

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

B.Com Department

Notice

Date: 20-06-22

This is to inform all the teachers of B. Com department that a meeting is convened in conference room on the **24th of June, 2022** Friday, at **8.30 to 10.00 AM**. All are requested to attain the same.

Agenda of Meeting:

1. SY and TY result analysis completion announced.
2. Toppers list (top 10 students)
3. After every unit completion teacher will take unit test.
4. 2021-2022 CO & PO to be uploaded in drive.
5. 2021-2022 mentoring forms to be uploaded in drive.
6. Attendance pattern was discussed.
7. To follow up with SY and TY students who have not secured admission.



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 **24th of June, 2022** Friday, at **8.30 to 10.00 PM.**

Discussion:

1. Meeting started with announcing SY & TY result analysis procedure is completed.
2. Faculties have to finalize the toppers list, (to finalize top 10 students) was been decided.
3. From the new academic year 2022-2023, after completion of every unit every subject faculty will take unit test. Print question paper for students and marks have to be included in CO & PO mapping. The test has to be of 20marks each. The test has to be conducted during lecture hours. Students will be either seated with different section students or different set of question papers will be circulated to the students. CO & PO mapping has to be done as per the drive format, after every test is conducted class teachers have to check if every subject teacher has conducted the test or not along with the CO & PO mapping.
4. Last academic years (2021-2022) mentoring forms to be uploaded in drive as per the given format was told by the coordinator to all the class mentors.
5. For the current academic year (2022-2023) how the attendance pattern has to be was been discussed.
6. Faculties were told to follow up with the students who have not taken their admissions in SY & TY due to any technical or personal reasons.
7. Enrollment procedure was discussed for FY students (2022-2023), what all documentation is required for the admission was told to the faculties that is university pre admission form, college pre admission form, photocopy of 10th mark sheet, original and photocopy of 12th marksheet, photocopy of 12th leaving certificate, photocopy of Aadhar card, gap certificate (if applicable only), photocopy of affidavit-minority(if applicable only). Also to contact those students who have not filled the college pre admission form, to ask them to fill before the admission procedure begins.
8. Faculties were told to think for capsule activities to be conducted in class during lecture






hours, to enhance active participation and interest amongst students and to create a healthy rapport between the students and faculties.

9. The current year's academic activities and certificate course have to be discussed along with the concerned faculties.

10. A new program called Buddy Shaala- Where students can share thoughts (eg. business ideas) to be introduced amongst students of all section (FY, SY & TY) was been discussed at the end of the meeting by the faculties.

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	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Adya Bharti-SY B.Com B Class Incharge	
Ms. Siddhi Khamkar-FY B.Com Class Incharge	

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

Notice

Date: 11-07-22

This is to inform all the teachers of B. Com department that a meeting is convened in conference room on the **16th of July, 2022** Saturday, at **12:30 pm**. All are requested to attend the same.

Agenda of the Meeting:

1. FYB.Com official whatsapp group to be created.
2. Talent hunt participation to be promoted in SY&TY classes.
3. Attendance has to promoted in SY &TY classes.
4. Buddy Shaala: An initiative to unleash the talent of B.Com students.
5. Unit test for SY&TY students to be conducted.
6. Certificate courses from Swayam has to be promoted.
7. Promote sports and cultural activities among students.
8. FYB.Com orientation-Deeksharambh.



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






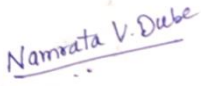
B.Com Departmental Meeting was held in the conference room on the **16th of July, 2022** Saturday, at **12.30 pm.**

Discussion:

1. As the new academic year begins for the FYB.Com students, to keep them informed and to be connected with the students WhatsApp group shall be created by respective class teachers for their own respective class division.
2. SY & TY class teachers were asked to motivate their class students for talent hunt and also to collect data for the same. FY class teachers have to do the same once their lectures begin.
3. SY&TY class teachers were asked to remind and discuss importance of attendance to their students, that 75% attendance is compulsory.
4. Teachers were asked to start Buddy Shala activities (Knowledge sharing sessions by current students).
5. Teachers were asked to start the promotion of Swayam portal to the students for certificate courses and other seminars.
6. SY & TY teachers were also asked to promote sports and cultural activities to their class students, teachers shall motivate students to participate in various activities. FY teachers shall promote once their regular lectures begin.
7. As the last date for FYBCom admission was 16th July 2022 for the academic year (2022-2023) orientation for FYBCom students 'Deeksharambh' is scheduled on 21st, 22nd and 23rd July 2022.

