

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

BAMMC Department

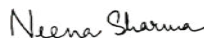
11 June 2021

- 1- **Daily attendance** and monthly cumulative attendance to be given to the class teacher in the given format. Roll call list will be shared by class teachers
- 2- **Projects** - Individual projects to enhance practical application - 10 Marks for internals
- 3- **Project submissions** August 1st onwards
- 4- One class test of 20 marks - Test to be scaled down to 10 marks for final count of internals
- 5- **Question Bank** 5 Questions each for **slow learners** and **Advanced learners** to be uploaded in Google Classroom. (To be termed as Practice Questions- **Easy level** and **Challenging level**) - Class teachers will share the class link with subject teachers.
- 6- **Lesson Plan** for the semester and Teaching tools (14 June to 14 Sept 2021)
- 7- **Remuneration** bill along with daily and cumulative attendance to be submitted by 4th of the following month
- 8- All communication to students to happen in class or through class in-charges
- 9- Draft of Time Table shared with all faculty members
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Kalpana Rai Menon
BAMMC - Coordinator

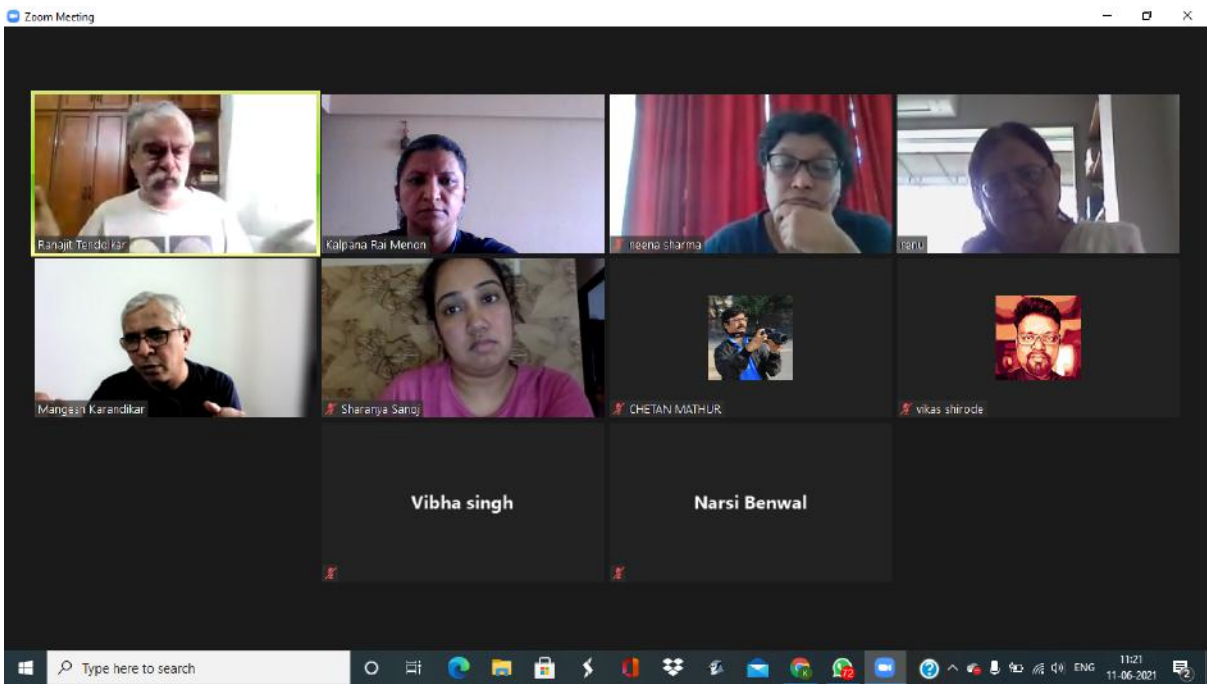
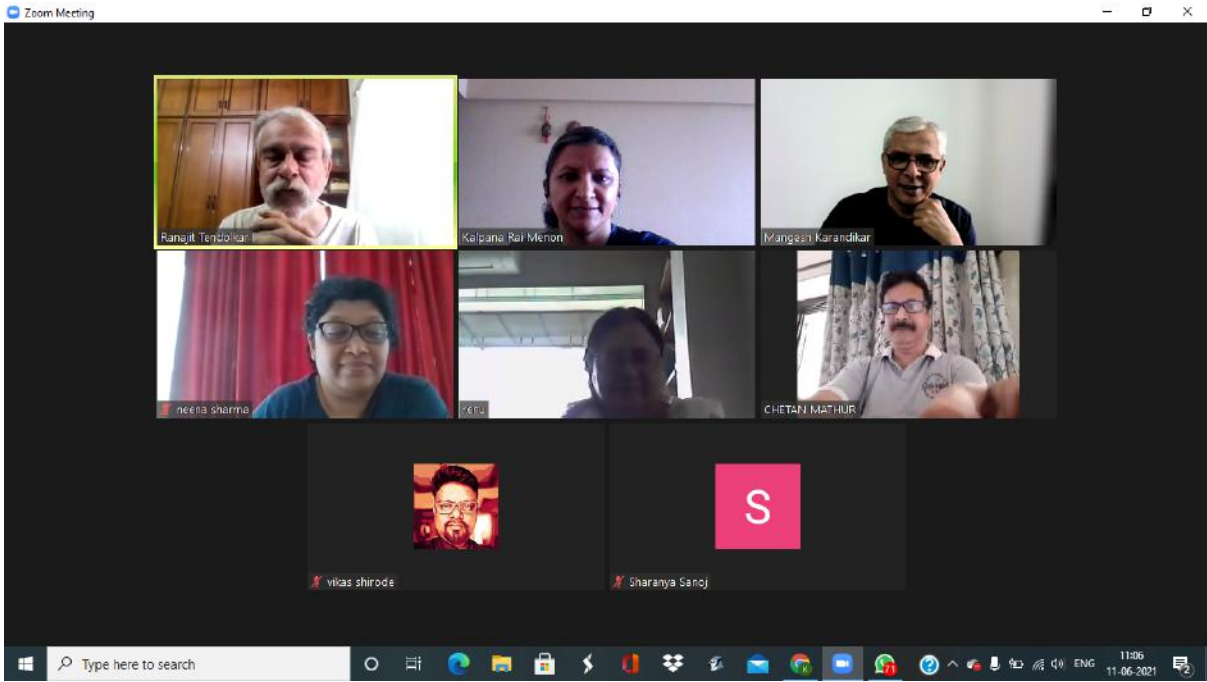


