited 'A' Grade**  
**IMC RBNQ Certificate of Merit 2019**  
**ISO 21001:2018 Certified**

**Approval Form - Aspirant Session I**

Department: Student of TYIT

Program: Aspirant Session I

Objectives: The Alumni guiding the TY students.

Need: It would be helpful for the TY students to have a better understanding about their career preferences.

Content: Our Alumni Mr. Vishnu Ram shared his journey after graduation with the students.

Resource Person: Mr. Vishnu Ram

Date: 31<sup>st</sup> July 2021

Cost/Budget: NA

Proposed by: Asst. Professor Disha Bhakta

Verified by: Dr. Tushar Sambare



**Coordinator**



PRINCIPAL

Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076.  
Tel. 022-6132 7352  
Email: college@smshettyinstitute.org

### Work Distribution

There are total 6 teams and 2 Representatives in IT Association. Work was distributed among all the teams.

#### 1. IT Association Student Representative

- To give logical end to the event planned.
- Work with the team and help to collaborate and coordinate.
- Responsible to complete the event and solve if any issues also to act as a catalyst.

#### 2. Event coordinator

- To plan, organize, manage and coordinate various types of events with team & executing them successfully.
- Plan, schedule and organize time slots and speakers at events.
- Handle, coordinate and oversee all event operations.
- Track the overall event expenses if any.
- Carefully supervise event preparation activities.
- Offer solutions to resolve event issues in a timely manner.
- Analyse and evaluate the event outcomes i.e participations eventwise. ➤ Create and submit event wise reports timely to documentation leads.

#### 3. Graphic designer

- To design or create posters, websites, logos, brochures, magazines and many other materials to communicate ideas and information visually for the events. ➤ Illustrating concepts by designing examples of arrangement, size, type size and style and submitting them for approval.
- Coordinating with the event coordinator and team for design requirements. ➤ Contributing to team efforts by accomplishing tasks as needed.
- Communicating with the event coordinator about layout and design. ➤ Creating a wide range of graphics and layouts for illustrations, logos, and brochures with different graphic software such as photoshop.
- Reviewing final layouts and suggesting improvements when necessary.

#### 4. Photographer



**Coordinator**



  
PRINCIPAL

Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076.  
Tel. 022-6132 7352  
Email: college@smshettyinstitute.org

**Bunts Sangha's**  
**S. M. Shetty College of Science, Commerce & Management Studies, Powai**  
**NAAC Accredited 'A' Grade**  
**IMC RBNQ Certificate of Merit 2019**  
**ISO 21001:2018 Certified**

- Setting up photographic equipment and take pictures from a correct angle. ➤ Editing and Retouching images.
- Determine desired images and picture composition and adjust equipment to achieve desired effects and image quality.
- Submit sets of photographs to select the best ones.

**5. Public relation officer**

- Create innovative event wise media plans using media platforms such as advertising on social media, billboards.
- Collaborate with teams such as Graphic designers and Event heads to create promotional content.
- Write, edit and review all social media content.
- Handle any PR related issue that may arise.
- Maintain good relationships and communication with team members. ➤ Organize PR activations to promote the IT Association activities.
- Focus on marketing the events through social media platforms and get good participation.
- Regularly submit PR activity reports to the Event Coordinator and Student Representatives.

**6. Documentation lead**

- Handling over all responsibilities to make the document and store it appropriately.
- The documents have to be created for every event following the cycle which starts with the Approval form, Minutes of meeting, Work distribution, Poster, Brochure, Response sheet / feedback analysis, Designs sent by the participants, Report, Thank you letter.

**7. Technical lead**

- To handle all the technical details which could include creating the forms to managing the smooth functioning of all the soft version requirements of the event.

**Message – Aspirant Session I**



**Coordinator**



PRINCIPAL

Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076.  
Tel. 022-6132 7352  
Email: college@smshettyinstitute.org

**Bunts Sangha's**  
**S. M. Shetty College of Science, Commerce & Management Studies, Powai**  
**NAAC Accredited 'A' Grade**  
**IMC RBNQ Certificate of Merit 2019**  
**ISO 21001:2018 Certified**  
Hello Everyone!

