

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

Department of Mass Media and Communication Skills

NOTICE

13 June 2022

Department meeting to discuss the academic and co-curricular activities for the year.

Date: 13 June 2022

Venue : Room 801

Time: 11am onwards



Kalpana Rai Menon
Coordinator - BAMMC

Minutes of the meeting – BAMMC

Date: 13 June , 2022 Time: 11.00 am

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Mahesh Savale

Agenda:

Department meeting to discuss the academic and co-curricular activities for the year.

Discussion:

- Subject allocation for the even semester was discussed and it was decided that SY class in-charge will be Prof Mahesh Savale and FY class in-charge will be Prof Neena Sharma
- Subject teachers to inform students about course outcomes while informing the students about the syllabus.
- List of events to be done for this year collated in Studio event plan file based on suggestions from students and past year feedback.
- Prof Mahesh Savale proposed a Media Literacy Week which will covers the following topics:
 - 1) Film appreciation and change in media technology - Harish Nambiar - editor ET
 - 2) Fake news - Prof Vibha Singh
 - 3) Cyber Security & Responsible Social Media -
 - 4) Understanding media resources - Prof Neena Sharma
 - 5) Media Research - Prof Kalpana Menon
 - 6) Print media - Prof Mahesh Savale
- Prof Mahesh Savale will be in-charge of this medi-week program Tentative date for the event is 1st August to 6th August 2022
- **CERTIFICATE COURSES**
 - **FYBAMMC - Video making and sound editing - Dr Mangesh Karandikar**
Fee around Rs. 2000/-

- **SYBAMMC - Marketing Management - Prof Kalapana R Menon**
Fee around Rs. 1000/-
- **TYBAMMC - Personality development and Personal branding - Shobha Ventakesh**
Fee around Rs. 2500/-

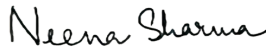
- **STUDIO**
Special privileges to be given to studio members
Team to be selected in a joint meeting of the classes 12-14 representatives
Common format to be created for
 - Event Feedback
 - Report
 - Certificate
 - Notice
 - Promotion

- **Industrial Visit**
Students with good attendance, discipline, complete assignments and projects will be eligible for IV

- **Class Representative selection to be done next week**
- **BMM class Notice boards to have event calendar and BMM Common Notice Board to have all the notices of the department. Students to refer to that for all department communication.**



1. Kalpana Rai Menon
2. Neena Sharma
3. Mahesh Savale





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

Department of Mass Media and Communication Skills

NOTICE

21 June 2022

Department meeting to update instructions by Principal

Date: 13 June 2022

Venue : Room 801

Time: 11am onwards



Kalpana Rai Menon
Coordinator - BAMMC

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

Minutes of the meeting – BAMMC

Date: 22 June , 2022 Time: 11.00 am

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Mahesh Savale


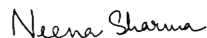
Agenda:

Department meeting to update instructions by Principal

Discussion:

- FY student list shared by office to be called personally to remind students to fill college form
- Marks entry question wise for each subject for calculating CO/PO to be done manually
- Smart board in 807. All teachers should use the SMART board and also ensure no on write son the white board with marker.
- Book to be maintained for remuneration of visiting faculty
- 4:30 pm orientation for Junior college students.
- Department meeting next week with Principal
- Principal to address TY students about attendance and subjective exams
- All subject teachers to take one class test per UNIT in their respective lectures and maintain record. This is to prepare students for the final examination subjective writing.

Kalpana Rai Menon
Neena Sharma
Mahesh Savale



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

NOTICE

1st July 2022

Department meeting to finalise STUDIO team

Date: 2 July 2022

Venue : AV Room

Time: 12 pm onwards



Kalpana Rai Menon
Coordinator - BAMMC

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

Minutes of the meeting – BAMMC

Date: 2 July, 2022 Time: 12.00 pm

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Mahesh Savale

Agenda:

Department meeting to finalise STUDIO team

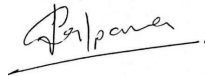
Discussion:

- Students interested in being part of the STUDIO assembled in the AV ROOM.
- Election was done to select the President and other representatives
- Following were unanimously elected for the posts-
 - President - Farhan Khan - TY AD
 - Studio Samachar In-charge - Sai Sharanya TY J
 - Studio Awaaz In-charge - Pratham Gore & Vijaylaxmi - TY AD
 - Studio Connect In-charge - Kukum Gaikwad - TY DA
 - Social Media In-charge - Harman Kaur & Vaishnavi Moolay - TY AD
 - Studi Plus In-charge - Dolce & Mandeera - TY AD
 - Documentation - Divya Shetty & Vallary - SYBAMMC
 - Secretary - to be finalised from SY

