

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

Date: 07-07-20

This is to inform all the teachers of B. Com department that a meeting is convened over Zoom on the 8th of July, 2020 at 8.15 PM. All are requested to attain the same.

Agenda of the meeting-

1. Teachers will call students and parents of TY B.Com and SY B.COM regarding the fees payment for second year and third year.
2. Fees breakup



Coordinator and Vice principal

Bunts Sangha's

S M Shetty College of Science, Commerce and Management Studies, Powai





B.Com Department

Minutes of the Meeting

B.Com departmental meeting was held on 8th July, 2020 on Zoom at 8:15 pm. Issues discussed are as follows:

1. It was decided that teachers will call students and parents of TY B.Com and SY B.COM regarding the fees payment for second year and third year. This process has to be carried out quickly as College needs to send the students' data to the University.
2. Teachers were informed that Students with financial problem can be given the option of paying fees in the installment with 1st installment being Rs 5000 + Rs100 = Rs 5100
3. Teachers were told to inform students that if needed, college can provide extra one month for the payment for previous year.
4. In the case of minority student, teachers have to report the case to Asha Mam

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	
Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Ms. Vijay Vishwakarma - SY B.Com Class Incharge	

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

B.Com Department

Notice

Date: 16-07-20

This is to inform all the teachers of B. Com department that a meeting is convened over Zoom on 17th July, 2020 on Zoom at 1:00 pm. All are requested to attend the same.

Agenda of the meeting:

1. Faculty Ms Richa Sharma Mam was welcomed and oriented about the college and B.COM department.
2. Discussion regarding department magazine.
3. Teachers need to maintain online Work diary and enter details of lectures taken daily. Details to be included: date, time, topics taught, no. of students attending the lecture
4. For upcoming events of B.COM department, teachers need to search and suggest relevant certificate course for students with minimum 30hours duration.
5. TY teachers need to segregate students under IT/export specialization as soon as possible.



Coordinator and Vice principal

Bunts Sangha's

S M Shetty College of Science, Commerce and Management Studies, Powai


B.Com Department





Minutes of the Meeting

B.Com departmental meeting was held on 17th July, 2020 on Zoom at 1:00 pm. Issues discussed are as follows:

1. New B.COM Faculty Ms Richa Sharma Mam was welcomed and oriented about the college and B.COM department
2. It was decided that John sir will prepare the magazine draft for the Commerce Department magazine and departmental teachers can send their articles to John sir to be included in the magazine.
3. Teachers were instructed to maintain online Work diary and enter details of lectures taken daily. Details to be included: date, time, topics taught, no. of students attending the lecture
4. Teachers were also informed that from Monday onwards Principal Sir will visit the online lectures so the zoom link has to be provided by the teachers in the class groups timely.
5. For upcoming events of B.COM department, teachers were asked to search and suggest relevant certificate course for students with minimum 30hours duration.
6. Teachers were instructed to update the details regarding remaining SY TY as soon as possible.
7. TY teachers were instructed to segregate students under IT/export specialization as soon as possible.

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	

Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Ms. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Richa Sharma - SY B.Com A Class Incharge	

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

Notice

Date: 31-07-20

This is to inform all the teachers of B.Com departmental meeting was held on 1st August, 2020 on Zoom at 12:30 pm. All are requested to attain the same.

Agenda of the meeting-

1. Teachers need to call Students for FY ADMISSION
2. Teachers have to view and verify the college form and University form filled by the students before calling them
3. Teachers needs to maintain their work diary and submit the same by 4:00PM on every Saturday.
4. Conduct the online tests for SY B.COM and TY B.COM classes after every 15 days so as to impose the seriousness of classes on students and to gradually prepare them for the exams.
5. A video has to be created for B.Com department which should ne uploaded on the college website.



Coordinator and Vice principal

Bunts Sangha's

S M Shetty College of Science, Commerce and Management Studies, Powai


B.Com Department





Minute of the Meeting

B.Com departmental meeting was held on 1st August, 2020 on Zoom at 12:30 pm. Issues discussed are as follows:

- Teachers were instructed to call Students for FY ADMISSION
- Teachers have to view and verify the college form and University form filled by the students before calling them
- Teachers were reminded to maintain their work diary and submit the same by 4:00PM on every Saturday.
- It was decided that online tests will be conducted for SY B.COM and TY B.COM classes after every 15 days so as to impose the seriousness of classes on students and to gradually prepare them for the exams.
- It was also resolved that test will be of 30 marks for every subject. Teachers have the liberty to include objective questions and subjective questions as per the need of the subject. Theory subjects. Test will be conducted at 5 pm every day for 6 days. Test of one subject per day will be conducted.
- A video has to be created for B.Com department which should ne uploaded on the college website.
- Teachers were reminded to search for a Certificate Course for B.COM Department.
- It was also resolved that for the month of July, class in-charges of SY B.COM and TY B.COM will collect the attendance of students and same will be communicated to the students.

