

**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**  
**Avishkar and E-waste Management Session Approval Form 2020-21**

Department: Students of SYIT and TYIT

Program: Webinar on Avishkar and E-waste Management

Objectives: To create awareness among students about platform for research paperwork and about the facilities provided by the college for e-waste disposal and its after effects of improper disposal.

Need: To inculcate or impart in the minds of the attendees the importance of research and the problem of E waste which is unknown to most of the people.

Content: Avishkar: Discussion on the ideas and the fields in which individuals can perform research and contribute something valuable in the respective field.

E-waste management: Discourse on the contribution of India in handling the e-waste and ways to eradicate the problem of negligence and inculcate proper e-waste management significance.

Date: 30<sup>th</sup> June, 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

- 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.



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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.

**Poster-Avishkar**



**Coordinator**



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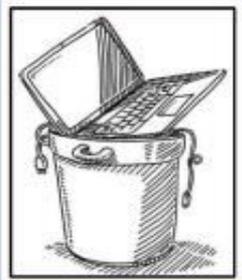
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Management Studies, Powai, Mumbai-76.



*IT ASSOCIATION PRESENTS*



Avishkar  
And  
E-Waste management  
club orientation

*EVENT DATE: 30th June, 2021*  
*EVENT TIME: 12:10 pm*  
Resource Person: Asst. Prof. Sujata Rizal Kotian  
{ Department of IT }

**Message**

Hello Everyone!

  
**Coordinator**

  
  
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Warm Greetings from the  
**THE IT ASSOCIATION**

of

Bunts Sangha's S.M.Shetty College of Science, Commerce & Management Studies (Affiliated to  
University of Mumbai), Powai, Mumbai

We are conducting Avishkar and E-Waste Orientation Session

•**For:** SYIT & TYIT

•**Date:** 30th June, 2021

•**Time:** 12:10 PM.

