


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

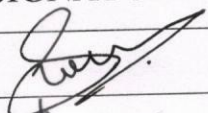

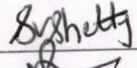
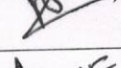
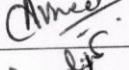
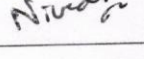
Notice No: 001 / 2019-20

Date: 28/06/2019

This is to inform that Departmental meeting will be convened for departmental teachers on 29th June, 2019 in Conference room at 12:00 p.m. Teachers are requested to attend the same.


Mrs. Sahana Raviprasad
(Co-ordinator)

Departmental Staff:-

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


PRINCIPAL
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Tel. 022 - 0132 7112
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Bunts Sangha's
S.M. Shetty College of Science, Commerce and
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Minutes of the meeting


Date: 29/06/2019

Time: 12:00 p.m.

Following matters were discussed in the meeting:-

1. Teachers were instructed to update students Information sheet and also keep a record of student's talents from their respective classes by 5th July, 2019.
2. Teachers were requested to complete the result analysis of last semester exam by 5th July, 2019.
3. It was decided to call parents of students with poor attendance status of SY and TY.
4. Teachers were requested to inform the students about the college code of conduct such as the line of authority, No birthday party's celebration in college etc.
5. Teachers were instructed to keep a track on syllabus completion for all subjects from their respective classes.
6. It was decided to conduct a PTA meet for SY and TY class based on division one with defaulter students on 13th July, 2019 and the other with non-defaulters on 27th July, 2019.


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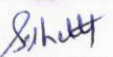

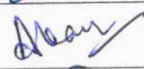


Coordinator's Signature

Bunts Sangha's
S.M. Shetty College of Science, Commerce and
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ACTION TAKEN REPORT

DATE OF THE MEETING	ACTIONS TO BE TAKEN	STATUS
29th June 2019	To update student's information sheet based on their talents.	Executed on 5 th July, 2019
	To complete Result analysis of last semester.	Executed on 5 th July, 2019
	To call parents of students with poor attendance status of SY & TY.	Executed from 3rd July to 5 th July, 2019
	Inform students about college code of conduct such as line of authority, No birthday celebration inside the college etc.	Informed by respective class teachers on time.
	Decided to conduct PTA for SY & TY.	Executed on 13 th July, 2019 meeting defaulter's parents and 27 th July, 2019 non-defaulters parents.

Departmental Staff:-

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TYBAF	Sahana Raviprasad	
SYBAF	Virendra Singh	
FYBAF	Swati Shetty	
TYBBI	Komal Tiwari	
SYBBI	Avneet Kaur	
FYBBI	Niveditha Shetty	

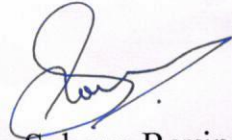

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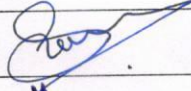

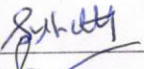
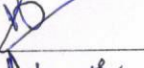
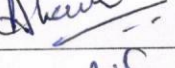
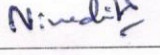
Notice No: 002 / 2019-20

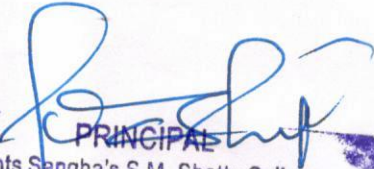
Date: 23/08/2019

This is to inform that Departmental meeting will be convened for departmental teachers on 23rd August, 2019 in Conference room at 12:15 p.m. Teachers are requested to attend the same.


Mrs. Sahana Raviprasad
(Co-ordinator)

Departmental Staff:-

CLASS	CLASS INCHARGE	SIGNATURE
TYBAF	Sahana Raviprasad	
SYBAF	Virendra Singh	
FYBAF	Swati Shetty	
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Minutes of the meeting

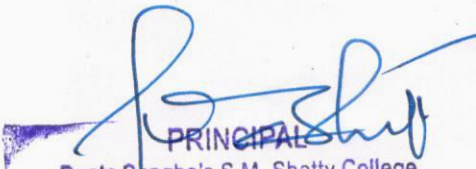
Date: 23/08/2019

Time: 12:15 p.m.

Following matters were discussed in the meeting:-

1. Teachers were instructed to catch hold students those who regularly come late for the first lecture and accordingly to take action.
2. It was decided to conduct Industrial visit for BAF and BBI to Jaipur, Fatehpur sikri and Agra tentatively from 2nd January to 8th January, 2020.
3. Teachers were requested to prepare defaulter's list by 30th August, 2019 for the month of August.
4. Teachers were requested to submit their work diary on every Saturday without fail before leaving.
5. It was decided that 5th Sepetember, 2019 would be a working day on account of teacher's day.


Coordinator's Signature

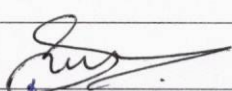

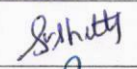




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ACTION TAKEN REPORT

DATE OF THE MEETING	ACTIONS TO BE TAKEN	STATUS
23rd August, 2019	To catch hold students regularly coming late for the first lecture.	Follow up by class teachers on regular basis.
	To conduct Industrial visit for BAF and BBI to Jaipur, Fatehpur sikri and Agra.	In process (Tentative date was from 2 nd to 8 th January, 2020 which was later postponed, i.e. from 25 th to 30 th January, 2020.
	To prepare Defaulters list for the month of August, 2019.	Executed and Displayed on 30 th August, 2019.
	Submission of work diary on every Saturday before leaving.	On regular basis.

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