

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

Minutes of the meeting

Date: 11/06/2020

Time: 06:00 p.m.

Following matters were discussed in the meeting:-



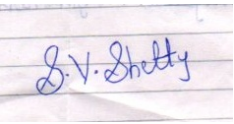



1. Teachers were instructed to verify the results of FY and SY classes.
2. Ideas were taken from the teachers as to the conduct of virtual Farewell for TYBAF and TYBBI class.
3. Teachers are asked to collect articles from the students for the departmental magazine Vanijyam and even teachers are also required to send their articles for the magazine.



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Coordinator's Signature

Departmental Staff: -

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

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Minutes of the meeting

Date: 25/06/2020

Time: 05:30 p.m.



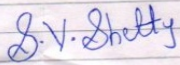
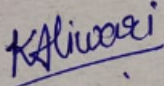

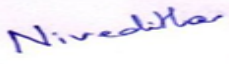
Following matters were discussed in the meeting:-

1. Teachers were instructed that classes for the new academic year will commence from 26<sup>th</sup> June 2020 (SY & TY class) also three lectures will be conducted on a daily basis.
2. Teachers were requested to login with Organization ID while conducting lectures on zoom.
3. It was instructed to maintain a work diary as per daily lectures taken and also mention the number of students attending the lectures in it.
4. Teachers were requested to take the updates from students as to their admission status.
5. It was decided to inform the coordinator about any technical issue faced by any teachers while conducting the lectures.
6. Teachers were instructed to create a student and parents' group for further communication of their respective classes.
7. It was instructed to keep their presentations simple and creative while explaining the students on zoom classes and also Quiz can be taken on related topics.
8. It was decided to organize Bank nationalization day on 19<sup>th</sup> July for which Prof. Komal Tiwari and Prof. Avneet Kaur were the Teacher in-charge.

  
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Coordinator's Signature

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FYBAF	Swati Shetty	
TYBBI	Komal Tiwari	
SYBBI	Avneet Kaur	
FYBBI	Niveditha Shetty	

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Minutes of the meeting

Date: 01/08/2020

Time: 11:30 a.m.

Following matters were discussed in the meeting:-



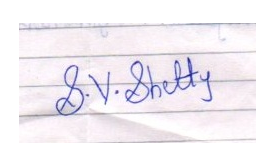
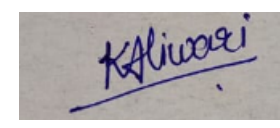

1. Teachers were instructed to follow up with students of SY and TY class who are still left taking admissions and paying fees.
2. Teachers were requested to prepare a defaulters list for the month of July 2020 and catch hold students with less than 30% attendance.
3. It was instructed to create a parent's teacher whatsapp group for further communication of their respective classes.
4. Teachers were requested to update their work diary on a daily basis and also mention any activity conducted while taking online lectures.
5. Teachers were instructed to call students who have applied for FYBBI for guiding them to apply in college portal along with University portal and update on the same
6. Teachers' suggestions were taken and discussion was done on conducting online class tests or internals.
7. Following are the Innovative teaching practices which have been discussed and all teachers were instructed to use in their online classes.
  - Creating a Breakout room in Zoom and using it for practicals and theory lectures.
  - Concept based quiz through Google forms
  - Assignments through Google classroom

- Using Bookwidgets.com for making subject related games, puzzles etc.
- Live quiz for students using Quizizz.



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TYBBI	Komal Tiwari	
SYBBI	Avneet Kaur	
FYBBI	Reema Somaya	

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Minutes of the meeting

Date: 02/09/2020

Time: 12:30 p.m.