•**Venue:** Zoom Platform

•**Resource Person:** Asst. Prof. Sujata Rizal Kotian - Department of IT

• **Zoom Link:**

<https://us02web.zoom.us/j/89274404957?pwd=OGZzOGJLM29EZGV1emVPM3dSVlZPZz09>

**Meeting ID:** 892 7440 4957

**Passcode:** SMSAVISH

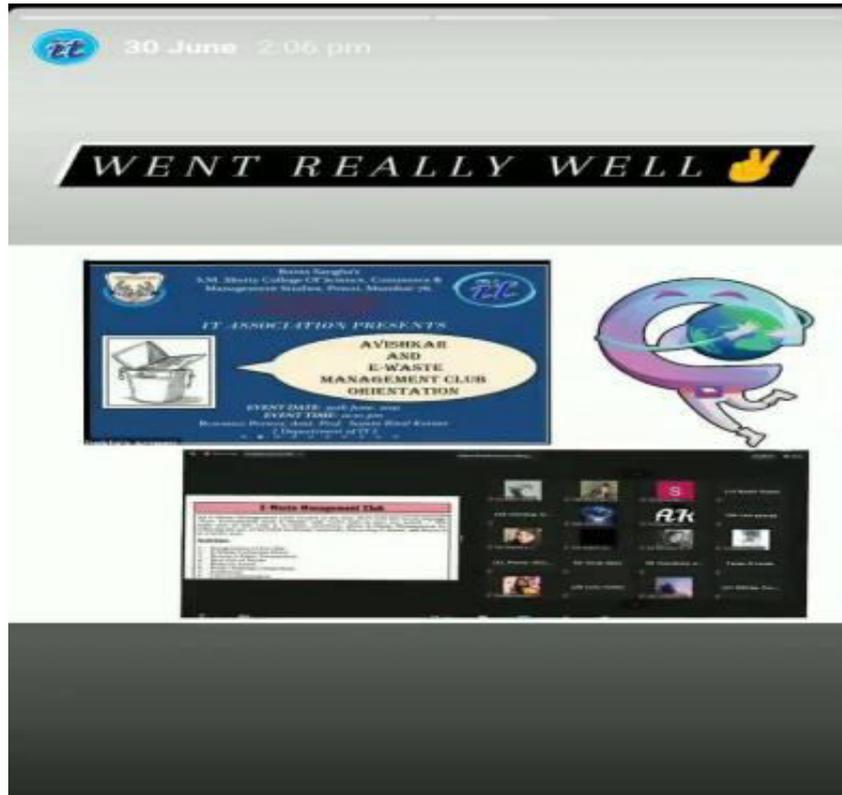
**Instagram:**

  
**Coordinator**



  
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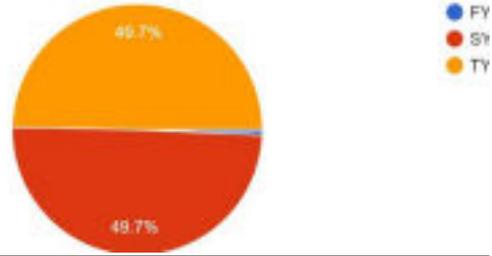
**Feedback Analysis – Avishkar and E-Waste Management orientation**

  
Coordinator

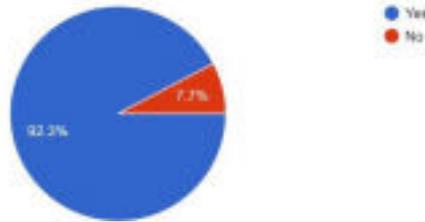
  
  
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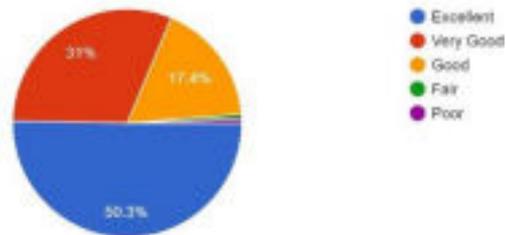
Which year?  
155 responses



Was the time suitable for you to attend the orientation?  
155 responses



Overall Organisation of the orientation?  
155 responses



  
**Coordinator**



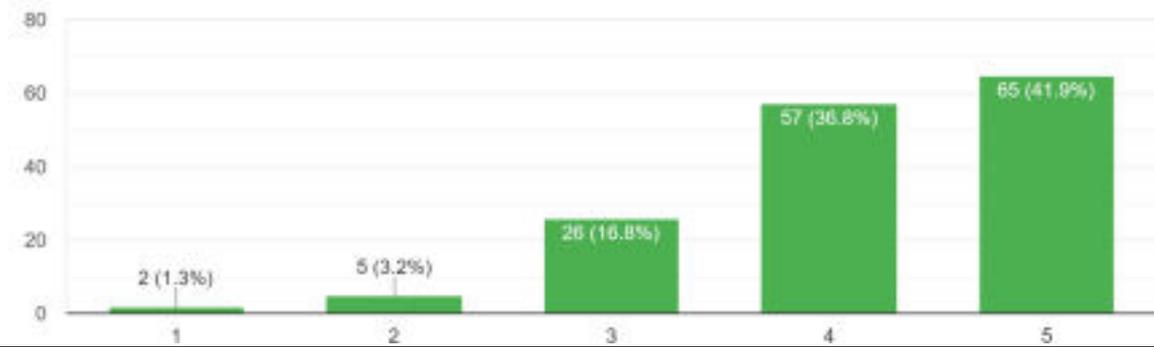
  
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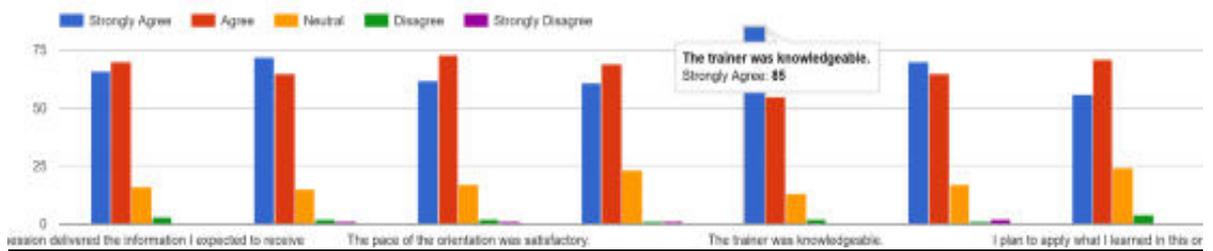
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How helpful was the orientation for you?

155 responses

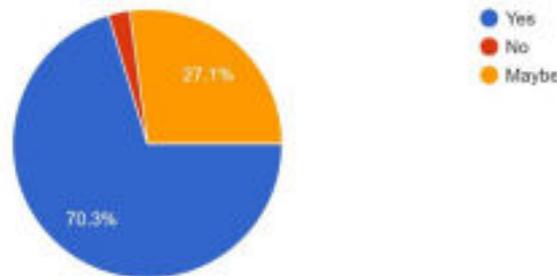


Please rate your satisfaction with the content of the orientation by indicating your level of agreement or disagreement with each of the following statements.