Neena Sharma
SYBAMMC Class In-charge



Sharanya Sanoj
FYBAMMC Class In-Charge





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

BAMMC Department

16 June 2021

Agenda

Department activities for the year.

Discussion

Following to be planned:-

Soft Skill – Bridge course

ICT Based Skill

Life Skill

Certificate course – Video/ audio editing course, JULY -5PM TO 6/7 2 WEEK, MON TO FRIDAY (ANY MONTH)

- Graphic Designing (Vikas Swaraj) in-design/photoshop (suggested by Alumni during informal interaction)
- Event Management & Corp Comm (trend in industry)

Studio Awaaz – Electronic Media (1 episode Thursday) July, AUG, Sept, Oct

Y Talk – BC 1 in each semester

FF – Film Communication / Understanding Cinema / Chetan Mathur – 2 activities

Outreach – Contemporary issue / Life skills / Vision – ISR

Studio Plus – Peer Learning / Peer Learning – Life Skills – 1 per semester – Rahul Dubey- Swaraj

Samachar – Reporting / Journalism – Annual Thing

Saamvarta – news paper making - Reporting - Annual

Debutantes / Orientation- 1 week

Pathwise – Industry interaction and subject specialization for TY 2nd semester Feb/march

GA- Alumni – TY 2 times a semester group of 5-10 – Javed , Karan Boir, Shreya, Rasika, Alban, Harsita, Archana, Bhrigu , Falguni, Forum, Divya, Vineeth, Hiten, Monica, Trisha, Ausaaf, Ditipriya, Vaibhav, Laxmi, Vikas Yadav, Sonali Tawade, Abhishek, Rutwick,

