

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

Department of Mass Media and Communication Skills

NOTICE

7 June 2022

Department meeting to discuss the admission and NAAC related work.

Date: 7 June 2022

Venue : Library

Time: 10am

Kalpana Rai Menon

Kalpana Rai Menon
Coordinator - BAMMC

HOD
Department of Mass Media and
Communication Skills
Bunts Sangha's
S.M. Shetty College of Science,
Commerce & Management Studies
Powai, Mumbai - 76

Neena Sharma ^Q

Jaguti Mahajan Q

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

Minutes of the meeting – Department of Mass Media and Communication Skills

Date: 07 June , 2023 Time: 10.00 am

Members Present:


1. Kalpana Rai Menon – HOD
2. Neena Sharma
3. Jagruti Mahajan

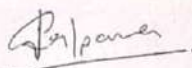
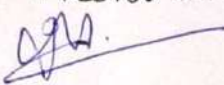
Agenda:

Department meeting to discuss the admission and NAAC related work.

Discussion:

- Subject allocation for the even semester was discussed
- Time Table to be set after taking visiting faculty schedule - Prof Kalpana
- FYBAMMC admission list to be followed up- Prof Neena & Prof Jagruti
- CO for subjects to be reframed


HOD
Department of Mass Media and
Communication Skills
Bunts Sangha's
S.M. Shetty College of Science,
Commerce & Management Studies
1. Kalpana Rai Menon
2. Neena Sharma
3. Jagruti Mahajan


Neena Sharma


18 July 2023

NOTICE.

Department Meeting to orient about
TQAC meeting & calendar of the year.


Date : 19 July 2023

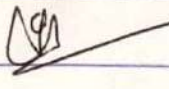
Time : 12:15 pm

Venue : 801

Jalpana

Coordinator - SAMMC

Neena Sharma 

Jagriti Mahajan 

19 July 2023

Members Present

1. Kalpana Rai Menon
2. Neena Sharma
3. Jagruti Mahajan.

Agenda: Dept meeting to start about ICAC meeting & calendar for the year.

Discussion:

1. Informed about discussion at ICAC meet
2. workshop to include cross cutting issues
3. Arishkar students to be finalized by 30th July.
4. SR & CL to maintain record of intercollegiate participation. to be approved by teachers.
5. Students should be on different Committee. No repeated holding of post.
6. FDP & workshop for teachers to be pre-approved by ICAC.
7. 22 July PTM for SY & TY.
8. FY class representatives.

1. Kalpana Rai Menon
2. Neena Sharma
3. Jagruti Mahajan

Kalpana
Rai
J

8/ Aug 2023

NOTICE

Department Meeting to discuss the following :-

- 1) workshop
- 2) IV destination
- 3) Certificate course
- 4) Budge course

Venue :- library.

Date :- 9/8/2023

Time :- 12:30 pm

Palpan


Coordinator - RAMME.

Neena sharma

Jaguti Mahajan.

9/8/2023

Members Present

1. Kalpana Rai Menon
2. Neena Sharma
3. Jagruti Mahajan - 

Agenda: Dept. Industrial Visit, Workshop, Certificate Course & Bridge course.

Discussion:

1. Film workshop with S-J studio to start from 18 Aug.
2. IV - Karkidala - Tamil Nadu MP, Manali, Dalhaugi, Mysore.
3. DD / AIR to be organized (Neena)
4. Film City tour. (Jagruti)
5. Heritage walk (Kalpana)
6. Bridge course - to promote from Monday. (Shanvari).
7. To frame a certificate course on Journalism to boost interest in the specialisation.

~~Kalpana~~

- Kalpana Rai Menon.

~~Neena~~

- Neena Sharma

~~Jagruti~~

- Jagruti Mahajan

31 Aug 2023

NOTICE

Department meeting to discuss the following:

- 1) Attendance defaulters
- 2) Visit to DD, Film city, Heritage walk.
- 3) Syllabus update
- 4) Studio events

Venue: Library Teacher's corner

Date: 4 Sept 2023

Time: 10:20

Bilpa

Coordinator - BAHMC

Neena Sharma

Jaguti Mahajan



4 Sept 2023

Members Present :

1. Kalpana Rai Menon
2. Neena Sharma
3. Jagruti Mahajan

Agenda : As given in notice - Attendance defaulters
DD visit, Film city, heritage walk, syllabus, studio

Discussions :

- 1) FYPTM on 16th
- 2) SY - letter to be sent to Rudra Singh & Adarsh Debey.
- 3) TY Defaulters assignment - last year CEP.
- 4) DD visit to be done by Neena - 25th - 29th.
- 5) NO studio visit tentative Oct.
- 6) Studio - Mock Press conference - 15th
Saamvata - 10 articles per class - Dec.
Samachar. - Meeting of Saamvata team.
- 7) Certificate course - Journalism & Marketing
to promote writing skills - Journalism
course rough draft by 30th Sept.
Marketing course to be handled by
Prof Kalpana, Journalism by Prof Neena.
- 8) Teacher Courses - Neena Media course JMI
Dec online

1.

Kalpana Rai Menon	-	<u>Kalpana</u>
Neena Sharma	-	<u>Neena</u>
Jagruti Mahajan	-	<u>Jagruti</u>

10 Sept 23

NOTICE .

Department meeting for update on previous decisions .

Venue : Lebrary .

Time : 12:30 pm

Date : 11 Sept 2023 .

Signature

Coordinators .

• Neena Sreenu



Jaguti Mahajan .



11 Sept 23

Members Present

1. Kalpana Rai Menon.
2. Neena Sharma
3. Jagruti Mahajan

Agenda: Update on previous meeting

Discussion.

- 1 - FY letters to be sent to attendance deputer.
- 2 - ST letters sent.
- 3 - Conso attendance for all clerks to be made.
- 4 - FY PTM pending to be kept on 30th.
- 5 - DD visit - budget approved, - 30th Oct.
- 6 - ND studio - 1500 budget Pending
- 7 - Tribal visit - Shergan - 900 budget pending
- 8 - Saamventer - Jagruti to coordinate.
- 9 - Certificate course - club into content design & SJ studio - film making to be pursued.

Kalpana Rai Menon — Kalpana
Neena Sharma — N
Jagruti Mahajan — J

1 Dec 2023

NOTICE

Department meeting to decide on new semester workload and events.

Venue : library.

Time : 12:30

Date : 4 Jan 2023

A. K. Pare

Coordinator.

4/11/24.

Members Present :

Kalpna Rai Menon

Neena Sharma

Jaguti Mahajan


Agenda - New term

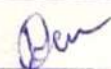
Discussion :-


1- Subject allocation & Time table
finalised - TY

2- Certificate course - to be handled
by Prof Neena to start in Jan

3 - TY paper correction

Kalpna R.M. 

Neena Sharma 

Jaguti Mahajan 

8/1/2024

NOTICE

Department meeting to discuss the following

- 1- Certificate course
- 2- Pathwise
- 3- Raarve.
- 4 - Attendance.

venue : library.

Time : 12 pm

Date : 5/1/2024.

5/1/2024

Members Present

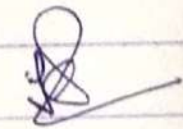
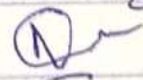
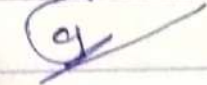
- 1) Kalpana Rai Menon
- 2) Neena Sharma
- 3) Jagruti Mahajan.

Agenda: Certificate course, Dept activities.

Discussion:

- 1- Certificate course to start by 15 Jan.
focusing on Journalism, finalise on 6th Jan
- 2- Pathwise in Feb Journalism / PR / corp com / CSR
- 3- Kaarva - media related jobs / conclave
- 4- Letters to be sent to attendance defaulters
less than 20%
- 5- Saamvaitee - update. Articles as
part of content writing.

Kalpana Rai Menon
Neena Sharma
Jagruti Mahajan

19/1/2024

NOTICE

Department meeting to discuss the following :-

- 1) Certificate course.
- 2) IV visit to silvassa.
- 3) Job fair as part of Raaveer
- 4) Attendance defaulters
- 5) Internal assessment

Venue : Lebeary.