THE IT ASSOCIATION of  
Bunts Sangha's S.M.Shetty College of Science, Commerce & Management Studies (Affiliated to  
University of Mumbai), Powai, Mumbai has organized a session on ASPIRANT SERIES

For: TYIT Students

- Date: 31st July, 2021
- Time: 10 AM to 11 AM.
- Venue: Zoom Platform

Resource Person: Mr. Vishnu Ram

Zoom Link:

<https://us02web.zoom.us/j/84579110097?pwd=eUtlWFUyL2poVjZSRjFsWUdPZ2lDZz09>

Meeting ID: 845 7911 0097

Passcode: ASPIRANT

**Images – Aspirants Session I**

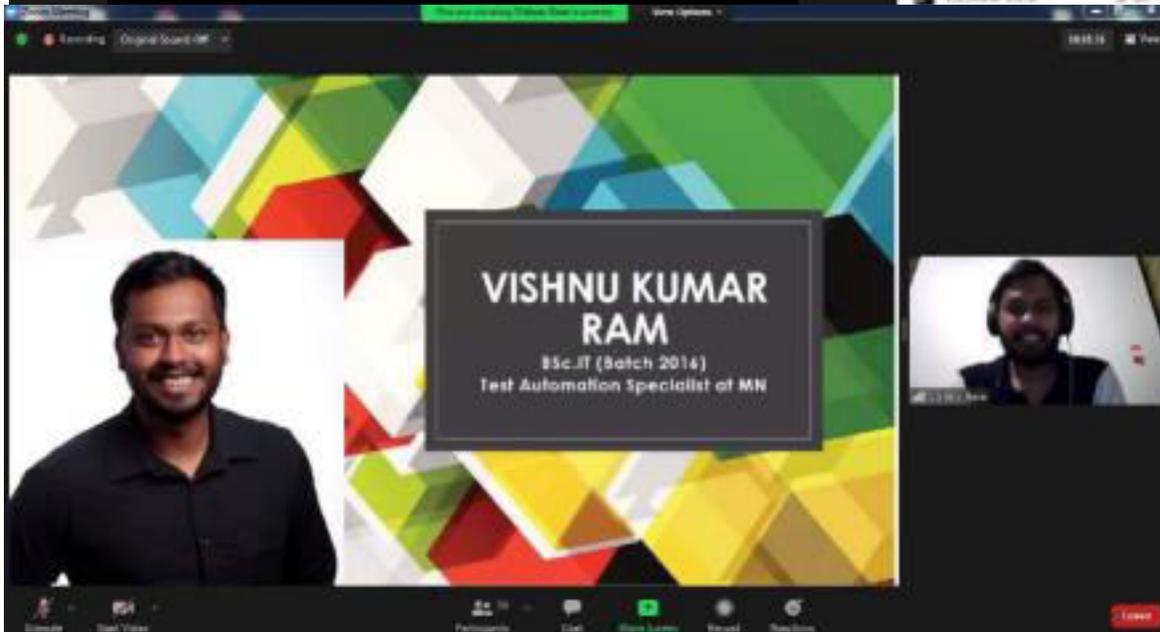
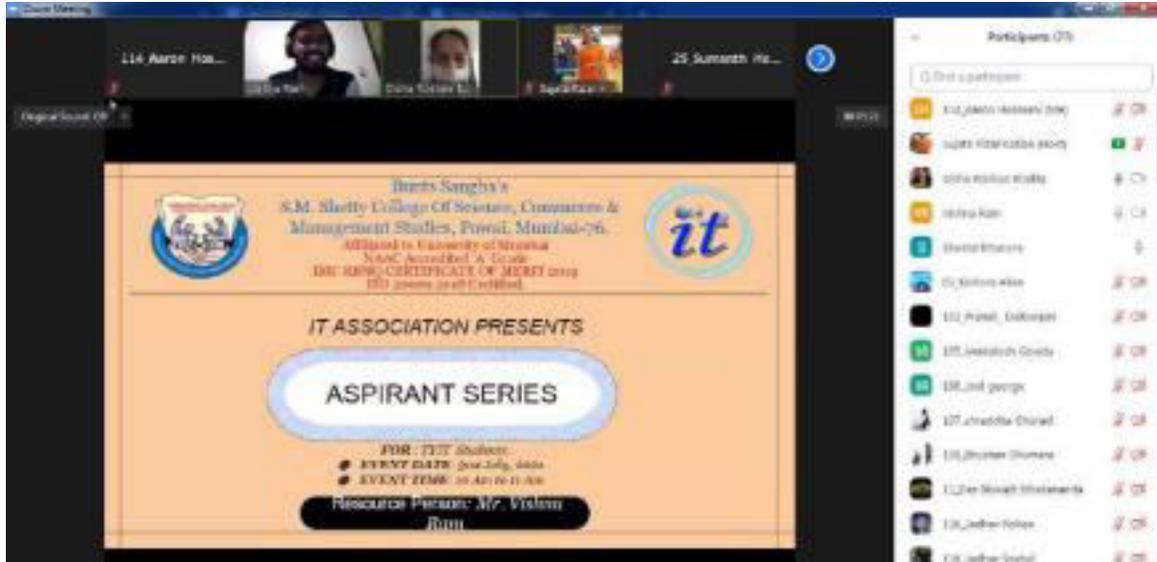
  