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	

Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Ms. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Richa Sharma - SY B.Com A Class Incharge	

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

B.Com Department

Notice

Date: 01-09-20

This is to inform all the teachers of B.Com departmental meeting was held on 3rd September, 2020 on Zoom at 7:00pm. All are requested to attend the same.

Agenda of the meeting-

1. New B.COM Faculty Ms Taqdis Pawle and Ms. Debbie James were welcomed and oriented about the college and B.COM department
2. Teachers need to be informed about the FYB.COM orientation meeting to be held on 4th September 2020.



Coordinator and Vice principal

Bunts Sangha's

S M Shetty College of Science, Commerce and Management Studies, Powai








B.Com Department

Minute of the Meeting

B.Com departmental meeting was held on 3rd September, 2020 on Zoom at 7:00pm. Issues discussed are as follows:

3. New B.COM Faculty Ms Taqdis Pawle and Ms. Debbie James were welcomed and oriented about the college and B.COM department
4. Teachers were informed about the FYB.COM orientation meeting to be held on 4th September 2020. Duties were allocated to the teachers for the same
 - a. Mr. John Menezes – Anchoring on the date of the orientation programme, creating Zoom Id for the event and photos during the event
 - b. Ms. Debbie James – deliver Vote of thanks after the orientation and preparing the report for the programme
 - c. Ms. Taqdis Pawle – Handling Q&A session and creating Google form for recoding attendance of students attending the orientation programme
 - d. Ms Richa Shrama and Ms. Prachi Agarwal – Preparing Video of B.Com department to shown during the orientation programme
 - e. Mr Sandesha Shetty – PPT preparation to be shown to the students and partents in during the orientation programme
5. FY BCOM class in-charges were also instructed to segregate FY students into section A & B and prepare an attendance sheet for both the sections by 5TH September

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	
Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Ms. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Richa Sharma - SY B.Com A Class Incharge	
Ms. Taqdis Pawle - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	

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

Date: 06-09-20

This is to inform all the teachers of B.Com Departmental Meeting will be held over Zoom on the **7th of September, 2020 Monday, from 5.30 pm to 6.00 pm.** All are requested to attain the same.

Agenda of the meeting-

1. Briefing of new faculty members
2. Conducting online lectures, attendance and documentation
3. Commencement of Bridge courses and Certificate courses



Coordinator and Vice principal

Bunts Sangha's

S M Shetty College of Science, Commerce and Management Studies, Powai

B.Com Department

Minutes of the Meeting








Discussion:

1. The new faculty were briefed about and also asked to email their work report and also a work diary on an excel sheet by the 12th of September, 2020, and consequently on every Saturday.
2. SY and TY class teachers were asked to collect the summary of the data of preliminary examinations (supporting documents such as question papers, performance evaluation, etc.), for documentation purposes by the 15th of September, 2020.
3. SY and TY class teachers informed that the defaulter's list link has already been sent to the other faculty and it has to now be compiled.
4. Time table has to be sent to our respective classes for each day.
5. Google meet to be used for lecture classes since zoom doesn't allow for more than 100 participants.
6. Bridge course on English, Maths and Accounts to be conducted. Faculty were asked to create a syllabus, Ms. Debbie James was asked to coordinate with BMS Coordinator Ms. Kalpana ma'am, Ms. Taqdis Pawle was requested to find out what courses would be suitable for the students. The courses would be for a minimum of 15 to 20 hours.
7. Certificate courses- encourage class students and find out how many are interested in signing up for them, minimum of 4 courses, with a minimum number of 30 students. Mr. Sandesha Shetty requested the teachers to think about what programs we could have for the students this academic year.

8. Ms. Prachi Agarwal suggested that we could have an orientation program for the B.Com and BAF students about the certificate courses.

The Coordinator summarized and concluded the meeting.

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	
Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Richa Sharma - SY B.Com A Class Incharge	
Ms. Taqdis Pawle - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	

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

B.Com Department

Notice

Date- 08-10-20

B.Com Departmental Meeting was held over Zoom on the **9th of October**, 2020 Friday, from **12.45 pm** onwards. All are requested to attain the same.