Kalpana Rai Menon

Neena Sharma

Mahesh Savale



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

NOTICE

13 July 2022

Department meeting to finalise the department academic calendar and take an update on department documentation for NAAC

Date: 14 July 2022

Venue : 801 Room

Time: 12:30 pm onwards



Kalpana Rai Menon
Coordinator - BAMMC

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

Minutes of the meeting – BAMMC

Date: 14 July, 2022 Time: 12.30 pm

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Mahesh Savale

Agenda:

Department meeting to finalise the department academic calendar take an update on department documentation for NAAC

Discussion:

Certificate course- criterion 1 work

2020-21 & 2021-22 allocated to Prof Mahesh Savale - Pending

2019-2020 & Eng Bridge Course, allocated to Prof Neena Sharma - Pending

2017-2018 (completed) & 2018-2019 allocated to Prof Kalpana R Menon pending

Exam Result work allocated to Prof Neena Sharma - 3 results pending

FY 2021-22 - Toppers list to Library - Prof Mahesh Savale - pending

SY 2021-22- Toppers list to Library - Prof Neena Sharma - pending

CO-PO Work allocation

FY Sem 2 2021-22 - allocated to Prof Mahesh Savale - Pending

SY Sem 4 2021-22- allocated to Prof Neena Sharma - Pending

TY Sem 6 2021-22- allocated to Prof Kalpana R Menon pending

Department Academic Calendar

Dates put for Ist semester

Kalpana Rai Menon
Neena Sharma
Mahesh Savale

Palpaner

Neena Sharma

Mahesh

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

Department of Mass Media and Communication Skills

NOTICE

3rd Aug, 2022

Department meeting to finalise the department academic calendar and take an update on department documentation for NAAC

Date: 4th August 2022

Venue : 801 Room

Time: 8.45 am



Kalpana Rai Menon
Coordinator - BAMMC

Minutes of the meeting – BAMMC

Date: 4 August , 2022

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Mahesh Savale

Agenda:

- To decide on content for certificate course
- Attendance and defaulter list of SY & TY
- CO PO Mapping

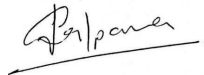
Discussion:

1. TY certificate course orientation on Saturday, 6th Aug
2. SY CERTIFICATE COURSE ORIENTATION ON Friday, 5th Aug
3. Studio meeting for events on 13th(studio connect-CV Building), 17th August (Studio Plus) to be held 12.15 pm
4. CO PO mapping to be completed Monday, 10thAug
5. English Bridge course promotion to be done. To start from 12th August

Kalpana Rai Menon

Neena Sharma

Mahesh Savale



Neena Sharma



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

Department of Mass Media and Communication Skills

NOTICE

6th Aug, 2022

Department meeting to take an update on work allocated.

Date: 8th August 2022

Venue : 801 Room

Time: 12pm



Kalpana Rai Menon
Coordinator - BAMMC

Minutes of the meeting – BAMMC

Date: 8 August , 2022

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Mahesh Savale

Agenda:

- Update on work allocated
- CO PO Mapping

Discussion:

1. CO-PO Mapping to be completed
 - a. STBAMMC - Neena Sharma
 - b. TY Journalism - Mahesh Savale
2. SYBAMMC Internal test assessment to be completed by Saturday, 13th August, 2022
3. Work Diary Lesson plan to mention UNIT to be covered. To be completed before Saturday 13th August, 2022
4. FY Certificate course promotion to be done by class- incharge Prof Neena Sharma Online course on Film making and Sound editing by Dr Mangesh Karandikar. Rs 2000/- per student. Minimum batch of 30 students. . Enrollment to be done by Saturday.
5. SY certificate course on Basics of Marketing to be promoted by class- incharge Prof Mahesh Savale. Course fee Rs 500/- Minimum 30 Students.. Enrollment to be done by Saturday.
6. TY certificate course on Luxury Brand Management to be promoted by class-incharge Prof Kalpana Rai Menon. Rs 2500/- and minimum 30 students. Enrollment to be done by Saturday.