Date : 25/1/2024

Time : 12:30 pm

25/1/2024

Members Present:-

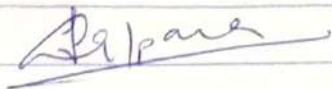
- 1) Kalpana Rai Menon
- 2) Neena Sharma
- 3) Jagruti Mahajan

Agenda :- As mentioned in notice dt 19/1/24.

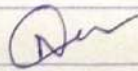
Discussion:-

1. Certificate Course to be made compulsory for FY.
2. 10 marks (internal marks) for the completion of Certificate Course.
3. IV visit to Silvassa Planned as the student's suggestions.
Date: 04 and 05th March, 2024.
4. Pathwise (Studio) to be structured around student's requirements.
5. Job fair (Placements) for TV's to be planned under Kauswa (Departmental fest).
6. Internal assessments to be done and marks to be consolidated to the classes (FY, SY, TY).
7. Call parents of all defaulting students.
(Attendance Defaulters).
8. Maintain a record of medical certificates and intuship letters. (To be kept in a separate file).

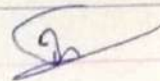
Kalpana Rai Menon



Neena Sharma



Jagruti Mahajan



Notice


5/2/2024

Dept meeting on 5th to discuss the following! -

- 1) IV finalisation
- 2) Certificate course
- 3) Result distribution

Venue :- Library.

Time :- 1 pm

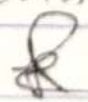

Kalpana Reji Menon 

6/2/2024

MOM

Agenda: As per notice dt 5/2/2024.

Discussion

- 1- IV to silvassa finalized for 6 & 7 March 2024.
Money to be deposited to A/c on 6th Feb
- 2- Prof. Jaguti - to get undertaking signed.
- 3- Certificate course to start from Monday
12th Feb 12pm to 2pm
- 4- Result distribution to be done with parents.
- 5- TY Internal QP's to be submitted by
12th. Same pattern as FY & SY.
- 6- Pathwise, to scheduled.
- 7- Placement - to send students to company
Kalpansha Rai Menon 
Neena Sharma 

8/2/24

NOTICE

Dept meeting on 10 Feb at 1 pm.

Agenda

- 1) QP's
- 2) Poduwise
- 3) Placement
- 4) Saamvanta.

Venue - Library Corner

~~Kalpana~~

Kalpana Reji Menon

10/2/2024

MOM.

Agenda: As per notice given on 8/2/24

Discussion:-

- 1- 54 & FY papers to be internally moderated
- 2- Paperwise - 16 Feb
- 3- Saamvasta to be ready by 29 Feb
- 4- Placement - cvs to be collected and segregated according to interest.

Neena Sharma @

30/3/2024

Notice

Dept meeting on 3rd April.

Agenda

- 1) Dept report
- 2) Studio report
- 3) Saamvaata status
- 4) Internals
- 5) Farewell.
- 6) A+RT
- 7) NCP.
- 8) Work diary
- 9) Studio letter

~~Kalpura~~

Kalpura Keri Menon

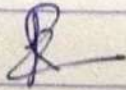
03/04/2024

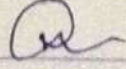
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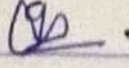
Agenda:- As per the notice ~~at~~ given on 30/3/24.

Discussion:-

1. Department report to be checked and updated.
2. Studio report to be completed ~~with~~ ^{of} all the recent events and formalities.
3. Saamvata magazine will be completed within this week.
4. Internals of S4 and T4 to be submitted with the project marks.
5. T4 Farewell to be held on Saturday 6th April 2024.
6. ATKT papers of SEM 01 and SEM 03 to be checked.
7. NEP Syllabus to be completed.
8. Workdiary to be updated and completed on the urgent basis.
9. Studio letter to be kept ready for T4 and will be given to them before their sem exams.

Kalpsna Rai Menon 

Neena Sharma 

Jagreeti Mahajan 

DEPARTMENT OF COMMERCE (BAF & BBI)

ACADEMIC YEAR 2023-24

Date: 6/7/2023

Time: 12 noon

AGENDA OF THE MEETING

1. To discuss about attendance monitoring of SY and TY classes
2. Conducting Parent Teacher Meeting
3. Activities to be conducted for the current academic year and work allocation teacher wise for the same

MINUTES OF THE MEETING

Following discussions were made:

1. SY & TY class teachers were instructed to keep track on the attendance of those students whose admission was on hold because of the poor attendance in the previous academic year.
2. Parent-Teacher meeting of TY, SY and FY students will be held in the month of August, 2023.
3. Bank Nationalisation Day Celebration and Commerce Association Inauguration will be held on 19th July, 2023.
Prof. Komal Tiwari & Prof. Chirag Chandan will be the teacher in-charges for the above event.
4. Inter- collegiate Moot Court competition will be held on 25th & 26th August, 2023.
Prof. Chirag Chandan & Prof. Niveditha Shetty will be the teacher in-charges for the above event.
5. Student Research Convention will be held in the first term of this academic year.
Prof. Vijay Vishwakarma & Prof. Avneet Kaur are the teacher-incharges for the above event.
6. Two Alumni sessions will be conducted in each term of this academic year.
Prof. Komal Tiwari & Prof. Niveditha Shetty are the teacher in-charges for the same.

DEPARTMENT OF COMMERCE (BAF & BBI)

MINUTES OF THE MEETING

Date: 14/07/2023

Time: 12:30 p.m.

Agenda of the meeting:

1. Documentation of department activities
2. First year orientation
3. Identity card, Dress code & attendance of all the classes

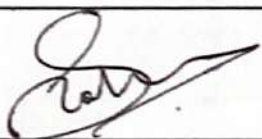




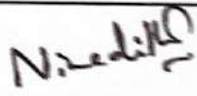
Following discussions were made:

1. Department activities 2023-24 folder has been shared with all the department teachers. Each and every activities documents should be uploaded in that folder.
2. Department orientation to first year students will be held on 15th July, 2023 and all department teachers should be present during the orientation. Formal Presentation will be done by Coordinator about the programmes and Informal events by representatives of SY and TY will be organized.
3. Make sure all the students wear identity card and following proper dress code in the college campus.
4. Make sure to switch off all the fans, ACs, computers in staff room and classrooms.
5. Class incharges have to monitor the attendance of their respective classes.



Coordinator's Signature

Departmental Staff: -

CLASS	CLASS INCHARGE	SIGNATURE
TYBAF	Sahana Raviprasad	
SYBAF	Virendra Singh	
FYBAF	Chirag Chandan	
TYBBI	Komal Tiwari	
SYBBI	Avneet Kaur	
FYBBI	Niveditha Shetty	

DEPARTMENT OF COMMERCE (BAF & BBI)

MINUTES OF THE MEETING

Date: 8/1/2024

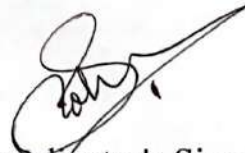
Time: 12:15 p.m.

Agenda of the meeting:

1. Attendance
2. Department activities
3. Department documentation

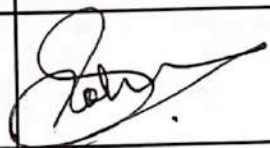




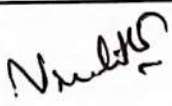
Following discussions were made:

1. Class incharges have to monitor the attendance of their respective classes and take measures to improve the attendance.
2. Teachers have to encourage the students to have maximum intercollegiate participation. Ask the class cultural representatives to maintain record of the inter collegiate participation.
3. Industrial visit of the department to Delhi- Amritsar is scheduled from 29th February to 5th March. 70 students have enrolled for the same. Asst.Prof. Sahana Raviprasad and Asst.Prof. Sharvari Shetty are the teachers who will accompany students for the visit along with one non-teaching staff.
4. FY and SY class teachers have to collect the internal exam question papers and answer key from the subject teachers.
5. Teachers have to complete the pending documentation of the first term department activities.
6. Following activities were decided and work distributed among the department teachers:
Certificate course on Capital Market- Ms. Anjana Verma
Mock stock – Ms. Avneet Kaur & Mr. Arun Vishwakarma
Alumni session – Ms. Niveditha Shetty
Expert guidance- Mr. Virendra Singh
7. Teachers have to encourage the students to write articles on the theme Commerce, Finance, Banking & Insurance for the department magazine 'Vanijyam'.
8. TY project guides have to collect projects from the students by the end of February.