Industry Interface Cell – to be planned

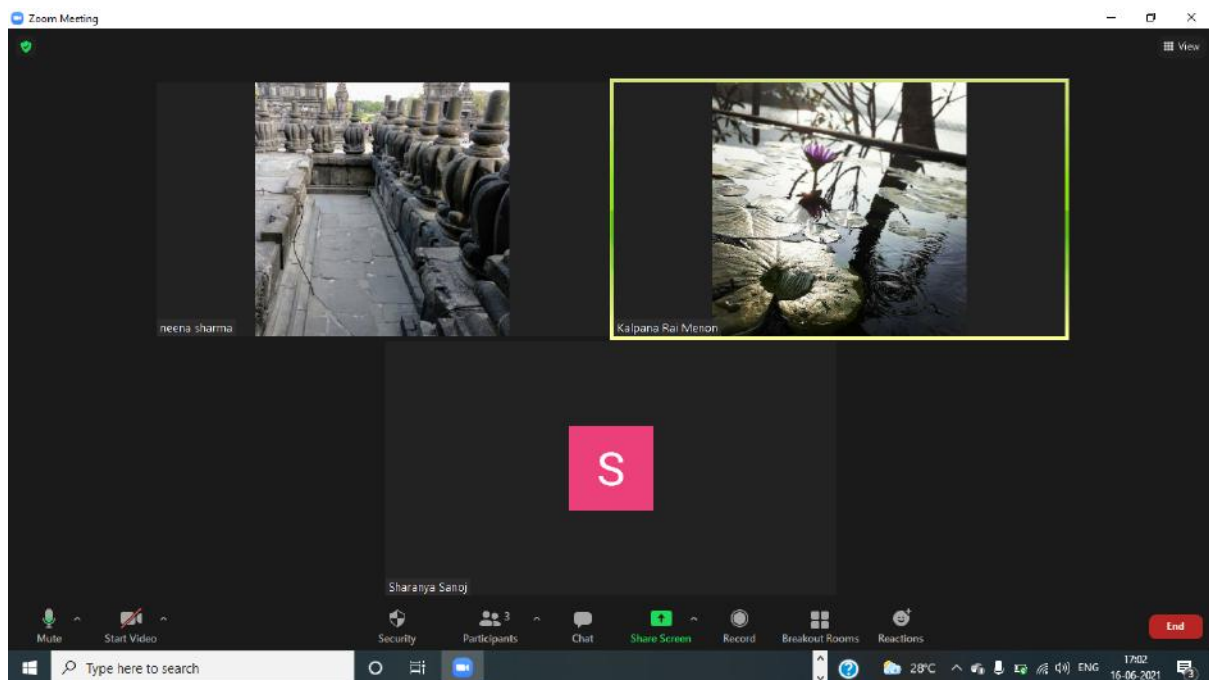
Mentoring - 10 internships , Research papers – 1 team (max 4)

Documentation: individual responsibilities.

Finalizing STUDIO Team – Monday and Tuesday 21 /22 June

Class Representation – Saturday Class rep selection –

- Internship records
- Cultural records
- Sports records



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**Bunts Sangha's
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BAMMC Department

25 June 2021

Agenda

Department activities finalisation and selection of STUDIO members

Meeting at 4pm

Discussion

Event management workshop discussed

Syllabus drafted

Orientation on Avishkaar by Sujata in July

Meeting with students for STUDIO team selection (Shortlisted)

Nitya - Social media

Tejashree- Samachar

Harman - Social Media

Saisharanya - Samachar

Dolcee - Social Media

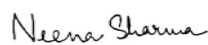
Shara - Studio Awaaz

Deepak Gupta - LinkedIn

**Kalpana Rai Menon
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Bunts Sangha's
S M Shetty college of Science, Commerce and Management Studies

BAMMC Department

8 July 2021

Agenda

Attendance of students and PTM

Discussion

Class teachers to hold PTM for attendance defaulters and their parents


Following things to be discussed:-

- Attendance
- Submission of assignments
- Discipline
- Online lecture
- Department activity and student participation
- Counselling facilities in college
- Undertaking for attendance to be taken.

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Bunt's Sangha's

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

Minutes of the meeting – BAMMC

Date: 31st July , 2021 Time: 12:30 pm

Agenda:

- Internals for SY and TY

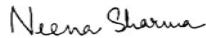
Discussion:

- Internals to be held in August 2nd week (9th to 14th), and teachers to prepare QP for their subjects
- Visiting faculty to be informed and papers to be collected by 4th August.
- Internal test will be conducted using Google classroom - class in-charge to create GC and share link with subject teachers.
- 20 Marks objective paper with 4 options
- 20 Questions to be attempted in 30 minutes

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NOTICE – BMM/BAMMC DEPARTMENTAL MEETING

This is to inform the faculty members that a departmental meeting is scheduled on 15th November , 2021 at 12:40 pm. The agenda is listed below.