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	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms.Adya Bharti-SY B.Com B Class Incharge	
Ms.Siddhi Khamkar-FY B.Com A Class Incharge	
Mrs.Namrata Dube-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: 01-08-22

This is to inform all the teachers of B. Com department that a meeting is convened in conference room on the **3rd of August, 2022** Wednesday, at **12:15 PM**.

All are requested to attend the same.

Agenda of the Meeting:

1. Certificate courses. (Digital Marketing & ECRM and Research Methodology)
2. Attendance defaulters .(FY,SY&TY B.Com)
3. FY teachers to appoint CR, ACR,CL & SR.
4. SY&TY PTA meeting.
5. FYB.Com fresher's day.
6. Academic Calendar updation.



Coordinator and Vice principal

Bunts Sangha's

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B.Com Department

Minutes of the Meeting






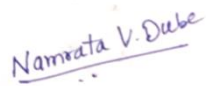

B.Com Departmental Meeting was held in the conference room on the **3rd of August, 2022** Wednesday, at **12.15pm.**

Discussion:

1. The convenor of certificate course on digital marketing & ECRM, Prof. Adya Bharati has updated the team about the course details.
2. The convenor of certificate course on Research Methodology, Dr. Vijay Vishwakarma has updated the team about the course details.
3. Tally ERP-9 & GST, Import and Export certificate courses are to be conducted in second half.
4. FY,SY & TY teachers have to promote certificate courses in their respective classes.
5. FY,SY&TY teachers have to submit defaulter list for the month of July.
6. FY teachers were told to appoint CR, ACR, CL&SR for their respective classes.
7. PTA meeting to be conducted for SY&TY classes on 6th August 2022, SYB.Com to be scheduled at 10:00 am onwards and TY to be scheduled at 11:00 am onwards.
8. PTA meeting for FY classes to be conducted in the month of September 2022.
9. FY freshers day to be organized tentatively on 27th August 2022.
10. Teachers were asked to check academic calendar, and update the events by the end of this week.

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	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms.Adyia Bharti-SY B.Com B Class Incharge	
Ms.Siddhi Khamkar-FY B.Com A Class Incharge	
Mrs.Namrata Dube-FY B.Com B Class Incharge	
Mrs.Priya Nadar -TY B.Com B Class Incharge	

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

Notice

Date: 03-09-2022

This is to inform all the teachers of the B. Com department that a meeting is convened in the conference room on the **7th of September, 2022** Wednesday, at **12:00 PM.**

All are requested to attend the same.

Agenda of the Meeting:

1. Update records (Alumni diaries, certificate courses, FYB.COM freshers report, orientation report)
2. FYB.Com first year PTA meet.
3. Buddy shaala to start
4. Question paper, answer key and blooms taxonomy discussion.
5. TYB.Com CO PO attainment.
6. To encourage students to participate in sports.



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






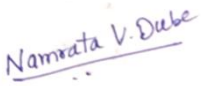

B.Com Departmental Meeting was held in the conference room on the **7th of September, 2022** Wednesday, at **12.00pm.**

Discussion:

1. Coordinator CS Sandesha Shetty Sir conveyed the respective faculties of the pending records like alumni diaries, certificate courses, FYBCOM freshers report and orientation report to submit in upcoming week.
2. FYB.Com (A&B) first parent teacher meeting to be conducted on Saturday, 17th September 2022 at 10:30 am in their respective classrooms FYB.Com (A)-605 and FYB.Com (B)-601
3. Prof. Namrata Dube has to submit FYB.Com freshers day report.
4. Prof.Priya Nadar has to submit TYB.Com orientation- report.
5. Buddyshala to start in respective classes from next week, reports, attendance and photograph to be uploaded in the respective folder in drive.
6. Question paper, answer key, blooms taxonomy to be submitted to Prof.Namrata Dube by the class teachers after the collection from respective subject teachers.
7. CO PO attainment for TYB.Com to be done by Prof.Priya Nadar.
8. Every class teacher has to discuss about sports enrollment in their respective classes and encourage students to participate.