Coordinator's Signature

Departmental Staff: -

CLASS	CLASS INCHARGE	SIGNATURE
TYBAF	Sahana Raviprasad	
SYBAF	Virendra Singh	
FYBAF	Arun Vishwakarma	
TYBBI	Anjana Verma	
SYBBI	Avneet Kaur	
FYBBI	Niveditha Shetty	

DEPARTMENT OF COMMERCE (BAF & BBI)

MINUTES OF THE MEETING

Date: 11/6/2024

Time: 9.00 a.m.

Agenda of the Meeting:


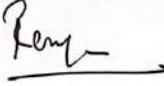
1. Class Teachers Allotment for the Academic Year 2024-25.
2. Pending Admission of SY and TY
3. Attendance
4. Certificate Course
5. Departmental Magazine and Social Media
6. Library requisition
7. Research Paper Presentation
8. Any other matter.

Discussion:

1. Ms. Sahana Raviprasad, BAF & BBI Coordinator welcomed teachers for the new Academic Year 2024-25. Class Teacher Allotment for the Academic Year. Ms. Sahana Raviprasad- TYBAF, Ms. Nivedita Shetty-SYBAF, New Staff- FYBAF, Ms. Anjana Varma-TYBBI, Ms. Avneet Kaur-SYBBI, Ms. Remya George- FYBBI. It was informed to add teachers to the respective WhatsApp group, and further activities to be organized by the department will be decided in the next meeting.
2. It was discussed to take follow up of pending admission of SY & TY program. It was informed to teachers to post message in class WhatsApp group about change in timings and time table of lectures for the Academic Year starting from 12th June 2024.
3. It was informed to all teachers to prepare attendance sheet of SY & TY, monitor the attendance of students from beginning and also to create subject teachers WhatsApp group.
4. It was informed that Commerce Association will be handled by Ms. Nivedita Shetty and two Certificate Program will be conducted by the department, one course will be handled by Ms. Anjana Verma and Ms. Remya George, other by Ms. Avneet Kaur and New Teacher of the Department.
5. Ms. Avneet Kaur was assigned the responsibility of Magazine and Social Media of BAF & BBI Department.
6. It was discussed to give requisition to Library of the requirement of reference books course wise.
7. Faculty members of the department was encouraged to contribute Minimum one quality research paper for the Academic Year.

The coordinator summarized and concluded the meeting.

Teachers who attended the meeting:

Name of the attendees	Signature
Ms. Sahana Raviprasad BAF & BBI Coordinator	
Ms. Nivedita Shetty – SYBAF Class In charge	Nivedita
Ms. Avneet Kaur - SYBBI Class In charge	
Ms. Remya George - FYBBI Class In charge	
Ms. Anjana Verma - TYBBI Class In charge	

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

Notice

Date: 06-06-23

This is to inform all the teachers of B. Com department that a meeting is convened in staff room on the **7th of June, 2023** Wednesday, at **10:00 AM**.

All are requested to attend the same.

Agenda of the Meeting:

1. Fees Defaulters.
2. Course Outcome and Program Outcome of B.Com
3. Pending Admission of SY B.Com & T Y B. Com
4. FY B.Com Admission.
5. TY B.Com Result Analysis.
6. Classroom Arrangement for the Academic Year 2023-2024.
7. Mentors for the Academic Year 2023-2024.
8. Uploading required departmental documents in College Website.
9. Departmental Presentation for the upcoming NAAC Visit



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




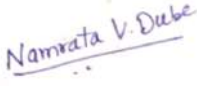

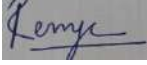
B.Com Departmental Meeting was held in staff room on the **7th of June, 2023** Wednesday, at **10:00 AM**.

Discussion:

1. It was decided to make phone calls and inform students with fees pending for the Academic Year 2022-2023.
2. It was discussed about re- framing Program Outcome & Course Outcome based on Bloom's Taxonomy, suggestions were given about reframing it and uploading new framed outcomes in College Website.
3. Teachers teaching in SY B.Com and TY B.Com program were informed to make phone calls to the students who have not taken admission for the Academic Year 2023-2024.
4. It was discussed to take necessary follow up of FY.B.Com admission, and make phone calls to students filled in University Portal and not filled College Form.
5. It was decided to do analysis of Semester VI Results of TY B.Com
6. Teachers were informed about classroom allotted for the Academic Year 2023-2024, further it was discussed to check requirements and functioning all equipment's for the upcoming NAAC Visit.
7. It was informed to the teachers about mentoring details for the Academic Year 2023-2024.
8. It was discussed to upload new reframed Course Outcome & Program Outcome and all other required data of the B. Com Department in College Website.
9. It was discussed about re-framing departmental presentation as per the suggestions given for the upcoming NAAC 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	
Mrs.Namrata Dube-FY B.Com (B) Class Incharge	
Mrs.Priya Nadar -TY B.Com (B) Class Incharge	
Mrs Remya George-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: 13-06-23

This is to inform all the teachers of B. Com department that a meeting is convened in Vice Principal's Cabin on the **14th of June, 2023** Wednesday, at **11:10 AM.**

All are requested to attend the same.

Agenda of the Meeting:

1. Revaluation of Semester II & Semester IV Results.
2. Students, Parents, Alumni groups for NAAC Peer Team interaction.
3. Updating B.Com Department data in College Website.
4. FY B.Com Admission.
5. SY B.Com & TY B.Com Admission.
6. B.Com 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




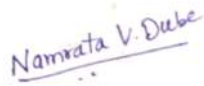

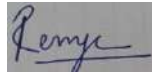
B.Com Departmental Meeting was held in Vice Principal's Cabin on the **14th of June, 2023** Wednesday, at **11:10 AM**.

Discussion:

1. It was decided to take necessary action for the cases applied for revaluation of Semester II & Semester IV Results. Responsibility of Revaluation, Result Declaration was assigned to Mr John Menezes.
2. It was discussed to check the data of students for NAAC Peer Team interaction, cross check about drop cases in the list, concern class teachers were assigned responsibility to check the data. Concern class teachers were also assigned responsibility to get details of 3 parents from each class for interaction with NAAC Peer Team. Mr John Menzes was assigned responsibility for arranging Alumni for interaction with NAAC Peer Team.
3. It was discussed about updating pending documents of B.Com department in College Website. Dr. Vijay Vishwakarma was assigned responsibility of the same.
4. It was discussed to take necessary follow up of FY.B.Com admission, and make phone calls to students filled in University Portal and College Form. Responsibility of FY.B com admission was assigned to Mrs Namrata Dube
5. It was decided to assign to Mrs Remya George responsibility of pending admission of SY B.Com & TY B.Com Admission.
6. It was discussed to complete to pending work of Departmental Magazine. Mrs Priya Nadar was assigned responsibility to complete at the earliest and update in College Website.

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 (A) Class Incharge	
Mrs.Namrata Dube-FY B.Com (B) Class Incharge	
Mrs.Priya Nadar -TY B.Com (B) Class Incharge	
Mrs Remya George-SY B.Com (B) Class Incharge	

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

Notice

Date: 08-07-23

This is to inform all the teachers of B. Com department that a meeting is convened in Conference Room on the **10th of July, 2023** Monday, at **12:00 PM**. All are requested to attend the same.