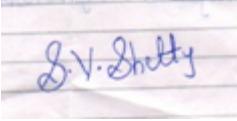
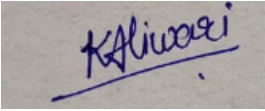

Following matters were discussed in the meeting: -

1. Teachers were instructed to create a google link for maintaining attendance for the month of their respective classes.
2. Teachers were requested to create a parent's teacher WhatsApp group for further communication of their respective classes.
3. It was instructed to upload Question papers and screenshots of Internal test papers.
4. Teachers were requested to select the class leaders for their respective classes as early as possible.
5. Teachers were instructed to motivate students for participation in intra and inter-collegiate events.
6. It was decided to conduct an Orientation programme for FY classes.
7. Teachers were instructed to take sessions on a weekly basis for students on any topic apart from the academics.



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Minutes of the meeting

Date: 20/10/2020

Time: 5:00 p.m.

Following matters were discussed in the meeting: -

1. Teachers were instructed to conduct a Parents-Teacher meet of SY and TY classes on following dates below.
  - SYBAF – 26<sup>th</sup> October,2020
  - SYBBI – 27<sup>th</sup> October,2020
  - TYBAF – 28<sup>th</sup> October,2020 and
  - TYBBI – 29<sup>th</sup> October,2020.
2. Teachers were requested to prepare a formal schedule of the meeting and keep following records of PTM for documentation purpose:
  - Formal whatsapp message screenshot in students and Parents group.
  - Schedule of the meeting in PDF or Word Form
  - Screenshots of the meeting
  - Recordings of the PTM meeting
  - Attendance and Feedback analysis of PTM and
  - Report of the meeting.
3. It was decided to conduct the Internal exams of SY and TY classes from 2<sup>nd</sup> November, 2020 and Prof. Komal Tiwari should take care of the supervision chart for the same.
4. Creating Google classroom class-wise for SY and TY classes using mail Id's is to be taken care by Prof. Avneet Kaur and verifying as to papers are

been scheduled or not before exam in the google classroom should be taken care by Prof. Avneet Kaur and Prof. Swati Shetty on daily basis.

5. Teachers were instructed to post their zoom meeting link one day prior to the class teachers for the smooth conduct of exams.

6. Teachers were requested to motivate students for the enrollment of TISS certification courses for SY and TY classes.

7. It was decided to catch hold students with attendance less than 30% and make them to not write Internal exams.

8. Teachers were requested to take a follow up of students who are left with pending fees of SY and TY classes.



9. Teachers were also instructed to motivate students for participation in the upcoming event of Talent hunt.

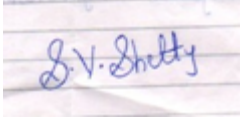
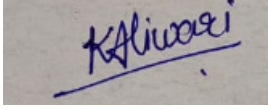

10. It was decided to complete the pending work of Departmental Magazine (2018-19) by Prof. Avneet Kaur and also to start with work of Departmental Magazine (2020-21) by Prof. Komal Tiwari and Prof. Swati Shetty.



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Minutes of the meeting

Date: 29/01/2021

Time: 12:45 p.m.

Following matters were discussed in the meeting: -

Teachers were instructed to collect Day-wise Attendance of their respective classes from the concerned subject teachers for the month of January 2021.

It was decided to conduct a virtual meeting before 6<sup>th</sup> February 2021, with the parents of defaulters having less than 50% of Attendance in the month of January 2021.

Also, teachers were instructed to maintain screenshots and Attendance records of the respective Parents teacher meet and catch hold of those students who were absent in the meeting.

Teachers were requested to keep their defaulter's list ready by 1<sup>st</sup> February 2021.

FY and SY class teachers were instructed to complete the Result analysis of last semester exam by 10<sup>th</sup> February 2021.

Teachers were instructed to motivate students to send good quality articles for Departmental magazine, also certificates will be provided for the best article.

It was decided to finalize the project topics of TY students by 1<sup>st</sup> week of February 2021, Prof. Komal Tiwari is being given the responsibility to handle the same.



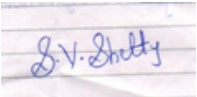
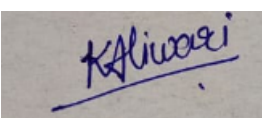

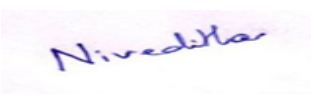
Teachers were instructed to take feedback from students of their respective classes about the lectures and any other matter.