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	
Mr. Vijay Vishwakarma - SY B.Com B Class Incharge	
Ms. Adya Bharti - SY B.Com B Class Incharge	
Ms. Siddhi Khamkar - FY B.Com A Class Incharge	
Mrs. Namrata Dube - FY B.Com B Class Incharge	
Mrs. Priya Nadar - TY B.Com B Class Incharge	

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

B.Com Department

Notice

Date: 06-01-23

This is to inform all the teachers of B. Com department that a meeting is convened in conference room on the **10th of January, 2023** Tuesday, at **12:00 PM**.

All are requested to attend the same.

Agenda of the Meeting:

1. Sports Day discussion which is going to be held on -17th January.
2. Certificate courses
 - (i) Digital Marketing
 - (ii) Tally and GST
 - (iii) Research Methodology
3. Online awareness programme discussion.
4. FY B.Com Sem-1, moderation discussion.
5. ABC- Academic Bank Credit follow up.
6. Industrial visit discussion.
7. FY. B.Com picnic discussion.
8. Cultural programme participation.
9. Alumini diaries
10. To encourage students for Buddy Shala
11. Result Analysis of all classes.
12. NAAC interaction with students
13. Student attendance follow up.

14. PTA meet dates to finalize for all classes.
15. Class teachers to ask students should check their college email id regularly.
16. Activities documentation completion.
17. Departmental fest.

A handwritten signature in blue ink, appearing to be 'A. S. S.', with a long horizontal flourish extending to the right.

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





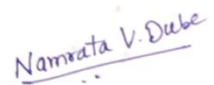
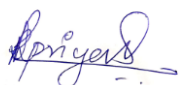
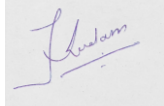
B.Com Departmental Meeting was held in the conference room on the **10th of January, 2023** Tuesday, at **12:00 PM**.

Discussion:

1. Teachers were asked to encourage students to participate in the upcoming sports day and events which going to be held on 17th January 2023.
2. Certificate courses discussion that is three certificate courses to be conducted by respective certificate Course Incharges.
 - (i) Tally and GST certificate course to be conducted by Prof. John Menezes the course duration would be- 50-60 hours.
 - (ii) Research Methodology certificate course to be conducted by Prof. Priya Nadar dates are yet to be decided, the course duration would be-30 hours
 - (iii) Digital Marketing certificate course to be conducted by Dr.Vjay Vishwakarma the course duration would be 30 hours.
3. TY B.Com class teachers were told to encourage students for online awareness programme which is going to be conducted and also inform students that it would be free of cost.
4. FY B.Com class teachers were informed about moderation schedule.
5. Teachers were asked to update the ABC (Academic Bank Credit) status and also follow up with the students who have not completed the process yet. Students had to be given a deadline of coming Saturday that is 14.01.2023.
6. SY and TY class teachers were asked that how many students have paid for IV and to ask those students to fill the form.
7. FY class teachers were told that FY B.Com students would be taken for one day picnic.
8. Class teachers were told to encourage students to participate in Cultural activities.
9. Prof. John Menezes was told to update status of Alumini Diaries.
10. Class teachers were told to encourage and take initiative for Buddy Shala session.
11. Result Analysis shall be prepared for SY B.Com by 13.01.2023 tentatively.
12. Class teachers were told to select 60% students for NAAC interaction (SSS- Student Satisfaction Survey)
13. Class teachers were told to observe students attendance and ask them to attend lectures regularly and give them strict instructions.
14. PTA meeting dates to be decided by class teachers.
15. Class teachers should ask students to check their college email id regularly.
16. Respective teachers were told to complete their documentation for respective activities.
17. Prof. Siddhi Khamkar was made the in charge of departmental fest.

The Coordinator summarized and concluded the meeting.

Teachers who attended the meeting:

Name	Signature
CS. Sandesha Shetty- Vice Principal and B.Com Coordinator	
Mr. John Menezes – TY B.Com (A) Class Incharge	
Dr. Vijay Vishwakarma - SY B.Com (B) Class Incharge	
Ms.Siddhi Khamkar-FY B.Com (A) Class Incharge	
Mrs.Namrata Dube-FY B.Com (B) Class Incharge	
Mrs.Priya Nadar -TY B.Com (B) Class Incharge	
Mr.Jay Kadam-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: 04-02-23

This is to inform all the teachers of B. Com department that a meeting is convened in conference room on the **7th of February 2023** Tuesday, at **12:15 PM**.