Agenda of the Meeting:

1. FY B. Com Admission.
2. Deeksharambh.
3. SY B. Com Orientation.
4. Defaulters List of SY B. Com & TY B.Com.
5. Internship.
6. Alumni Session _ Alumni Diaries
7. Buddy Shala
8. Certificates Courses
9. Participation in Sports & Other Activities



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





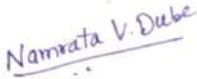
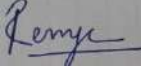
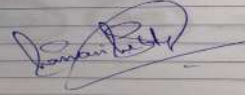
B.Com Departmental Meeting was held in in Conference Room on the **10th of July, 2023** Monday, at **12:00 PM**.

Discussion:

1. It was decided as per the instructions of Principal Sir, FY B. Com Admission will completed with filling 200 seats for the Academic Year 2023-24. FY B. Com Class Teachers were assigned responsibility of framing FY Students WhatsApp Group of admitted students, allotting Roll Numbers etc.
2. It was discussed on 14th and 15th July 2023, Deeksharambh will be conducted. On 14th July 2023 Orientation Session by Principal, Committees, Library etc. On 15th July 2023 B. Com Departmental Orientation will be conducted. It was discussed no Freshers Day will be conducted for FY B. Com for the Academic Year 2023-24. F Y B. Com Class teachers were assigned responsibility of conducting some ice-breaking session.
3. It was discussed that B.Com Coordinator CS Sandesha Shetty will conduct orientation for SY & TY Students and brief them about discipline, timings and other academic matters.
4. It was discussed to take necessary common follow up for the entire department of students in Attendance Defaulters list. Concern class teachers was assigned with the responsibility along with the help of council members of taking photographs of present students during lecture, call parents of students whose name appearing in defaulters list.
5. It was discussed to encourage more student's participation in internship program.
6. It was discussed to organize more session of Alumni Diaries.
7. It was discussed to conduct BuddyShala event
8. It was discussed to conduct need based two certificate courses.
9. It was discussed to encourage more student's participation in sports activities and also maximum efforts need to be put in for retaining Sports Trophy for the Current Academic Year

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 (A) Class Incharge	
Mrs.Priya Nadar -TY B.Com (B) Class Incharge	
Mrs.Namrata Dube-FY B.Com (B) Class Incharge	
Mrs Remya George-SY B.Com (B) Class Incharge	
Mrs.Sharvari Shetty-FY B.Com (A) Class Incharge	

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

Notice

Date: 27-07-23

This is to inform all the teachers of B. Com department that a meeting is convened in Conference Room on the **28th of July, 2023** Friday, at **12.00 PM**. All are requested to attend the same.

Agenda of the Meeting:

1. Updating of attendance sheet.
2. Parent's Teachers Meeting.
3. Library Reference Books.
4. Promotion of Avishkar Research.
5. Experiential Learning Methods.
6. BuddyShala.
7. Alumni Diaries.
8. Departmental Academic Calendar.
9. Certificate Programs.
10. Student Exchange Program.
11. Moderation Budget
12. Social Media Updation, notice board
13. Commerce Lab, Internship, Incubation Centre
14. Encourage participation in NSS, DLLE, Sports etc.
15. Attendance of Students in SY and TY
16. 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




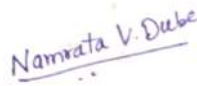

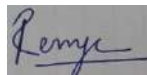
B.Com Departmental Meeting was held in Conference Room on the **28th of July, 2023** Friday, at **12.00 PM**.

Discussion:

1. It was discussed to update attendance sheet of FY B. Com, SY B. Com, TY B. Com with roll nos of all admitted students.
2. It was decided to conduct Parent's Teachers Meeting for SY B. Com on 2nd August 2023 & TY B. Com on 4th August 2023.
3. It was discussed that teachers needs to encourage students to read more of reference books. Various initiatives need to be taken for encouragement through methods like open book assignment. For FC project more reference book in N List should be encouraged.
4. It was discussed that students should be encouraged more for participation in Avishkar Research Convention, with quality research work. If projects are not selected for Avishkar then it will be published in Departmental Publication.
5. It was decided to conduct Experiential Learning Process, Responsibilities for conducting experiential learning process on selection and recruitment process was assigned to Dr Vijay Vishwakarma & Remya George, Import and Export Documentation was assigned to Ms Priya Nadar and Mr John Menezes. It was also discussed that initiatives can be taken by Business Communication and EVS teachers.
6. It was decided to conduct BuddyShala for students.
7. It was decided to organize more series of sessions under Alumni Diaries
8. It was informed to update Academic Departmental Calendar at the earliest.
9. It was decided to conduct need-based certificate programs for students.
10. It was discussed to conduct student exchange program with well-known other colleges.
11. It was discussed to update details in college social media and notice board.
12. It was discussed to update more of commerce lab and encourage more participation in internship and incubation programs.
13. It was discussed to encourage more student's participation in sports, cultural activities.
14. It was decided to prepare defaulters list of the month of July.
15. It was decided to put requirement of HDMI Cable, teachers should switch on project using remote control, instead of requesting security personnel

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 (A) Class Incharge	
Mrs.Namrata Dube-FY B.Com (B) Class Incharge	
Mrs.Priya Nadar -TY B.Com (B) Class Incharge	
Mrs Remya George-SY B.Com (B) Class Incharge	

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

Notice

Date: 07-08-23

This is to inform all the teachers of B. Com department that a meeting is convened in Conference Room on the **8th of August, 2023** Tuesday, at **12:00 PM**.

All are requested to attend the same.

Agenda of the Meeting:

1. Academic Calendar
2. HRM Activity and Import and Export Documentation.
3. Experiential learning methods- Business Communication , Accounts, FC, EVS.
4. Certificate programs.
5. Buddy Shala.
6. Industrial Visit
7. Alumni Diaries
8. PTA
9. ITR Filing workshop



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





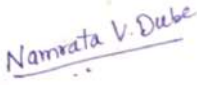
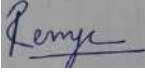
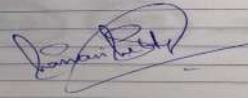
B. Com Departmental Meeting was held in Conference Room on the **8th of August, 2023** Tuesday, at **12:00 PM**.

Discussion:

1. It was discussed with all faculty's dates of various events and Academic Calendar of B,Com Department was filled accordingly.
2. It was decided to conduct HRM activity on Selection and Recruitment Process on 12th August 2023 from 10.00 am to 12.00 pm in room no 605. It was discussed to involve maximum participation in Export and Import Documentation.
3. It was discussed to conduct Experiential learning methods- BC, Accounts, FC, EVS, concern subject teachers were assigned responsibility in conducting.
4. It was decided to conduct Certificate Programs, dates of programs commencement were decided based on discussion. Research Methodology from 1st September to 30th September, Digital Marketing from 22nd January to 10th February, Tally from 3rd October to 9th December.
5. It was discussed to conduct Buddy shala for FY, SY and TY, decided dates was updated in Academic Calendar.
6. It was discussed to organize Industrial Visit, tentative dates and places for visit was decided and updated in Academic Calendar.
7. It was discussed to conduct more sessions under Alumni Diaries, dates for sessions were decided and updated in Academic Calendar.
8. It was discussed to conduct PTA for Second Term, dates for conducting were updated in Academic Calendar.
9. It was decided to conduct workshop on ITR Filing.

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 (A) Class Incharge	
Mrs.Priya Nadar -TY B.Com (B) Class Incharge	
Mrs.Namrata Dube-FY B.Com (B) Class Incharge	
Mrs Remya George-SY B.Com (B) Class Incharge	
Mrs.Sharvari Shetty-FY B.Com (A) Class Incharge	

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

B.Com Department

Notice

Date: 30-11-23

This is to inform all the teachers of B. Com department that a meeting is convened in Conference Room on the **1st of December, 2023** Friday, at **12:30 PM**.

All are requested to attend the same.

Agenda of the Meeting:

1. Result Analysis
2. Additional Examination- Semester I and Semester III.
3. Attendance of students.
4. Annual Day Celebration.
5. Sports Day.
6. Participation in Inter-Collegiate Events
7. Certificate Course
8. Picnic/Industrial Visit
9. Moderation-Semester I Examination



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





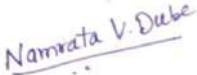
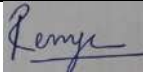
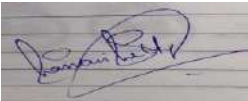
B. Com Departmental Meeting was held in Conference Room on the **1st of December, 2023** Friday, at **12:30 PM**.