**Coordinator**



  
PRINCIPAL

Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076.  
Tel. 022-6132 7352  
Email: college@smshettyinstitute.org

**Bunts Sangha's**  
**S. M. Shetty College of Science, Commerce & Management Studies, Powai**  
**NAAC Accredited 'A' Grade**  
**IMC RBNQ Certificate of Merit 2019**  
**ISO 21001:2018 Certified**



  
**Coordinator**



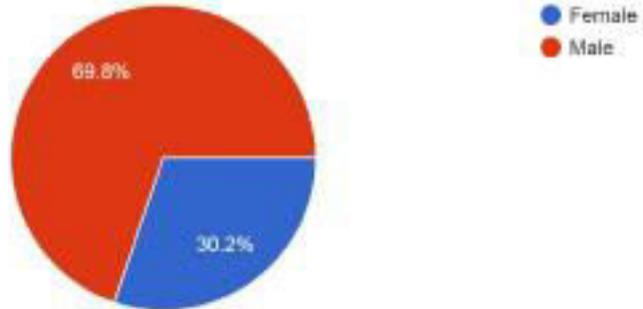
  
**PRINCIPAL**

Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076.  
Tel. 022-6132 7352  
Email: college@smshettyinstitute.org

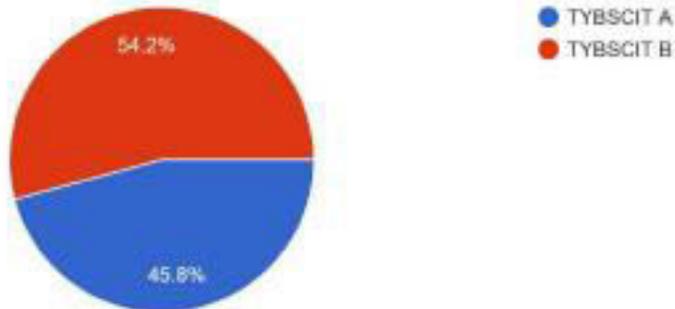


**Bunts Sangha's**  
**S. M. Shetty College of Science, Commerce & Management Studies, Powai**  
**NAAC Accredited 'A' Grade**  
**IMC RBNQ Certificate of Merit 2019**  
**ISO 21001:2018 Certified**  
**Feedback Analysis – Aspirants Session I**

Gender  
95 responses



Class  
95 responses



  
**Coordinator**



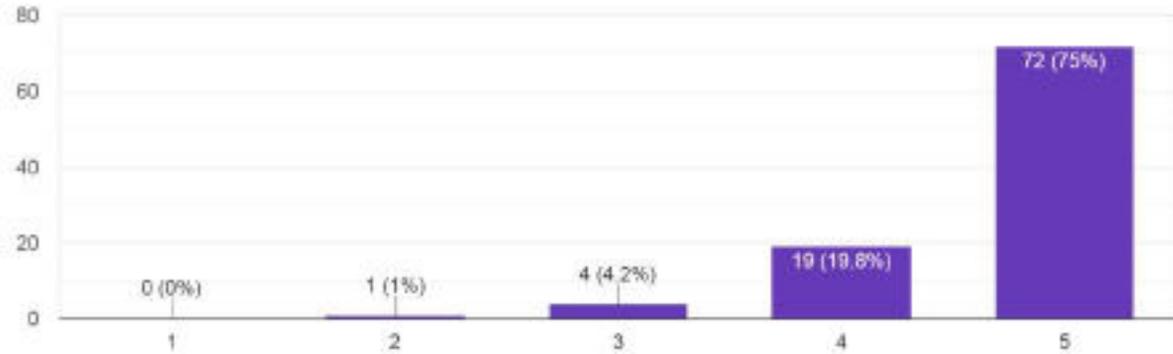
  
PRINCIPAL

Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076.  
Tel. 022-6132 7352  
Email: college@smshettyinstitute.org