All are requested to attend the same.

Agenda of the Meeting:

1. Departmental fest discussion.
2. Certificate courses discussion
3. Arthlekh-department magazine discussion.
4. Industrial Visit update
5. Buddy Shaala
6. Department documentation discussion.



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





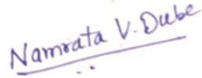

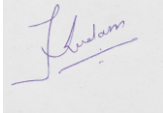
B.Com Departmental Meeting was held in the conference room on the **7th of February, 2023** Tuesday, at **12:15 PM**.

Discussion:

1. Update from teachers was taken for their respective events for Finmon Fest. Student incharges were made for particular task for the fest.
2. Certificate courses discussion: that is two certificate courses to be conducted by respective professors.
 - (i) Tally ERP-9 and GST certificate course to be conducted by Prof. John Menezes the course duration would be- 50-60 hours.
 - (ii) Research Methodology certificate course to be conducted by Prof. Priya Nadar the course duration would be 30 hours
3. Articles to be collected for department magazine 'Arthlekh' and to prepare the first draft.
4. SY and TY class teachers were asked that how many students have paid for IV and to ask those students to fill the form.
5. Class teachers were told to encourage and take initiative for Buddy Shaala.
6. Respective teachers were told to complete their documentation for respective activities.

The Coordinator summarized and concluded the meeting.

Teachers who attended the meeting:

Name	Signature
CS Sandesha Shetty- Vice Principal and B.Com Coordinator	
Mr. John Menezes – TY B.Com (A) Class Incharge	
Dr. Vijay Vishwakarma - SY B.Com (B) Class Incharge	
Ms.Siddhi Khamkar-FY B.Com (A) Class Incharge	
Mrs.Namrata Dube-FY B.Com (B) Class Incharge	
Mrs.Priya Nadar -TY B.Com (B) Class Incharge	
Mr.Jay Kadam-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: 16-02-23

This is to inform all the teachers of B. Com department that a meeting is convened in conference room on the **22nd of February, 2023** Tuesday, at **12:00 PM**.

All are requested to attain the same.

Agenda of the Meeting:

1. ATKT Exam
2. Industrial Visit discussion
3. Matrubhasha diwas celebrations
4. Certificate courses updates
5. Arthlekh discussion
6. Revised schedule for fest
7. Sem-1 & Sem-3 Marksheet distribution
8. Attendance Defaulters
9. Department PPT of respective class teacher
10. Prelim exam discussion for FY, SY & TY
11. Picnic for FYBCOM students.
12. BSE Visit for TYBCOM students.
13. RBI Visit for SYBCOM students.



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





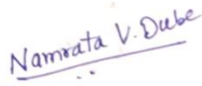

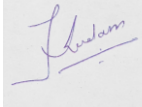
B.Com Departmental Meeting was held in the conference room on the **22nd of February, 2023** Tuesday, at **12:00 PM**.

Discussion:

1. To remind students about ATKT exams.
2. SYBCOM and TYBCOM class teachers were told to give the count of how many students have confirmed for IV.
3. As the department received Tulu and Kannada language so based on that department performance was decided for Matrubhasha Diwas.
4. Certificate courses discussion that is two certificate courses to be conducted by respective professors.
 - (i) Tally and GST certificate course to be conducted by Prof. John Menezes the course duration would be- 50-60 hours.
 - (ii) Research Methodology certificate course to be conducted by Prof. Priya Nadar the course duration would be-30 hours.
5. Arthlekh first draft would be ready by the end of this month.
6. Finmon Fest schedule was revised as follows:
 - a. Offline events would be conducted on 28th of February.
 - b. Online events would be conducted on 1st of March.
 - c. Prize distribution would be conducted on 2nd of March.
7. Class teachers were told to get done with marksheet distribution of their respective classes.
8. Class teachers were told to create a notice with the names of those students who are very irregular to college and state in the notice that these students would not be getting their hall tickets for semester 2 if they don't improve their attendance.
9. Class teachers were told to start preparing their class presentations.
10. It was decided to conduct prelim exam of every class respectively-
 - TY-13th to 18th March, 2023
 - SY-13th to 20th March, 2023
 - FY-21st to 28th March, 2023
 - Total marks:50
 - Hours:1 hour 30 mins
 - Timing: 10:30am – 12 Noon
 - Prepare 1 set for each subject.
11. FY class teachers were told that FY students would be taken for one day picnic.
12. TY class teachers were told that TY students would be taken for BSE visit.
13. SY class teachers were told that SY students would be taken for RBI visit.