Agenda of Meeting:

1. Documents for ISO Audit
2. Online PTA meetings
3. Preliminary exam for SY & TYB.Com
4. Departmental Magazine



Coordinator and Vice principal

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








B.Com Department
Minutes of the Meeting

Discussion:

1. The Coordinator, Mr. Sandesha Shetty appreciated Prachi ma'am, Richa ma'am, Vijay sir and John sir for their support and efforts on the Regular/ ATKT examinations.
2. ISO Audit documents need to be submitted, primarily for the semesters 2, 4 and 6, for January to October, batch of 2019-2020. Documents that need to be submitted are mentoring sessions, bridge course and remedial classes and preliminary examinations attendance.
3. Online PTA meetings to be conducted either on Saturdays or in the evenings, for parents and students together via Google meet for SY & TY BCom students and attendance irregularities to be conveyed.
4. Preliminary exam for SY & TYB.Com to be conducted, with MCQs type. Preliminary timetable to be made for SY & TY for 2020-2021 from the 23rd October to 31st October, tentatively.
5. Bridge course for Math and English, to be conducted at the latest.
6. Departmental magazine- commerce, accounts, business articles and others to be sent by students. 30 to 40 to be collected from all BCom batches. General notice can be sent, original content required.

The Coordinator summarized and concluded the meeting.

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	
Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Richa Sharma - SY B.Com A Class Incharge	
Ms. Taqdis Pawle - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	

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

B.Com Department

Notice

Date-19-12-20

B.Com Departmental Meeting will be held over Zoom on the **21st of December**, Monday, from **3.00 pm** onwards. All are requested to attend the same.

Agenda of Meeting:

1. Foundation Course SEM I and III-Internal Marks
2. Google classroom for FYBCom Sem-I Exam to be created
3. Departmental Magazine articles to be collected
4. Intercollegiate events to be promoted in class
5. Collection and consolidation of all subject marks of Sem III and V regular semester examination & ATKT marksheet
6. Any other matter



Coordinator and Vice principal

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

B.Com Department
Minutes of the Meeting

B.Com Departmental Meeting was held over Zoom on the **21st of December**, Monday, from **3.00 pm** onwards.





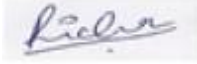


Discussion:

1. Foundation Course SEM I and III internal marks of those students who have received less than 10 marks or have not submitted it, have to be contacted, followed up and examination marks to be submitted by the 24th of December.
2. Work report has to be submitted for the last week of December, mock tests will be conducted. 26th, 28th, 29th and 30th of December- paper setting and scheduling of mock tests and regular semester exams, marks analysis and follow up on weak students.
3. Google classroom for FYBCom has to be ready before the 24th of December and invites to be sent to the students via email and also to subject teachers.
4. Departmental Magazine articles have to be collected from SYBCom and TYBCom students and compiled by the 31st of January.
5. IBS Powai inter-collegiate event which is to take place on the 8th and 9th January and other intercollegiate events has to be promoted in the classes.
6. Class teachers of Sem III and V to collect marks from subject teachers for regular semester examination and put in a consolidated tabular format- Name, Roll No. and Subject wise marks, to track students' performance and find out if there are students who are weak in a particular subject.
7. FYB.Com Preliminary examination marks to be sent to the students and parents.

8. Reference books for 2020-2021 can be suggested that would be useful for B.Com subject students, which will then be conveyed to the library committee.

The Coordinator summarized and concluded the meeting.

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	
Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Richa Sharma - SY B.Com A Class Incharge	
Ms. Taqdis Pawle - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	

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

B.Com Department

Notice

Date-16-02-21

B.Com Departmental Meeting will be held over Zoom on the **17th of February, 2021** Wednesday, from **4.00 pm** onwards. All are requested to attend the same.

Agenda of Meeting:

1. List of the toppers of odd and even semester 2019-20 batch
2. Finmon Fest 20-21
3. Departmental Magazine
4. Certificate course for Equity and Mutual Funds
5. Intercollegiate events to be promoted in class
6. ISO Audit
7. Preliminary examination dates



Coordinator and Vice principal

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

B.Com Department








Minutes of the Meeting

Discussion:

1. Cash prize for toppers to be distributed on annual day for FY, SY, TY 19-20 batch. Both semesters aggregate to be taken and the number of toppers- first, second and third, overall, has to be conveyed to the Principal. FC marks of even semester has to be taken into account.
2. Sandesha sir briefed about the Accountancy and Financial Department Finmon Fest 20-21 which Komal ma'am will be spearheading.
3. Departmental Magazine has to be compiled by the 28th of February.
4. Prachi ma'am said that there are about 60-65 students that have registered for the certificate course for Equity and Mutual Funds.
5. Encouraged the class teachers to urge the students to participate in intercollegiate competitions.
6. Sir also mentioned that the ISO Audit is to happen online this time also.
7. Subject teachers to be informed about the last date for completion of the syllabus.
8. Sir also asked the faculty to discuss and finalize preliminary examination dates; March was duly suggested as an appropriate time to conduct the exams for SY and TY students.