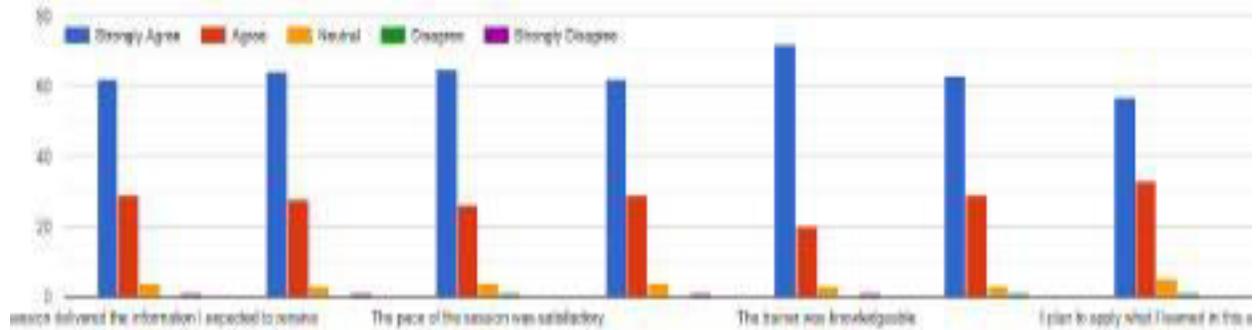
**Bunts Sangha's**  
**S. M. Shetty College of Science, Commerce & Management Studies, Powai**  
 NAAC Accredited 'A' Grade  
 IMC RBNQ Certificate of Merit 2019  
 ISO 21001:2018 Certified

How helpful was the session for you?

96 responses



Please rate your satisfaction with the content of the session by indicating your level of agreement or disagreement with each of the following statements.



*Tushar*  
**Coordinator**



*[Signature]*  
 PRINCIPAL

Bunts Sangha's S.M. Shetty College  
 of Science, Commerce & Management Studies  
 Powai, Mumbai-400 076.  
 Tel. 022-6132 7352  
 Email: college@smshettyinstitute.org

Any Suggestions

55 responses

Awesome
Good
Need more sessions for job guidance
Nice
It's excellent
this was a nice session
Very helpful session
Need more sessions like this session
Conduct more sessions like this.

**Action Taken Report – Aspirant Session I**

  
**Coordinator**



  
PRINCIPAL

Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076.  
Tel. 022-6132 7352  
Email: college@smshettyinstitute.org

**Bunts Sangha's**  
**S. M. Shetty College of Science, Commerce & Management Studies, Powai**  
**NAAC Accredited 'A' Grade**  
**IMC RBNQ Certificate of Merit 2019**  
**ISO 21001:2018 Certified**

Action taken by IT Association for the feedback provided in Aspirant Session I by  
the students.

<b>DATE</b>	<b>FEEDBACK</b>	<b>ACTION TAKEN</b>
31 <sup>st</sup> July 2021	Students want more such sessions in future Students were happy to attend this session Students appreciated the session	IT Association will conduct more such events in future

**Report**

  
**Coordinator**



  
PRINCIPAL

Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076.  
Tel. 022-6132 7352  
Email: college@smshettyinstitute.org

**Bunts Sangha's**  
**S. M. Shetty College of Science, Commerce & Management Studies, Powai**  
**NAAC Accredited 'A' Grade**  
**IMC RBNQ Certificate of Merit 2019**  
**ISO 21001:2018 Certified**

**Event: Aspirant Session**

**Date: 31<sup>st</sup> July 2021**

**Objective:** The Alumni guiding the TY students.

**Highlights:** The session took place on Zoom meet. All the TYIT students were present for the session. Our Alumni Mr. Vishnu Ram shared his post-graduation journey with the students of how some decisions he made changed his life completely in a positive manner. Lastly, the session was concluded with a vote of thanks by Prof. Dish Bhakta.



**Coordinator**



PRINCIPAL

Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076.  
Tel. 022-6132 7352  
Email: college@smshettyinstitute.org