Discussion:

1. It was discussed to prepare Result Analysis of Sem I, III, V. Semester III Result Analysis has been submitted, it was informed to make changes after additional examination.
2. It was discussed to take strict action against defaulter students. It was decided to take immediate initiative to improve the attendance of all classes.
3. It was discussed about dates and details of students appearing for additional examination.
4. It was discussed about encourage maximum B.Com Students in participation of various Cultural events and Annual Day Celebration conducted on 23rd December 2023.
5. It was discussed to encourage maximum participation of students from all classes in Sports Day, All teachers of the Department were informed to inform students about participation and retention of Sports Trophy won in the last Academic Year by the B.Com Department.
6. It was discussed to promote students to participate more into inter and intra collegiate events.
7. It was discussed to conduct all previously discussed Certificate Course and other pending events mentioned in Academic Calendar.
8. It was discussed about organizing either Picnic or One Night stay outing for students. Opinion of all teachers were asked, considering majority opinion, it was decided to conduct One Night Stay Tour Program for Students.
9. It was discussed to conduct FY-Semester I Examination Moderation after evaluation of Answer Paper.

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 (A) Class Incharge	
Mrs.Priya Nadar -TY B.Com (B) Class Incharge	
Mrs.Namrata Dube-FY B.Com (B) Class Incharge	
Mrs Remya George-SY B.Com (B) Class Incharge	
Mrs.Sharvari Shetty-FY B.Com (A) Class Incharge	

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

Notice

Date: 16-12-23

This is to inform all the teachers of B. Com department that a meeting is convened in Conference Room on the **18th of December, 2023** Monday, at **12:30 PM.**

All are requested to attend the same.

Agenda of the Meeting:

1. Annual Sports Day
2. Annual Day
3. Certificate courses
4. Buddy shala.
5. Alumni Diaries.
6. Attendance of students
7. Result Analysis
8. Discipline of 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 Conference Room on the **18th of December, 2023** Monday, at **12:30 PM**.




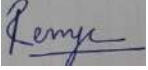
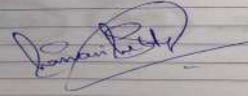
Discussion:

1. It was discussed to encourage participation of maximum students in Annual Sports Day.
2. It was discussed to organize regular practice of students for Annual Day.
3. It was discussed to complete with all certificate programs as per Academic Calendar.
4. It was discussed to conduct Buddy Shala of all class as decided previously in Academic Calendar.
5. It was discussed to conduct Alumni Dairies as per Academic Calendar.
6. It was discussed to take steps to increase attendance of students for regular lectures.
7. It was discussed to do FY Sem-1 & SY Sem-3 result analysis of examination based on additional examination results.
8. It was discussed about importance of discipline of students inside and outside the campus.

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 (A) Class Incharge	
Mrs.Priya Nadar -TY B.Com (B) Class Incharge	
Mrs Remya George-SY B.Com (B) Class Incharge	
Mrs.Sharvari Shetty-FY B.Com (A) Class Incharge	

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

Notice

Date: 02-01-24

This is to inform all the teachers of B. Com department that a meeting is convened in Conference Room on the **3rd of January, 2024** Wednesday, at **12:30 PM.**

All are requested to attend the same.

Agenda of the Meeting:

1. Activities to be organized for the Second Term
2. Attendance of Students
3. Marksheet Distribution of FY and SY
4. Certificate Course
5. One night stay picnic/One Day Picnic
6. Departmental Magazine
7. Result Analysis
- 8 TY B com Semester V Result Analysis
9. Sports Group Events



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





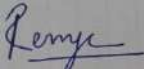
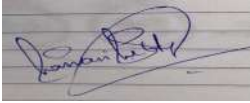
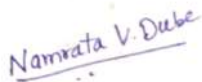
B. Com Departmental Meeting was held in Conference Room on the **3rd of January, 2024** Wednesday, at **12:30 PM**.

Discussion:

1. It was discussed to plan activities to be organized by B.Com Department in even semester.
2. It was discussed to take strict action against attendance defaulters.
3. It was discussed to call parents of students for collecting marksheets of Sem I/Sem III.
4. It was discussed to conduct Digital Marketing and Tally ERP 9 Certificate Course Program. It was informed to Dr Vijay Vishwakarma and Mr. John Menezes to finalize the dates of Courses.
5. It was discussed to finalize places for one-night stay picnic for SY and TY students and one day picnic for FY students.
6. It was discussed to start with the work of Departmental Magazine. Ms Priya Nadar was informed to continue the work of departmental magazine like last year with the involvement of students. Teachers of the department were informed to encourage more participation of students in Departmental Magazine
7. It was discussed to do result analysis of FY and SY Examination based on additional examination and revaluation results.
8. It was discussed to do results analysis of TY-Semester V
9. It was discussed to motivate students for participation in Sports group events.

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 (A) Class Incharge	
Mrs.Priya Nadar -TY B.Com (B) Class Incharge	
Mrs Remya George-SY B.Com (B) Class Incharge	
Mrs.Sharvari Shetty-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: 08-02-24

This is to inform all the teachers of B. Com department that a meeting is convened in Conference Room on the **9th of February, 2024** Friday, at **12:30 PM.**

All are requested to attend the same.

Agenda of the Meeting:

1. Industrial Visit
2. Picnic for FY B. Com students
3. Prelims Examination
4. PTM of F Y B. Com and T Y B. Com
5. Departmental Magazine
6. Certificate Course
7. Results Analysis
8. Alumni Session
9. Buddy Shala
10. Palak Samvad



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





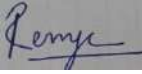

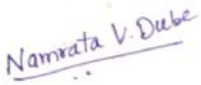
B. Com Departmental Meeting was held in Conference Room on the **9th of February, 2024** Friday, at **12:30 PM**.

Discussion:

1. It was decided SY B.Com and TY B.Com students will be going for Industrial Visit on 4th & 5th March 2024 to Silvassa. Ms Priya Nadar, Ms Namrata Dube, Mr John Menezes, Dr Vijay Vishwakarma and CS Sandesha Shetty will be the faculty members accompanying the students. Ms Priya Nadar was assigned the responsibility of depositing the cheques, undertaking forms and all other documentations of Industrial Visit.
2. It was decided to take FY B.Com students for one day picnic, It was decided to choose appropriate location based on quotations.
3. It was decided to conduct Prelims examination for SY B.Com and TY B.Com from 22nd February 2024 to 1st March 2024 and F.Y.B Com from 6th March 2024 to 14th March 2024.
4. It was decided to organize PTM for F.Y.B Com and TY B.Com on 17th February 2024.
5. It was discussed to complete with the work of departmental magazine, it was informed to all teachers to submit all pending reports and encourage students for more articles contribution for the magazine.
6. It was decided to complete with admission process of Digital Marketing Certificate course and start with the sessions.
7. It was informed to Mr John Menezes to regular check with proper conduction of Tally program.
8. It was discussed to do result analysis of TY. B Com Examination based on revaluation results.
9. It was discussed to conduct pending sessions of Alumni Diaries
10. It was discussed to organize Buddy Shala and update reports with photographs
11. It was discussed to conduct Palak Samvad (session by Parents)

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 (A) Class Incharge	
Mrs.Priya Nadar -TY B.Com (B) Class Incharge	
Mrs Remya George-SY B.Com (B) Class Incharge	
Mrs.Sharvari Shetty-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: 06-03-24

This is to inform all the teachers of B. Com department that a meeting is convened in Staff Room – 6th Floor on the **7th of March, 2024** Thursday, at **1.00 PM**.

All are requested to attend the same.