Kalpana Rai Menon
Neena Sharma
Mahesh Savale



Neena Sharma



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

NOTICE

24 th Aug, 2022

Department meeting to take an update on the following:

- CO PO attainment
- QP for 2nd internals
- Certificate Course
- New TT verification
- SY Reps
- Attendance Defaulters

Date: 26th August 2022

Venue : Teacher's Corner

Time: 12pm



Kalpana Rai Menon
Coordinator - BAMMC

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

Minutes of the meeting – BAMMC

Date: 8 August , 2022

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Mahesh Savale

Agenda:

Department meeting to take an update on the following:

- CO PO attainment
- QP for 2nd internals
- Certificate Course
- New TT verification
- SY Reps
- Attendance Defaulters

Discussion:

Minutes of the last meeting were read

CO-PO Mapping to be completed

- a. SYBAMMC - Neena Sharma - Pending will be done on Mon 29th Aug 2022
- b. TY Journalism - Mahesh Savale- Pending will be done on Mon 29th Aug 2022

QP for 2nd internal for SYBAMMC and first for FYBAMMC - subject teachers will submit on Monday 29th August.

FY Certificate course promotion to be done by class- incharge Prof Neena Sharma

Online course on Film making and Sound editing by Dr Mangesh Karandikar. Rs 2000/- per student. Minimum batch of 30 students. . Enrolled -42 students

SY certificate course on Basics of Marketing to be promoted by class- incharge Prof Mahesh Savale. Course fee Rs 500/- Minimum 30 Students.. Course will be done in next semester

TY certificate course on Luxury Brand Management to be promoted by class- incharge Prof Kalpana Rai Menon. Rs 2500/- and minimum 30 students. Enrollment to be done by Saturday. Only 5 registered so far, will promote in SY. Tentative date to start is 10 Sept.

New TT verification by class teachers to adjust Vaibhavs schedule and Smita Jains schedule

SY Reps - replace Sports Reps and cultural reps

Attendance Defaulters:- FY late admissions so FY will be allowed to write internal
FY PTM on saturday - 27 August 2022

SY - PTM for attendance defaulters

TY Unit wise tests are being taken. Attendance defaulters to write assignments.

Kalpana Rai Menon

Neena Sharma

Mahesh Savale



Neena Sharma



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

Department of Mass Media and Communication Skills

NOTICE

11 September, 2022

Department meeting to take an update on the following:

- Event Reports
- Result data for Criterion 1
- KT exams

Date: 12 September 2022

Venue : Teachers's Corner

Time: 12pm



Kalpana Rai Menon
Coordinator - BAMMC

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

Minutes of the meeting – BAMMC

Date: 12 September , 2022

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Mahesh Savale

Agenda:

- Event Reports
- Result data for Criterion 1
- KT exams

Discussion:

- Prof Neena is overall in charge of departmentt documents being sent for publishing in college magazine and Buntarwani.
- Teacher in-charge of the event have to ensure the report is ready for the event they have conducted
- Year wise exam data shared by Prof Neena to be re shared with criterion 1.
- QP and answer key to be made for the ATKT papers.

Kalpana Rai Menon

Neena Sharma

Mahesh Savale







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

Department of Mass Media and Communication Skills

NOTICE

14 October, 2022

Department meeting to take an update on the following:

- NAAC Data Update
- Internal and external exam update
- Remedial Assignment
- Saamvarta

Date: 15 October 2022

Venue : Room 801

Time: 12pm



Kalpana Rai Menon
Coordinator - BAMMC

Minutes of the meeting – BAMMC

Date: 15 October , 2022

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Mahesh Savale

Agenda:

- NAAC Data Update
- Internal and external exam update
- Remedial Assignment
- Saamvarta


Discussion:

- NAAC documentation of department data to be updated. Studio documents to be checked by the respective teacher in charge of event.
- All TY & SY internal marks to be compiled and submitted to coordinator before the term break
- FY students to be given one internal assignment of each subject as practice and additional internal assignment.
- Prof. Mahesh Savale to oversee the content compilation of department magazine Saamvarta. TY journalism students to be given the task of editing and compiling.

Kalpana Rai Menon

Neena Sharma

Mahesh Savale



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

Department of Mass Media and Communication Skills

NOTICE

10 November, 2022

Department meeting to take an update on the following:

- Studio Activities- Filmy Friday
- Remedial Assignment

Date: 11 November 2022

Venue : Room 801

Time: 12pm



Kalpana Rai Menon
Coordinator - BAMMC

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

Minutes of the meeting – BAMMC

Date: 11 November , 2022

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Mahesh Savale

Agenda:

- Studio Activities- Filmy Friday
- Remedial Assignment

Discussion:

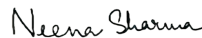
- Filmy Friday to be planned for December in view exams.
- All TY & SY internal marks to be compiled and submitted to the coordinator.
- FY remedial assignments to be checked for submission

Kalpana Rai Menon

Neena Sharma

Mahesh Savale







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

Department of Mass Media and Communication Skills

NOTICE

5 December , 2022

Department meeting to take an update on the following:

- OSM (TY assesment)
- Annual Day performance
- Filmy Friday

Date: 6 December , 2022

Venue : Room 801

Time: 12.30 pm



Kalpana Rai Menon
Coordinator - BAMMC

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

Minutes of the meeting – BAMMC

Date: 6 December , 2022

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Mahesh Savale

Agenda:

- OSM (TY assesment)
- Annual Day performance
- Filmy Friday

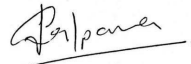
Discussion:

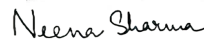
- All teachers to complete quota for TY assessment and update the master sheet of daily progress
- Representatives will coordinate class performance on the annual day . States assigned are Kerala, Karnataka, Andhra Pradesh and Tamil Nadu
- Filmy Friday to be conducted by FY representatives on 9th December. 2022. Film to be screened- A Nightmare Before Christmas.

Kalpana Rai Menon

Neena Sharma

Mahesh Savale







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

NOTICE

6 January , 2023

Department meeting to take an update on the following:

- OSM (TY assesment)
- Kaarva Department Fest
- Re arrangement of TT
- Pathwise & Filmy Friday

Date: 7 January , 2023

Venue : Room 801

Time: 12.pm



Kalpana Rai Menon
Coordinator - BAMMC

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

Minutes of the meeting – BAMMC

Date: 7 January , 2023

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma


Agenda:

- OSM (TY assesment)
- Kaarva Department Fest
- Re arrangement of TT
- Pathwise & Filmy Friday
-

Discussion:

- All teachers to complete quota for TY assessment and update the master sheet of daily progress
- Studio to plan for department fest Karva in February 2023
- Temporary time table for all classes till the confirmation of visiting faculty
- Pathwise to be organised for Advertising and Journalism - ALumni Jay Dodia for ADvertising and Production, Priyesh Singh Brand MANager INdian Oil for Branding.
- ALumni Divya KHarnare and Mayur Natekar to be called for FILmy Friday to screen their film.

Kalpana Rai Menon
Neena Sharma


Neena Sharma

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

NOTICE

8 March, 2023

Department meeting to take an update on the following:

- Internal assessment
- Attendance defaulters
- Additional internals
- Industrial Visit
- Marks submission
- Certificate Course
- Bridge Course

Date: 8 March, 2023

Venue : Room 801

Time: 12.pm



Kalpana Rai Menon
Coordinator - BAMMC

Minutes of the meeting – BAMMC

Date: 9 March, 2023

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma

Agenda:

- Attendance defaulters
- Additional internals
- Industrial Visit
- Marks submission
- Certificate Course
- Bridge Course
- Syllabus Completion
- Exam Date

Discussion:

- FY & Sy attendance defaulters to submit written assignments and appear for VIVA for their internal assessment.
- Questions to be given in google classroom and hand written assignments to be submitted in hard copy by 15th March
- IV students to be addressed by coordinator for rules and regulations during IV
- Parents to be informed of undertakings for students going to IV.
- Internal Marks of FY and SY to be submitted on 18th March
- Certificate Course on Film Making to be concluded and certificates to be given to qualifying students.
- English Bridge course to be assessed and closed.
- Regular exam QPs to be submitted along with answer key and blooms taxonomy
 - KT Sem 1 and Sem 3 - 18th March
 - SY -23rd March
 - FY - 3rd April
- Syllabus completion date :- SY 18th March and FY 31st March
- Exam dates - SY - 1st April, FY - 11th April

Kalpana Rai Menon
Neena Sharma



Neena Sharma

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

NOTICE

19 April, 2023

Department meeting to take an update on the following:

- FY Internal marks consolidation
- FY Regular marks updation
- TY Fee defaulters
- TY Farewell
- Annual Presentation

Date: 20 March, 2023

Venue : Staffroom

Time: 11 am



Kalpana Rai Menon
Coordinator - BAMMC

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

Minutes of the meeting – BAMMC

Date: 20 April, 2023

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma

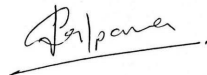
Agenda:

- FY Internal marks consolidation
- FY Regular marks updation
- TY Fee defaulters
- TY Farewell
- Annual Presentation

Discussion:

- FY marks to be consolidated and submitted by the class teacher after verification.
- Intro to Ad completed, FC and MGC in Process by visiting faculty
- Ty Fee defaulters were informed about payment. Students to get proof of payment on the day of farewell.
- Annual presentation work to be divided. All previous year presentations to be collated.

Kalpana Rai Menon
Neena Sharma



Neena Sharma