Would you like to attend more such events?

155 responses



*Ushar*  
**Coordinator**



*Shetty*  
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**Action Taken Report – Avishkar and E-waste Orientation**

Action taken by IT Association for the feedback provided in Avishkar and E-waste Orientation by the students.

DATE	Feedback Received	Action Taken
30 <sup>th</sup> June 2021	Students want more such sessions in future.  Students were happy to attends this session.  Students appreciated the session.	IT Association will conduct more such sessions.

**Report**

  
**Coordinator**

  
  
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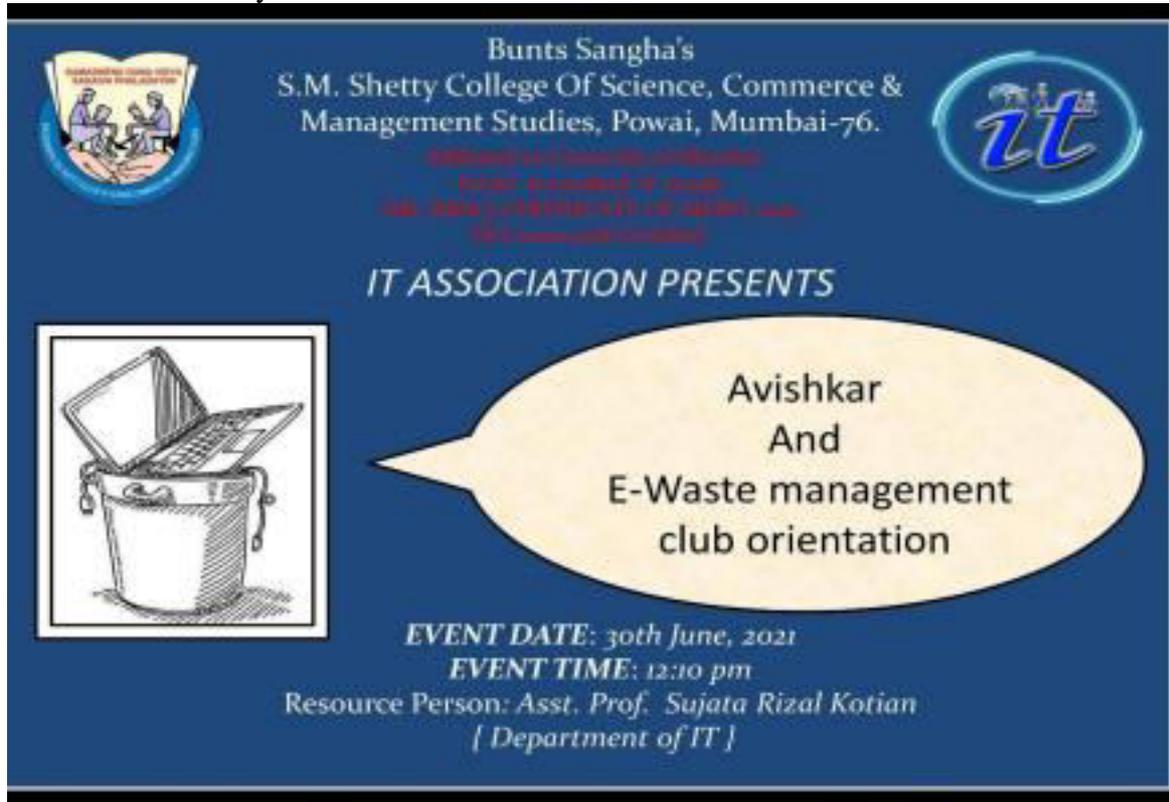
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**Event: Avishkar and E-Waste Orientation Session**

**Date:** 30<sup>th</sup> June, 2021

**Objective:** This event was an informative session for Avishkar and E-Waste Management

**Highlights:** The event took place on a Zoom meeting in collaboration with the IT association of the college, with around 160 participants from the college. The Resource person for the session was Ass. Prof. Sujata Rizal Kotian from the IT Department. In the first half of the session, information about Avishkar and how it is the best platform for presenting Research paperwork of any category was given to the students. Next half of the session was followed by E-Waste Management Session. In this, students were made aware of the facilities provided by the college for E-waste disposal and the after-effects of improper disposal of e-waste. In the end, queries of students were answered. The session was concluded with the Vote of Thanks given by Ass. Prof. Raveena Shetty.