Agenda of the Meeting:

1. Farewell for T Y B. Com students
2. Picnic for FY B. Com students
3. Prelims Examination
4. Students Feedback
5. Address by Principal for B. Com students on NEP & Autonomous
6. Convocation



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





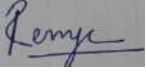
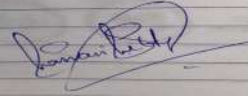
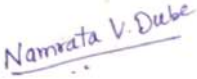
B. Com Departmental Meeting was held in Staff Room – 6th Floor on the **7th of March, 2024** Thursday, at **1.00 PM**.

Discussion:

1. It was decided to organize Farewell for TY B.Com students, tentative date was decided on 12th March 2024. It was further decided to collect Rs 100 from SY. B Com students and events to be organized for students on farewell.
2. It was decided to take FY B.Com students for one day picnic, date and location of the picnic will be decided soon and will be informed to students.
3. It was decided to give evaluated Prelims Answer Paper to students of TY B.Com on 9th March 2024 and SY B.Com on 11th March 2024
4. It was decided to complete with feedback of students of TY B.com students on 9th March 2024 and S.Y. B com on 11th March, 2024
5. It was discussed to post reminder message to SY B.com students about Principal's Address on NEP and Autonomous on 9th March, 2024.
6. It was discussed about tentative date of convocation program on 23rd March 2024.
7. It was discussed to do result analysis of TY. B Com Examination based on revaluation results.

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 (A) Class Incharge	
Mrs.Priya Nadar -TY B.Com (B) Class Incharge	
Mrs Remya George-SY B.Com (B) Class Incharge	
Mrs.Sharvari Shetty-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

DEPARTMENT OF MANAGEMENT STUDIES

DATE: 17/6/2023

VENUE:813

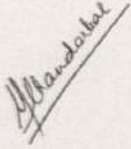
AGENDA:

1. NAAC Preparation

MINUTES:

1. Classes upto 10am
2. Principal Presentation 10.30am
3. Departmental Presentation after that.
4. Information about division of work in shared drive for all
5. Students to be called at 11.30am

SIGNATURE:



NIDHI CHANDORKAR
COORDINATOR

TEACHER	SIGNATURE
CA ZAINAB RANGWALA	ZSR
MS. ASHWINI DEVADIGA	
MS. STEFFI SALVE	Salve
MR. ASHISH NAVIK	Ashish
ADV JYOTI SHARMA	Jyoti

11/7/2023

Agenda:

1. Incharge of mgmt associates to be appointed.
2. Division of dept & Asso. work.

MoM:

- 1) Each one has to do one certificate course
- 2) Planning for Deeksharambh - Team selected
- 3) Mgmt Association → Incharge.
 - Advertisement → Inter collegiate
 - Client Counseling
 - The Know Show - Guidance/Skill
 - Persona
 - Biz Fiesta
- 4) Each class having 2 mgmt assoc.

~~Nida Chandorkar~~

Members

- 1) Ashvini Devadiga
- 2) Ashish Nark
- 3) Steffi S.
- 4) Jyoti S.

~~Ashvini~~
~~Ashish~~
~~Steffi~~
~~Jyoti~~

18/7/23

Agenda:

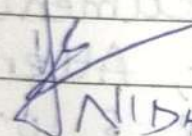
Points discussed in IQAC meeting.

MOM:

- 1) Attendance template used currently will be continued.
- 2) Calendar to be ready by Sat. with events to be organised.
- 3) Event dates should not clash with committee events.
- 4) Circular, Report, Attendance, Feedback and ATR to be added for documentation.
- 5) Circular, Syllabus, BOS, Report, Attendance, Evaluation, Report Feedback, ATR & 10% certificate.
- 6) Professional Ethics - to be done by department - Ashwini to take charge.
- 7) Student satisfaction survey will be done twice.
- 8) FY face recognition to be done by FY teachers.
- 9) CO PO mapping session to be conducted.
- 10) 1 research paper mandatory for every teachers.
- 11) Teachers guiding research projects of students cannot claim credit for research paper.
- 12) 1 mandatory FDP by teachers on their areas of interest.
- 13) 28th July - ^{Workshop} Research on Arishkae.
- 14) Collaboration with other colleges to be done.

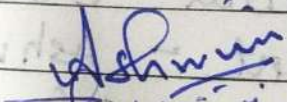

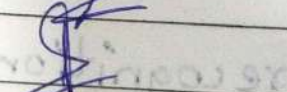
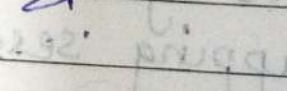
Department wise.

- 15) Career guidance will be done by placement cell, departments can do their sessions separately in consent with Placement Cell.
- 16) SR and CL of class should maintain data of students participating in intra and inter collegiate events.
- 17) Training program of IQAC will be conducted on NEP.
- 18) Annual theme will be decided and event to be organised on the annual theme.
- 19) Crossroads session to be planned for 84's.


NIDHI CHANDOR

Members

- 1) Ashwini Devadiga
- 2) Ashish Navik
- 3. Srepps
- 4. Jyoti S


Ashwini

Ashish Navik

Srepps

Jyoti S

Agenda

- ① Liji Madan's session on 17th
- ② Complimentary activity calendar
- ③ Teacher wise activities
- ④ PTM on 19th Aug

Minutes:

① 17/8/2023 →

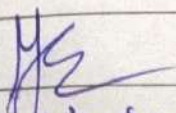
AV Room, 11:00 am

② PTM:

TY & SY → 10 am }
 FY → 11:15 am }

③ Avishkar: FY: Research Basics -

④ Env. field Trip - Sept 4th


 NISHITA C.

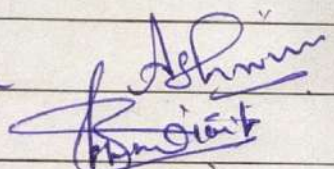
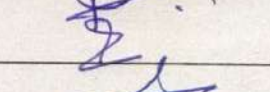

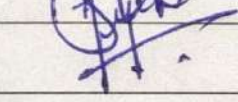
Ashwini Devadiga

Ashish Navik

Steffi Salve

CA ZAINAB RANGHIAJI

Jyoti. Shamma

BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES,
POWAI

DEPARTMENT OF MANAGEMENT STUDIES

DATE: 14/8/2023

VENUE:813

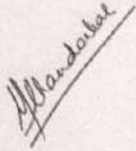
AGENDA:

1. PTM on 19th


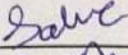
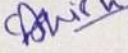
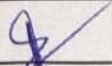
MINUTES:

1. Both division will be taking meeting together
2. Class Teachers will take charge of it and prepare PPT
3. Call parents well in time so that we can wind up by 1:30pm

SIGNATURE:



NIDHI CHANDORKAR
COORDINATOR

TEACHER	SIGNATURE
CA ZAINAB RANGWALA	
MS. ASHWINI DEVADIGA	
MS. STEFFI SALVE	
MR. ASHISH NAVIK	
ADV JYOTI SHARMA	

BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES,
POWAI

DEPARTMENT OF MANAGEMENT STUDIES

DATE: 16/8/2023

VENUE:813

AGENDA:

1. Trip to Go-Cheese

MINUTES:

1. It is for both SY and TY
2. The trip will be scheduled on September 1, 2023
3. Teachers going will be Ashish Navik and Nidhi Chandorkar

SIGNATURE:

Nidhi Chandorkar

NIDHI CHANDORKAR
COORDINATOR

TEACHER	SIGNATURE
CA ZAINAB RANGWALA	<i>ZSR</i>
MS. ASHWINI DEVADIGA	
MS. STEFFI SALVE	<i>Salve</i>
MR. ASHISH NAVIK	<i>Ashish</i>
ADV JYOTI SHARMA	<i>J</i>

DEPARTMENT OF MANAGEMENT STUDIES

VENUE:813

DATE: 24/8/2023

AGENDA:

1. Capsules Activities and other subject related activities for Experiential Learning

MINUTES:

1. Teachers are requested to engage all classes they are teaching and all subjects some or the other subject related activities.
2. Activities tentatively to be conducted:

Nidhi Chandorkar	BMS Weekly, Personal SWOT, SWOTTERS, Shodhkarta (SYBMS), Brand Story (FYBMS), Media Mania, My Business My PR(TYBMS),
Jyoti Sharma	Role play, Flipped Classroom, MootCourt, Case Study, Debate (FYBMS)
Zainab Rangwala	Lecture Series, Annual Report Decoded, Corporate Financial Report (SYBMS)
Ashwini Devadiga	Green Deals, Event Management, Ad Plan Presentation, Future Frontiers
Field Trips	PTQM, Logistics, Nature Park, Court, NSE/ SEBI etc other than annual trip

Nidhi Chandorkar

NIDHI CHANDORKAR
COORDINATOR

TEACHER	SIGNATURE
CA ZAINAB RANGWALA	<i>ZSR</i>
MS. ASHWINI DEVADIGA	
ADV JYOTI SHARMA	<i>J</i>

BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES,
POWAI

DEPARTMENT OF MANAGEMENT STUDIES

DATE: 11/112023

VENUE:813

AGENDA:

1. Certificate courses to be conducted

MINUTES:

1. For SYBMS - HRM for Working Professionals - Over all incharge will be Ashwini Devadiga
2. For FYBMS - Excel for Professionals - Overall Incharge will be Dr. Tushar Chavan.
3. Digital Marketing and Direct Tax Course can be scheduled in next semester

Nidhi Chandorkar

NIDHI CHANDORKAR
COORDINATOR

TEACHER	SIGNATURE
CA ZAINAB RANGWALA	<i>ZSR</i>
MS. ASHWINI DEVADIGA	
ADV JYOTI SHARMA	<i>Jyoti</i>
DR. TUSHAR CHAVAN	<i>Tushar</i>

BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES,
POWAI

DEPARTMENT OF MANAGEMENT STUDIES

DATE: 10/1/2024

VENUE:813

AGENDA:

1. Annual Industrial Visit

MINUTES:

1. Teachers who will be going for trip are Ms. Ashwini Devadiga, Dr. Tushar Chavan.
2. Ms. Asha Shetty will be the non-teaching staff
3. Defaulter students should not go and students with behavioural problems will also not be allowed.
4. Strict guideline to be given for discipline
5. Scheduled in second week of March 2024

Mandorkar

NIDHI CHANDORKAR
COORDINATOR

TEACHER	SIGNATURE
CA ZAINAB RANGWALA	<i>ZSR</i>
MS. ASHWINI DEVADIGA	<i>A</i>
ADV JYOTI SHARMA	<i>Jyoti</i>
DR. TUSHAR CHAVAN	

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

Department of Information Technology and Computer Application

Minutes of Meeting

**The Following points discussed in the department meeting conducted on
7th June 2023 at 10:30 am in Lab 8.**

1. Semester result ATKT and Regular result verification to be completed.
2. SY and TY admission follow up to be taken.
3. Calling FY eligible students to inform them to fill the college form.
4. Notice boards to be updated.

Co-ordinator
(Dr. Tushar Sambare)

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

Attendance
7th June 2023

Name	Signature
Dr. Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Suman Upadhyay	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Mr. Sunil Jabre	
Mr. Rakesh Lakhani	

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

Department of Information Technology and Computer Application

Minutes of Meeting

The Following points discussed in the department meeting conducted on 8th June 2023 at 9 am in Lab 8.

1. Workload distribution for the academic year 2023-24 was discussed. All faculty members gave one subject of their preference.
2. Marksheet verification for FY and SY to be completed by end of day.
3. Update was taken regarding Notice board designing.
4. Update was taken regarding calling students of FY IT and Data Science. And calling students who have not yet taken admission in SY and TY. Remaining calls to be completed by the end of day.
5. Internal Paper of M.Sc. have to be submitted to the Exam Room.

Co-ordinator
(Dr. Tushar Sambare)

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

Attendance
8th June 2023

Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Suman Upadhyay	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Mr. Sunil Jabre	
Mr. Rakesh Lakhani	

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

Department of Information Technology and Computer Application

Minutes of Meeting

**The Following points discussed in the department meeting conducted on
9th June 2023 at 8:30 am in Lab 8.**

1. General discussion was conducted for the Department NAAC Presentation.
2. Changes to be done were discussed.
3. Work was divided among all the faculties.

Co-ordinator
(Dr. Tushar Sambare)

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

Attendance
9th June 2023

Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Suman Upadhyay	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	

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

Department of Information Technology and Computer Application

Minutes of Meeting

The following points were discussed in the department meeting conducted on 15th June 2023 at 11:10 am in Lab 8.

1. Some revisions in workload.
2. Class teachers were decided:
 - FY IT A - Asst. Prof. Suman Upadhyay
 - FY IT B - Asst. Prof. Dipti Parab
 - SY IT A - Asst. Prof. Himani Shukla
 - SY IT B - Asst. Prof. Sheetal Khanore
 - TY IT A - Asst. Prof. Aditi Chikhalikar
 - TY IT B - Asst. Prof. Disha Bhakta
3. SY Data Science Lectures to be started from Monday.
4. Class representatives- CR, ACR, CL and SR have to be selected for TY, SY IT and SY Data Science. Dr. Tushar Sambare will interview the interested students.
5. Update was taken to calling status regarding FY IT and DS admissions.

Co-ordinator
(Dr. Tushar Sambare)

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

Attendance
15th June 2023

Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Suman Upadhyay	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	

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

Department of Information Technology and Computer Application

Minutes of Meeting

The following points were discussed in the department meeting conducted on 7th July 2023 at 12:10 pm in Lab 8.

1. Class teachers were revised for some classes. Final list of class teachers:
 - FY IT A - Asst. Prof. Suman Upadhyay
 - FY IT B - Asst. Prof. Dipti Parab
 - SY IT A - Asst. Prof. Vinay Shahapurkar
 - SY IT B - Asst. Prof. Sheetal Khanore
 - TY IT A - Asst. Prof. Aditi Chikhalikar
 - TY IT B - Asst. Prof. Disha Bhakta
 - FY DS - Asst. Prof. Vaibhav Kandalkar
 - SY DS - Asst. Prof. Himani Shukla
2. FY, SY IT and Data Science lab setup must be completed before 14th July. List of softwares required has to be collected from faculties.
3. Undertaking of defaulter students for the month of June has to be collected. TY IT is partially done with only 4-5 students remaining. Same has to be done for SY IT.
4. Teachers have to call parents of students whose attendance is less than 50%. This has to be completed till Monday.
5. Follow up has to be taken for finalising CR, ACR, CL and SR for SY IT and SY Data Science.
6. All the class representatives (CR, ACR, CL and SR) will be part of the IT Association.
7. The IT Association Incharge for the year 2023-24 will be Asst. Prof. Raveena Shetty.
8. 2 certificate courses have to be conducted in this academic year.
9. One initiative to be conducted by each teacher.
10. MOU with NSE-IT-DESK is under process. Information was shared with all teachers regarding this by Dr. Tushar Sambare.
11. Bridge course has to be conducted for Digital Electronics and Mathematics for FY IT students and for Mathematics for FY Data Science.
12. Certificates related to students' achievements have to be collected by Class Teachers.
13. Language lab has to be established. Software for the same has to be searched.

Co-ordinator
(Dr. Tushar Sambare)

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

Attendance
7th July 2023

Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Suman Upadhyay	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Asst. Prof. Vaibhav Kandalkar	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	

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

Department of Information Technology and Computer Application

Minutes of Meeting

**The following points were discussed in the department meeting
conducted on 25th September 2023 at 01:00 pm in 814.**

1. Syllabus status for SY IT and DS was discussed.
2. Students Diary can be implemented for accountability. Teachers to think on ideas regarding its format and way of implementation.
3. Project guides must take update from respective students. Project should be completed by 20th October 2023. First 4 chapters are required for this semester.
4. TY Prelims question paper one set must be submitted on or before 1st October 2023.
5. For Data Science – Economics Subject Practicals were divided amongst teachers.
6. SY IT Practical exams will be before theory exams.
7. SY DS Practical exams will be after theory exams.
8. FY Parents Teachers Meeting will be on 30th September 2023. Internal papers to be evaluated before meeting.
9. TY Journal checking will be done after prelims.
10. Certificate course needs to be decided for next semester.

