

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

Department of Mass Media and Communication Skills

NOTICE

26 June 2020

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

Date: 30 June 2020

Venue : Zoom

Time: 12pm 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: 30 June , 2020 Time: 12.00 pm

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.

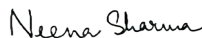
Discussion:

- Work allocation done
- Subject teachers to inform students about course outcomes while informing the students about the syllabus.
- Certificate course resource persons to be identified and course to be planned
- Attendance defaulter lists to be displayed
- Studio activities to be coordinated. Each teacher to take up one activity to be conducted.
- Class-incharges to conduct mentoring meetings regularly.

**Kalpana Rai Menon
BAMMC - Coordinator**



Neena Sharma
SYBAMMC Class In-charge



Sharanya Sanoj
FYBAMMC Class In-Charge



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

Department of Mass Media and Communication Skills

NOTICE

22 Sept, 2020

Department meeting for department activities and attendance issues.

Date: 24 Sept 2020

Venue : Zoom

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: 24 Sept, 2020 Time: 12.pm

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj

Agenda:

Department meeting for department activities and attendance issues.

Discussion:

- Syllabus completion status for all classes was taken
- Bridge course to be scheduled for this academic year
- Follow up with defaulters to be done
- TY Mock exam to be conducted. Teachers to submit questions in MCQ format
- Event documentation to be verified and submitted in the department folder.
- Students who have performed below average in exams are to be given assignments to be completed. Questions to be shared on Google classroom.

**Kalpana Rai Menon
BAMMC - Coordinator**



Neena Sharma
SYBAMMC Class In-charge



Sharanya Sanoj
FYBAMMC Class In-Charge



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

Department of Mass Media and Communication Skills

NOTICE

22 Dec, 2020

Department meeting to discuss:

FY Exams


Dept events for next semester

Next semester work allocation

Date: 26 Dec, 2020

Venue : Zoom

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: 26 Dec, 2020 Time: 12.pm

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj

Agenda:

Department meeting to discuss:

- FY Exams
- Dept events for next semester
- Next semester work allocation

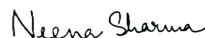
Discussion:

- Syllabus completion status update for FY
- Bridge course to be conducted in Jan
- Subject allocation for next semester
- Students to be informed about class restarting for SY and TY- 4th Jan 2021 and FY- 14th Jan 2021
- Students to be reminded about clearing of pending fees
- Studio event for next semester was discussed and allocated to each faculty member to coordinate.

**Kalpana Rai Menon
BAMMC - Coordinator**



Neena Sharma
SYBAMMC Class In-charge



Sharanya Sanoj
FYBAMMC Class In-Charge



**Bunts Sangha's
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Department of Mass Media and Communication Skills

NOTICE

22 Jan, 2021

Department meeting to discuss:

- Result verification

Date: 25 Jan, 2021

Venue : Zoom

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: 25 Jan, 20210 Time: 12.pm

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj

Agenda:

Department meeting to discuss:

- Result verification

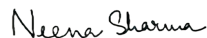
Discussion:

- Subject teachers have to do result verification of Sem II , III , IV
- STUDIO events to be streamlined

**Kalpana Rai Menon
BAMMC - Coordinator**



Neena Sharma
SYBAMMC Class In-charge



Sharanya Sanoj
FYBAMMC Class In-Charge



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

Department of Mass Media and Communication Skills

NOTICE

12 April, 2021

Department meeting to discuss:

- Internal verification
- Regular exams
- Attendance defaulters

Date: 17 April, 2021

Venue : Zoom

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: 17 April, 2021 Time: 12.pm

Members Present:

1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Sharanya Sanoj

Agenda:

Department meeting to discuss:

- Internal verification
- Regular exams
- Attendance defaulters

Discussion:

- FY, SY teachers to verify internals
- **Class Teachers** to monitor eklavya workbench report and resolve student's issues.
- **Class Teachers to** inform ATKT students one day before the exam, review your paper one day before exam and if any change or any errors exist report to coordinator immediately, keep track of absent students in your exam.
- Teachers to update their work diary and daily work report
- Department NAAC work to be completed as early as possible.
- Teachers to contribute to Departmental Presentation and add individual and class data

**Kalpana Rai Menon
BAMMC - Coordinator**



Neena Sharma
Sharanya Sanoj