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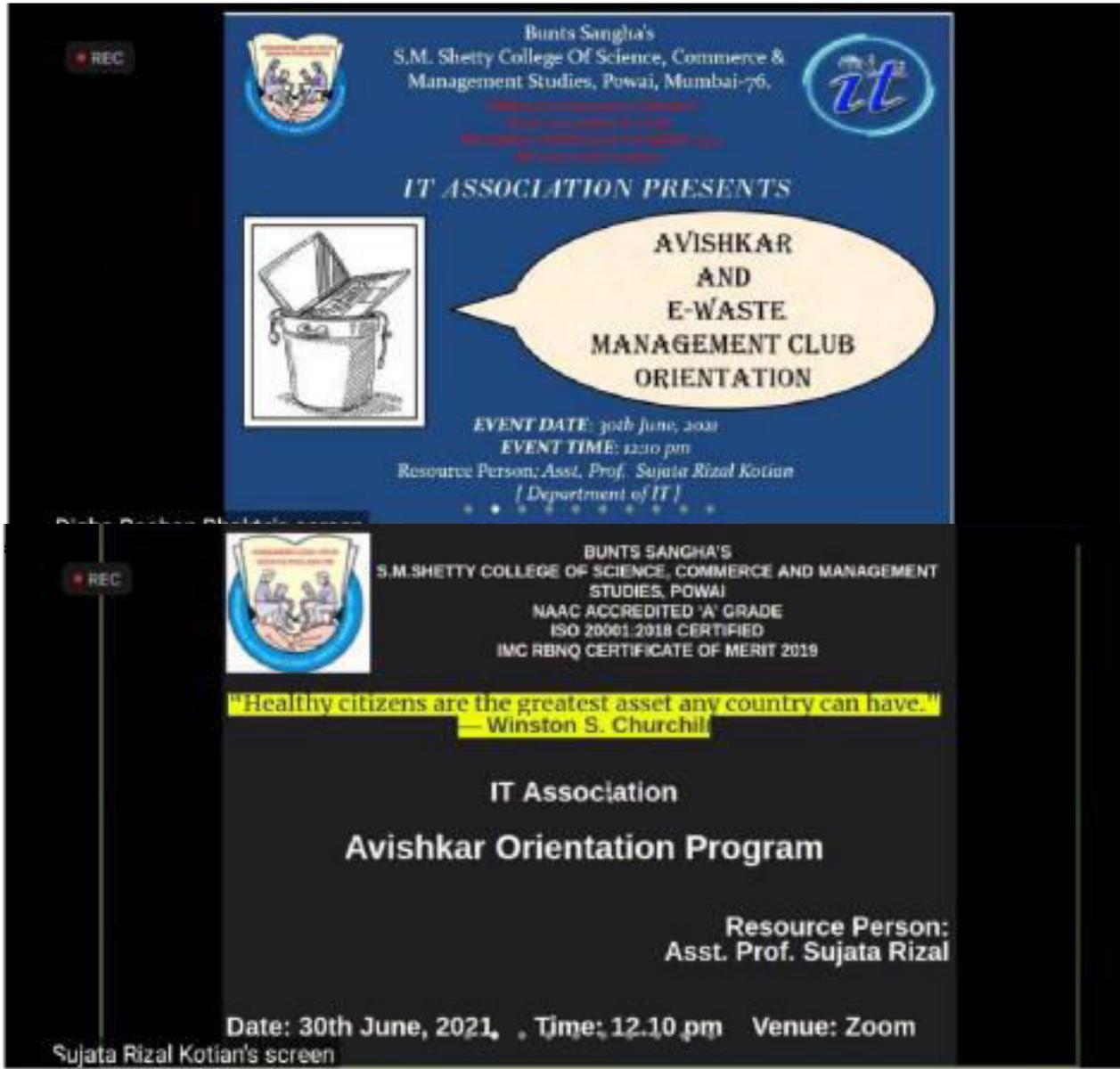
*EVENT DATE: 30th June, 2021*  
*EVENT TIME: 12:30 pm*  
Resource Person: Asst. Prof. Sujata Rizal Kotian  
[ Department of IT ]