It was decided to maintain records related to Inter-collegiate and Intra- collegiate participation and winners of the current year in form of google link, Prof. Swati Shetty is given the responsibility to create the same.

  
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Minutes of the meeting

Date: 19/03/2021

Time: 3:30 p.m.

Following matters were discussed in the meeting: -

1. Teachers were instructed to collect Internal marks of their respective classes as early as possible by creating a google link and adding a consolidated marksheet at the end of the file.
2. It was also decided to go through the marks student wise and if found any deviations regarding toppers, that case needs to be highlighted and sent it to the co-ordinator.
3. Teachers were requested to select 1 team for Avishkar from their respective classes and post their names in BAF & BBI core group.
4. It was instructed to report college on 20th March (Saturday) at 8 am to 1 pm for the NAAC work and Documentation.
5. Teachers were instructed to work for Criterion 01 - Documentation of BAF & BBI Department also duties were allocated as mentioned below:



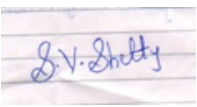
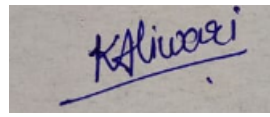

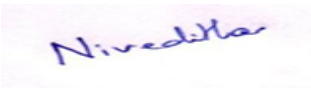
<b>TEACHING FACULTY</b>	<b>DUTIES ALLOTTED (for last 5 years)</b>
Prof Komal Tiwari Prof Niveditha Shetty	<ul style="list-style-type: none"><li>● Departmental Time- table</li><li>● Teachers Workload</li><li>● Departmental Work Diary</li><li>● TY Project details</li></ul>

Prof Swati Shetty	<ul style="list-style-type: none"><li>● Academic Calendar</li><li>● Certificate course details</li></ul>
Prof Avneet Kaur	<ul style="list-style-type: none"><li>● Remedial lectures</li><li>● OER data</li></ul>
Prof Sahana Raviprasad	<ul style="list-style-type: none"><li>● Internal Marks</li><li>● Prelims Data</li><li>● Minutes of Meetings</li><li>● Syllabus etc.</li></ul>
Prof Virendra Singh	<ul style="list-style-type: none"><li>● Attendance Record</li><li>● Details regarding activity conducted for subjects like Foundation course, Business Ethics etc.</li></ul>



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**Minutes of the meeting**

Date: 26/04/2021

Time: 9 a.m.

Following matters were discussed in the meeting: -

1. It was decided to conduct quizzes for TYBBI under-performance students and attendance defaulters for all the subjects, so as to improve their performance in the Semester exam.
2. Teachers were informed about the conduct of TYBBI Viva for the pending students who have still not submitted their Black book to respective guides, it was decided that Viva will be conducted this week only.
3. SY class teachers were instructed to verify the final Consolidated marks of students and report the co-ordinator.
4. Teachers were instructed to continue the work for Criterion 01 - Documentation of BAF & BBI Department which was allocated earlier as mentioned below.



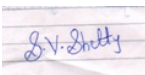
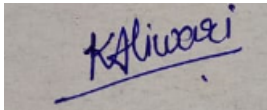
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Prof Komal Tiwari Prof Niveditha Shetty	<ul style="list-style-type: none"><li>● Departmental Time- table</li><li>● Teachers Workload</li><li>● Departmental Work Diary</li><li>● TY Project details</li></ul>
Prof Swati Shetty	<ul style="list-style-type: none"><li>● Certificate course data</li></ul>


Prof Avneet Kaur	<ul style="list-style-type: none"> <li>● OER data collection</li> </ul>
Prof Sahana Raviprasad	<ul style="list-style-type: none"> <li>● Internal Marks</li> <li>● Prelims Data</li> </ul>
Prof Virendra Singh	<ul style="list-style-type: none"> <li>● Attendance Record</li> <li>● Details regarding activity conducted for subjects like Foundation course, Business Ethics etc.</li> </ul>



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