The Coordinator summarized and concluded the meeting.

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	
Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Richa Sharma - SY B.Com A Class Incharge	
Ms. Taqdis Pawle - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	

Bunts Sangha's

S M Shetty College of Science, Commerce and Management Studies, Powai

B.Com Department

Notice

Date- 13-03-2021

This is to inform that B.Com Departmental Meeting will be held over Zoom on the **15th of March, 2021 Monday, at 2.45 PM.**

Agenda of Meeting:

1. Attendance
2. Departmental magazine
3. Syllabus completion
4. Research to be encouraged
5. FY, SY, TY Preliminary examinations date and time



Coordinator and Vice principal

Bunts Sangha's

S M Shetty College of Science, Commerce and Management Studies, Powai

B.Com Department


Minutes of the Meeting







Discussion:

1. Attendance has fallen, meeting to be taken for the students having below 50 percent attendance, by preparing defaulters list from Jan and Feb.
2. Departmental magazine to be finalized within the week.
3. Syllabus of SY and TY has to be completed by April 20th and FY to be completed by April 30th.
4. Students to be motivated for research, or research articles to be written by teachers.
5. FY, SY, TY Preliminary examinations to be conducted from 1st April onwards, timetable to be prepared, 25 questions paper pattern, for 30 minutes, from 5.00 to 5.30 PM, with the signature of Coordinator.

The Coordinator summarized and concluded the meeting.

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	

Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Richa Sharma - SY B.Com A Class Incharge	
Ms. Taqdis Pawle - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	

Bunts Sangha's

S M Shetty College of Science, Commerce and Management Studies, Powai

B.Com Department

Notice

Date- 18-03-21

This is to inform that the B.Com Departmental Meeting will be held over Zoom on the **19th of March, 2021** Friday, from **7.00 to 8.00 PM**. All are requested to attend the same.

Agenda of Meeting:

1. Division of NAAC workload for 19th March, for 5 years (2016-17 onwards to 2020-21)
2. FY, SY, TY Preliminary examinations date and time
3. Avishkar research convention
4. Defaulters meeting
5. FC SEM I ATKT projects
6. ATKT examinations information to be conveyed



Coordinator and Vice principal

Bunts Sangha's

S M Shetty College of Science, Commerce and Management Studies, Powai

B.Com Department

Minutes of the Meeting






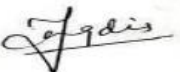
Discussion:

1. Teachers workload, time tables and work diary of SEM I and II of B.Com teachers, ie. subject and class teachers for 5 years, with the statement of completion of syllabus to be collected and scanned by Prachi ma'am. Certificate course documents also to be collected by Prachi ma'am.
2. Attendance records, internal and prelim exam and evaluation records, documents to be printed, scanned, signed, and put in the folder by John sir.
3. FC project work and fieldwork reports, and value added courses (EVS) reports, to be collected by Vijay sir.
4. Departmental SWOC, MoM's syllabus has to be collected by Taqdis ma'am.
5. Letters issued by University to teachers, teaching plan of all subject teachers from the work diary to be taken, and teaching and innovative practices information to be collected by Debbie ma'am.
6. Remedial and bridge course reports to be collected by Richa ma'am.
7. FY, SY, TY Preliminary examinations to be conducted from 1st April onwards, timetable to be prepared, 25 questions paper pattern, for 30 minutes, from 5.00 to 5.30 PM, with the signature of Coordinator.
8. Each class to send a team of 6 students for the Avishkar event, teams to be mentored by class teachers. 26th is the last date for submitting the names.

9. Defaulter students meeting of TYB.Com done on the 19th March, attendance link, recording and screenshot records to be kept. SY meeting to be scheduled for Monday, 21st and FY meeting on Tuesday, 22nd of March.
10. FY FC projects ATKT to be uploaded on a google link and submitted to the class teacher.
11. All teachers to communicate necessary ATKT information to the students.

The Coordinator summarized and concluded the meeting.

Teachers who attended the meeting:

Name	Signature
Mr.. Sandesha Shetty- Vice Principal and B.Com Coordinator	
Mr. John Menezes – TY B.Com A Class Incharge	
Ms. Prachi Agarwal - TY B.Com B Class Incharge	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Richa Sharma - SY B.Com A Class Incharge	
Ms. Taqdis Pawle - FY B.Com A Class Incharge	
Ms. Debbie James - FY B.Com B Class Incharge	