Agenda:

- Orientation on TY exam
- Introduction to Institute for Prof Mahesh Savale
- Introduction to planning and processes of the department
- Planning for next semester
- IT requirements for new syllabus



Head of Department
Ms. Kalpana R. Menon

Bunt's Sangha's

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

Minutes of the meeting – BAMMC

Date: 15th November , 2021 Time: 12:30 pm

Members Present:

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

Agenda:

- Orientation on TY main and ATKT exam
- Introduction to Institute for Prof Mahesh Savale
- Introduction to planning and processes of the department
- Planning for next semester
- IT requirements for new syllabus
- Internals for FY

Discussion:

- Papers for sem 6 ATKT to be prepared from exiting QB
- Main exams to be coordinated from 25th Nov.
- Informed about work diary and daily work report
- Photoshop/ In-design workshop tentatively to be kept in 2nd week of December
- Nikon/ Canon photography workshop to be scheduled in Jan
- Microsoft Excel certificate course to be clubbed with BMS
- MGVFX course to be coordinated
- IT requirements for Even Sem - Photoshop, In-design, Quark, Adobe
- Issues related to hybrid teaching- sound and projector connectivity required.
- FY internals by 29th Nov. QPs to be prepared by subject teachers as was done for TY and SY

Kalpana Rai Menon
BAMMC - Coordinator



Neena Sharma
SYBAMMC Class In-charge



Mahesh Savale
FYBAMMC Class In-Charge



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

Minutes of the meeting – BAMMC

Date: 6th December , 2021 Time: 1.00 pm

Members Present:

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

Agenda:

- Certificate courses
- Workshops on In Design & Photoshop

Discussion:

- Survey to be done to understand the number of students interested in 30 hours
- 2 days Workshop on In design and Photoshop in December by Karan Bhoir for TY students
-

**Kalpana Rai Menon
BAMMC - Coordinator**



Neena Sharma



Mahesh Savale



Bunt's Sangha's

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

Minutes of the meeting – BAMMC

Date: 11th December , 2021 Time: 1.00 pm

Members Present:

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

Agenda:

- Certificate courses
- Workshops status
- Time Table and
- Mentor-Mentee
- PTM

Discussion:

- Photography workshop to be done in Jan
- Canva workshop to be merged with Social Media Communication for Personal and Professional front
- Based on the feedback of ALumni, it was decided to conduct a certificate on the latest social media tools. Resource persons to be taken from Industry, 10 different social media tools with 3 hours session on each
- Studio team to meet on Monday and design communication
- In design 2 day workshop by Karan to be done now

Kalpana Rai Menon



BAMMC - Coordinator

Neena Sharma



Mahesh Savale



Bunt's Sangha's

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

Minutes of the meeting – BAMMC

Date: 13 December , 2021 Time: 1.00 pm

Members Present:

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

Agenda:

Webinar - 'Education and Career Opportunities Abroad' in association with Azent Overseas Education.'

Discussion:

- Prof. Neena Sharma over all in-charge
- Prof Mahesh to coordinate the online session
- Link will be given by Azent Education

Kalpana Rai Menon



BAMMC - Coordinator

Neena Sharma



Mahesh Savale



Bunt's Sangha's

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

Department of Mass Media & Communication Skills

Minutes of the meeting

Time 1 pm

Date: 3 January ,

2022

Members Present:

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

Agenda:

Syllabus completion for FY
TT for Even Sem
Certificate course

Discussion:

- Status update on FY syllabus completion
- Time Table adjustments for Even sem
- Certificate course planning- resource person
- Budget approval for certificate course

Kalpana Rai Menon



BAMMC - Coordinator

Neena Sharma



Mahesh Savale



Bunt's Sangha's

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

Department of Mass Media & Communication Skills

Minutes of the meeting

Date:13 January , 2022

Agenda:

Remedial
Mentoring
Academic activity
STUDIO activity
Avishkar

Discussion:

Teachers to update the documents
Pending QPs
Verification of marks to be done at the earliest
Mentoring meet for FY
Time Table changes to incorporate Lifestyle journalism changes

Kalpana Rai Menon



BAMMC - Coordinator

Neena Sharma

Mahesh Savale



Bunt's Sangha's

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

Department of Mass Media & Communication Skills

Minutes of the meeting

**Time 1pm
2022**

Date:19 January ,

Agenda:

Dept documentation
Studio documentation
Research
PTM
Attendance defaulters
Certificate course
Workshop
Pathwise

Discussion:

Attendance defaulters less than 50 % (attendance from Nov 15 to 15 Feb) of FY and SY, TY will submit written assignments
Studio documentation- teachers to monitor
One paper by each teacher
PTM on 11 th Feb for all three classes update on students participation
Certificate course - to be postponed
Photography workshop by Canon Inc. will be conducted offline when college reopens for students
Y Talk - LGBT - workshop to be scheduled for all students of all department- 1st feb
Pathwise - to be coordinated. 11th and 12th March

Attended by:

Kalpana Rai Menon



BAMMC - Coordinator

Neena Sharma



Mahesh Savale



Bunt's Sangha's

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

Department of Mass Media & Communication Skills

Minutes of the meeting

Time 12:30 pm

Date:22 January , 2022

Agenda

Update on certificate
Documentation work distribution
Defaulters assignment
SY and TY Internals
Capsule activity
Class timings

Discussion

Certificate update - Course to be conducted for degree college students, to break-even minimum 25 students needed to run the course, else it has to be shelved.

Enrollment for the course to be assessed on 27th Jan and accordingly coordinate the course.

Documentation to be verified. Work distribution:-

Neena:

Awaaz

Samachar blog , Samachar Somwar, Samachar Review, Samachar fortnightly

Filmmaking course

Kalpana:

GA meet

Studio night

Photo contest

Studio Connect

Avishkar

Mahesh Savale:

Studio Plus (linkedin , audio editing)

Y talk

Filmy Friday

Google form making

Deadline for document verification - 29th January. To be reviewed on 29th.

Defaulters assignment questions to be uploaded on Google Classroom to be done by 26th January and list of student who need to write the assignment to be put up on GC created specifically for this purpose by the class teachers.

Internals

Internal QPs for TY and SY internals to be conducted from 14th Feb, to be submitted on or before 5th Feb 2022 on GC created for internals

GC for internals to be created semester wise - TYBAMMc Internals SEM VI 2021-22

Capsule activity

Format for documenting

- Notice
- Objective
- Attendance
- Report
- Feedback and ATR

Lecture Timings

Start and end lectures on time.

Student Feedback

SY interaction during mentoring meet following suggestions came up-
31 students attended the mentoring meeting and gave feedback and suggestions for courses/workshops they are interested in.

Some of these were:

Photography

Event management

Public speaking/ verbal speaking

Business development course or public speaking course

After effects

Social Media Marketing courses

Graphic design

Microsoft

Social Media Course (existing and applied)

Media communication skills like interviewing someone and hosting tv news or tv shows.

Cv building, how to give proper interview

Foreign language

Video editing

Adobe Premiere pro and Graphic designing Course 15 hours for premiere pro and 15 hours for graphic design.

ATR: A 30 hrs course on Video and audio editing was conducted at the beginning of the year. A course in social media branding and another in graphic designing has been planned. Public speaking and foreign language courses will be discussed further. CV building, Interview skills are regularly conducted by the Placement Cell of the college.

Attended by:

Kalpana Rai Menon



BAMMC - Coordinator

Neena Sharma

Mahesh Savale



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

Department of Mass Media & Communication Skills

Minutes of the meeting

Time 12:30 pm

Date:31 January , 2022

Agenda

Update on certificate
Documentation work updation
Defaulters assignment
SY and TY Internals
Capsule activity
Class timings FY

Discussion

Certificate update

As on 31st Jan only 3 students have paid.
Since the cost cannot be met, and the break even is not achieved, the course is put on hold for this year.

Documentation to be verified. Neena:

Awaaz (Final in March) Feedback of audience and creators (march 1st week)

Samachar blog (pending)

Samachar Somwar, Samachar Review, Samachar fortnightly (Annual report at the end of MArch)

Filmmaking course

Kalpana:

GA meet

Studio night

Photo contest

Studio Connect

Avishkar

Mahesh Savale:

Studio Plus (linkedin , audio editing)

Y talk

Filmy Friday

Google form making

Mahesh Sir - Saamvarta meeting tomorrow TY J 12:30 pm

Defaulters assignment all updated

SY and TY Internals TY QP pending 5th for submission of QP

Capsule activity - Document the activity

FY - Class rep change

Attended by:

Kalpana Rai Menon



BAMMC - Coordinator

Neena Sharma



Mahesh Savale



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

Department of Mass Media & Communication Skills

Minutes of the meeting

**Time 12:45 pm
2022**

Date:15 February ,

Agenda

Update on certificate
FY Internals
Pathwise

Discussion

Promotion of Motion Graphics course.
Individual message to be given to all class teachers

FY internals to be conducted in March after a PTM
Guest to be identified for Advertising and Journalism resource persons

Attended by:

Kalpana Rai Menon



BAMMC - Coordinator

Neena Sharma



Mahesh Savale



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

Department of Mass Media & Communication Skills

Minutes of the meeting

Time 12:45 pm

Date: 4, March, 2022

Agenda

Meeting with Principal
Update on courses
Attendance defaulters

Discussion

Motion Graphics to be conducted in the evening time 3pm to 5 pm from 17th March
Course to be promoted once again

10th March Pathwise - Divya Shaj - Alumni
19th March Pathwise for Advertising - Mr Mohan Shetty

Studio team to create the promotion and circulate.