The Coordinator summarized and concluded the meeting

Teachers who attended the meeting:

Name	Signature
CS. Sandesha Shetty- Vice Principal and B.Com Coordinator	
Mr. John Menezes – TY B.Com (A) Class Incharge	
Dr. Vijay Vishwakarma - SY B.Com (B) Class Incharge	
Ms.Siddhi Khamkar-FY B.Com (A) Class Incharge	
Mrs.Namrata Dube-FY B.Com (B) Class Incharge	
Mrs.Priya Nadar -TY B.Com (B) Class Incharge	
Mr.Jay Kadam-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: 01-03-23

This is to inform all the teachers of B. Com department that a meeting is convened in conference room on the **3rd of March, 2023** Friday, at **12:30 PM**.

All are requested to attain the same.

Agenda of the Meeting:

1. TYBCom -Hall ticket distribution.
2. Department PPT for NAAC.
3. Work allocation for PPT.



Coordinator and Vice principal

Bunts Sangha's

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B.Com Department

Minutes of the Meeting





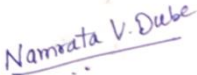

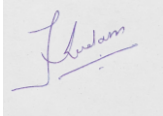
B.Com Departmental Meeting was held in the conference room on the 3rd of March, 2023 Friday, at 12:30 PM.

Discussion:

1. TYBCom class teachers were handed over with the hall tickets and defaulters list, also the criteria was decided for which students the hall ticket can be issued.
2. All department teachers were told about the 5 year NAAC PPT.
3. Every department teacher was been allocated with topics/events on which the PPT had to made. Prof. John Menezes would club the entire PPT for the department.

The Coordinator summarized and concluded the meeting

Teachers who attended the meeting:

Name	Signature
CS Sandesha Shetty- Vice Principal and B.Com Coordinator	
Mr. John Menezes – TY B.Com (A) Class Incharge	
Mr. Vijay Vishwakarma - SY B.Com (B) Class Incharge	
Ms.Siddhi Khamkar-FY B.Com (A) Class Incharge	
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Mr.Jay Kadam-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: 22-04-23

This is to inform all the teachers of B. Com department that a meeting is convened in conference room on the **25th of April, 2023** Tuesday, at **12:00 PM**.

All are requested to attain the same.

Agenda of the Meeting:

1. Annual Presentation.
2. Class Presentation.
3. NAAC Presentation.
4. FY moderation and result.
5. Second year admission.
6. TY evaluation and moderation.
7. Documentation.
8. Magazine update.



Coordinator and Vice principal

Bunts Sangha's

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B.Com Department

Minutes of the Meeting





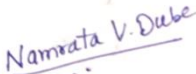

B.Com Departmental Meeting was held in the conference room on the **25th of April, 2023** Tuesday, at **12:00 PM**.

Discussion:

1. It was discussed that Annual presentation would be conducted on 2nd May 2023. Teachers were told to complete their class PPTs by 29th April 2023 and hand it over to Prof. Priya Nadar for merging.
2. It was discussed that class presentation would be conducted on 28th April 2023. Teachers were told to complete the PPT and keep it ready for the presentation.
3. Department PPT for NAAC (5 year presentation) date was been scheduled of 3rd May 2023.
4. FY moderation to be completed by 27th April 2023. Result to be declared on 28th April 2023.
5. FY & SY class teachers were informed about the second year admission procedure and fee criteria.
6. TY class teachers were told to complete their TY evaluation and timely completion of moderation work.
7. Certificate courses and Tally course documentation to be completed.
8. Magazine update was been taken and further informed about the completion.

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	
Mr. Vijay Vishwakarma - SY B.Com (B) Class Incharge	
Ms.Siddhi Khamkar-FY B.Com (A) Class Incharge	
Mrs.Namrata Dube-FY B.Com (B) Class Incharge	
Mrs.Priya Nadar -TY B.Com (B) Class Incharge	
Mr.Jay Kadam-SY B.Com (A) Class Incharge	