**Images- Avishkar**

  
**Coordinator**

  
  
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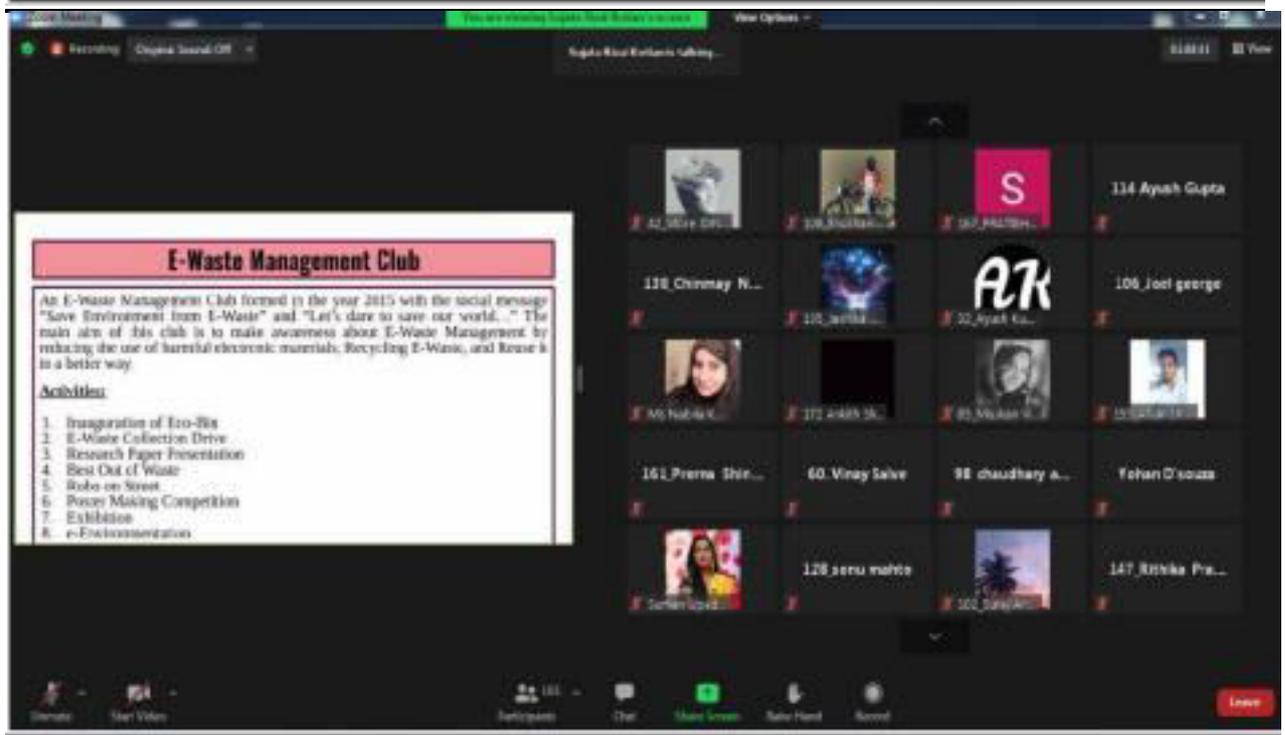
The image shows a Zoom meeting slide with a blue background. At the top left, there is a 'REC' icon. The slide features the college's logo on the left and the IT Association logo on the right. The main text reads: 'Bunts Sangha's S.M. Shetty College Of Science, Commerce & Management Studies, Powai, Mumbai-76.' Below this, it says 'IT ASSOCIATION PRESENTS' followed by 'AVISHKAR AND E-WASTE MANAGEMENT CLUB ORIENTATION'. An illustration of a laptop in a trash bin is shown. The event details are: 'EVENT DATE: 30th June, 2021', 'EVENT TIME: 12:10 pm', and 'Resource Person: Asst. Prof. Sujata Rizal Kotian [Department of IT]'. A quote by Winston S. Churchill is highlighted in yellow: 'Healthy citizens are the greatest asset any country can have.' The bottom of the slide lists 'IT Association', 'Avishkar Orientation Program', 'Resource Person: Asst. Prof. Sujata Rizal', and 'Date: 30th June, 2021, Time: 12.10 pm Venue: Zoom'. A 'REC' icon is also present at the top left of the slide.

  
**Coordinator**



  
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*Tushar*  
 Coordinator

  
  
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