Sambhav Film Fest - student participation to be coordinated

Attended by:

Kalpana Rai Menon



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Neena Sharma



Mahesh Savale



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

Department of Mass Media & Communication Skills

Minutes of the meeting

Time 12:45 pm

Date: 14, March, 2022

Agenda

VIVA
SY QPs for cluster
Kaarva
Saamvarta

Discussion

TY VIVA dates to be finalised with external examiner
SY Sem 4 50 Questions per subject to be sent to cluster by 20th MARCH

Kaarva to be held on 2nd April online mode
Two events - Photography contest and PPT contest

Saamvarta for this academic year to be ready by 10th April under the supervision of Prof Mahesh Savale

Academic Audit - 3 years data of Mentoring, Defaulters, attendance and work diary to be kept ready

FY Internals from 21th March
Subject teachers to keep their papers ready- to be submitted to FY class in-charge - prof Mahesh Savale by 18th March 2022

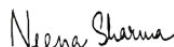
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Neena Sharma
Mahesh Savale



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Department of Mass Media & Communication Skills

Minutes of the meeting

Time 12:45 pm

Date: 4 April, 2022

Agenda

ATkt result
ISO Audit
Farewell for TY
Studio reports
Kaarva reports
NMM viva
AD design VIVA

Discussion

- ATKT result to be done by FY and SY class teachers
- Department teachers to update documents required for ISO Audit on 12th April
- TY Farewell to be held with the BBI & BAF department. Prof Neena and Prof Mahesh to coordinate with BBI & BAF teachers
- STUDIO report to be completed by the STUDIO team.
- STUDIO report for resonant to be made by Prof Neena Sharma
- TY VIVAs- 5th April and 7th April Prof Mahesh to coordinate the vivas with students and examiner

Attended by:

Kalpana Rai Menon



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Neena Sharma



Mahesh Savale



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Department of Mass Media & Communication Skills

Minutes of the meeting

Time 12:45 pm

Date: 11 April, 2022

Agenda

Status update on ATKT results

Farewell to be planned with BaF and BBI

Discussion

ATKT result collated by Prof Neena Sharma and Prof MAhesh Savale

Additional internals to be kept for SY and TY defaulters in room 820 from 12:30pm

QPs to be given to Neena

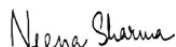
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S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai - 400 076
Department of Mass Media & Communication Skills
Minutes of the meeting

Time 12:45 pm

Date: 21, April 2022

Agenda

Certificate course
TY internals
Annual presentation

Completion of graphic design course- to be closed

Status of TY internals

SY admission from 22 april
FY internals to be collated. Students with poor performance, to give another assignment/project

FY QPs to be submitted to me by 24th evening.

Dept annual presentation on 2nd may.
As discussed earlier, content to be made ready by dept. Members.

Curricular and co-curricular activities- Neena
Results, Faculty, Teaching learning, SWOC , achievement - Kalpana

Studio report by Neena -Pending
Saamvarta by Mahesh -Pending

Attended by:

Kalpana Rai Menon



BAMMC - Coordinator

Neena Sharma



Mahesh Savale



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Department of Mass Media & Communication Skills

Minutes of the meeting

Time 11:50 am

Date: 24, April, 2022

Agenda

FY QP
Dept Presentation - work allocation
Teachers involvement
Samvarta
FY internal defaulters- retest decision

Discussion

Date 25 April, 2022

- Dept Presentation work allocation - marked on presentation copy
- Class presentation of SY not submitted in dept folder - Class teacher to upload today
- SY to TY admission
- Prof Mahesh to write the Principles note and Prof Neena to edit the note.
- Prof Neena to redo the studio report as it is not upto the mark
- Saamvarta work to be completed by 5th May, 2022
- Dept presentation is a priority, data to be compiled by 28th May 12pm

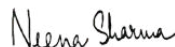
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Neena Sharma



Mahesh Savale