Co-ordinator
(Dr. Tushar Sambare)

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

Attendance
25th September 2023

Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Asst. Prof. Vaibhav Kandalkar	
Asst. Prof. Priya Giram	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	

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

Department of Information Technology and Computer Application

Minutes of Meeting

**The following points were discussed in the department meeting
conducted on 9th October 2023 at 01:00 pm in Lab 8.**

1. Workload for even semester was discussed; initial allotment of subjects was made.
2. Overview was taken regarding IT Association activities.
3. Overview was taken regarding individual teachers' initiatives.
4. Overview was taken regarding certification courses: Microsoft Certification Course and RPA Certification Course.

Co-ordinator
(Dr. Tushar Sambare)

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

Attendance
9th October 2023

Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Asst. Prof. Vaibhav Kandalkar	
Asst. Prof. Priya Giram	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	

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

Department of Information Technology and Computer Application

Minutes of Meeting

The following points were discussed in the department meeting conducted on 30th October 2023 at 09:30 am in Lab 8.

1. Workload for even semester was finalized.
2. Visiting faculties have to be finalized for M.Sc. IT subjects - Deep Learning and Computer Vision/ Malware Analysis.
3. Visiting Faculties have to be finalised for 6 subjects of B.Sc. Data Science.
4. Class teachers were decided for classes. Final list of class teachers:
 - FY IT A - Asst. Prof. Priya Giram
 - FY IT B - Asst. Prof. Dipti Parab
 - SY IT A - Asst. Prof. Aditi Chikhalikar
 - SY IT B - Asst. Prof. Sheetal Khanore
 - TY IT A - Asst. Prof. Himani Shukla
 - TY IT B - Asst. Prof. Raveena Shetty
 - FY DS - Asst. Prof. Vaibhav Kandalkar
 - SY DS - Asst. Prof. Vinay Shahapurkar

Co-ordinator
(Dr. Tushar Sambare)

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

Attendance
30th October 2023

Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Asst. Prof. Vaibhav Kandalkar	
Asst. Prof. Priya Giram	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	

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

Department of Information Technology and Computer Application

Minutes of Meeting

The following points were discussed in the department meeting conducted on 8th November 2023 at 01:00 pm in Lab 8.

1. Asst. Prof. Disha Bhakta will be co-coordinator for B.Sc. Data Science.
2. Asst. Prof. Mithilesh Chauhan will be co-coordinator for M.Sc. IT.
3. IV destination was finalized after discussion and comparisons of multiple itineraries. Hyderabad – with tour manager- Key Explore was finalized.
4. Update was taken regarding preparation of FY Practical exam slips.
5. Time table of even semester has to be updated.

Co-ordinator
(Dr. Tushar Sambare)

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

Attendance
8th November 2023

Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Asst. Prof. Vaibhav Kandalkar	
Asst. Prof. Priya Giram	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	

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

**B.Sc. IT Department
Minutes of Meeting**

**The following points were discussed in the department meeting
conducted on 4th December 2023 at 12:00 pm in 814.**

- FY Sem 1 Practical marks to be submitted.
- FY Sem 1 results verification must be completed in next 2 days
- IV students count to be verified and their cheque payment to be proceeded at the earliest
- Proper message of IV details must be sent in class groups
- TY ATKKT practical examination students list must be checked.
- TY project follow-up to be done by all guides.
- Class teachers are instructed to encourage the students about RPA certificate course.

Co-ordinator
(Dr. Tushar Sambare)

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

Attendance
4th December 2023

Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Dipti Parab	
Asst. Prof. Vaibhav Kandalkar	
Asst. Prof. Priya Giram	

Mr. Sunil Jabre	
Mr. Rakesh Lakhan	

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

Department of Information Technology and Computer Application

Minutes of Meeting

The following points were discussed in the department meeting conducted on 4th January 2024 at 12:00 pm in 814.

1. Result Analysis has to be completed by FY and SY Class Teachers before 12th January, 2024.
2. Defaulter List has to be generated and follow-up has to be taken with students who were not allowed for the exam. Call the parents of these students to inform them about attendance for the month of December. Deadline- 12th January, 2024.
3. Upcoming event list- individual teachers initiative and IT Association events should be prepared by 12th January, 2023.
4. Documentation has to be completed for events and activities completed till date. Deadline- 12th January, 2024.
5. Students' Achievements data with proof has to be collected.
6. TY Project Guides are supposed to take regular follow-up. Project Deadline- 10th March, 2024.
7. IV Status- 51 Students till date. More cheques can be collected for the next 2-3 days. Subject to availability of tickets.
8. Keep the laptop carefully after the lectures.
9. Need to follow-up on Microsoft Certification Course Exam.
10. RPA Certification Course is under progress.
11. Status of Student Exchange Program- Budget Submitted.

Co-ordinator
(Dr. Tushar Sambare)

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

Attendance
4th January 2024

Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Asst. Prof. Vaibhav Kandalkar	
Asst. Prof. Priya Giram	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	

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

Department of Information Technology and Computer Application

Minutes of Meeting

**The following points were discussed in the department meeting
conducted on 15th January 2024 at 01:00 pm in Lab 8.**

1. Update regarding work allocated in the Meeting of January 4th, 2024 was taken.
2. Reports of Departmental Activities are completed.
3. Microsoft Certificate Course Examination was successfully conducted on 14th January, 2024.
4. Majority calling for defaulter students is done. Pending work regarding this must be completed by tomorrow.
5. Asst. Prof. Dipti Parab will provide details of NSS students. Class teachers will take attendance follow-up of these students.
6. Regarding defaulter students: if parents make allegation that they were not informed regarding students' attendance; Class Teachers will be held responsible.
7. Students Achievement data is collected; verification must be completed.
8. Parents Teachers Meeting for FY and SY students on 27th January, 2024. Parents of students with attendance less than 50% and students with ATKT in lower semesters to be called for meeting.
9. Notice and list of students for the Parents Teachers Meeting will be prepared by class teachers.
10. Food Preference for IV students must be completed by tomorrow.
11. Pending IT Association events: Aspirant Series one session will be organised before internals and one session after internals. Session for Project Innovation will also be arranged.
12. Asst. Prof. Himani Shukla will be calling parents of Nilesh Jha.

Co-ordinator
(Dr. Tushar Sambare)

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

Attendance
15th January 2024

Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Asst. Prof. Vaibhav Kandalkar	
Asst. Prof. Priya Giram	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	

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

Department of Information Technology and Computer Application

Minutes of Meeting

The following points were discussed in the department meeting conducted on 23rd February, 2024 at 12:00 pm in M.Sc. Lab.

1. Subjects for FY, SY and TY for B.Sc. IT and B.Sc. DS were decided under NEP 2020.
2. Update was taken regarding the Student Exchange Program.
3. Finalise students for the Student Exchange Program in the next 3-4 days.

**Co-ordinator
(Dr. Tushar Sambare)**

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

Attendance
23rd February 2024

Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Asst. Prof. Vaibhav Kandalkar	
Asst. Prof. Priya Giram	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	

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

Department of Information Technology and Computer Application

Minutes of Meeting

The following points were discussed in the department meeting conducted on 2nd April, 2024 at 11:00 am in Lab 8.

1. Subjects for FY, SY and TY for B.Sc. IT and B.Sc. DS were decided under NEP 2020 as per Discipline Specific Approach.
2. Update was taken regarding FY and SY Practical Exams.
3. Need to prepare a moderation budget for SY and FY Moderation.
4. Update was taken regarding completion of FY and SY internal marks. Internal marks have to be finalised by the next 2 days.

**Co-ordinator
(Dr. Tushar Sambare)**

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

Attendance
2nd April 2024

Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Asst. Prof. Vaibhav Kandalkar	
Asst. Prof. Priya Giram	