

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

**B.Sc. IT Department**  
**Meeting Notice**

It is hereby informed that there is meeting of the committee members on 12<sup>th</sup> Jan 2017 at 12 noon in 6<sup>th</sup> Floor lab to discuss the following agenda:

1. Result Analysis
2. Preparation of Files
3. Future plans

Faculty of the department

1. Prof. Tushar S

*Tushar S*

2. Prof. Nabila K

*Nabila K*

3. Prof. Trupti K.

*Trupti K.*

4. Prof. Sujata R

*Sujata R*

5. Prof. Vinayak S

*Vinayak S*

6. Prof. Suman U

*Suman U*

7. Prof Raveena S

*Raveena S*

8. Prof Himani S

*S.K. Khan*

Coordinator

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

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

Following decision were made on 12<sup>th</sup> Jan 2017 at 12 noon in 6<sup>th</sup> Floor lab.

1. Result Analysis :

SY results analysis-----sujata and suman

F.Y Results analysis-----trupti and vlnay

2. Files to be prepared by faculty members and submit by 15<sup>th</sup> Feb

IT association reports -----Trupti

Attendance ---defaulters list , lecture attendance , consolidated sheets-----vlnay

Exam – internal practical mark sheets and attendance , ATKT data-----trupti

Project File – Placements record -----tushar

Spoken tutorial –report, attendance, photo-----sujata and vlnay

Dept meet minutes register-----nabila

IV file – report, students list, photo -----suman

Time table – class wise, conso, workload, lab wise -----Trupti

Alumni record to be collected ---file-----sheetal yadav

2. Future plans

To increase number of Students in campus placements.

To promote research and development amongst faculties and students.

To conduct Interactive sessions for students with Industry Experts.

To give E-waste management & Training Basics of IT to under-privileged children.

To facilitate printed workbook cum journal

To start certificate courses .

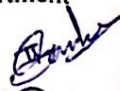


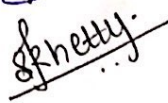
To take initiative for Bridge Course in Logic and Algorithm.

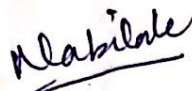

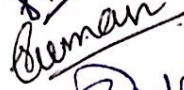

To focus on Soft Skills-Basic Spoken and written English [Language Laboratory].

To create Blogs and applications to discuss current affairs and advancement in IT.

To take an initiative to reward learners in different categories- library use, punctuality, research work, designing applications.

Faculty of the department

1. Prof. Tushar S 
3. Prof. Trupti K. 
5. Prof. Vinayak S 
7. Prof Raveena S 

2. Prof. Nabila K 
4. Prof. Sujata R 
6. Prof. Suman U 
8. Prof Himani S 



Co-ordinator

Date: 10/2/17

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

**B.Sc. IT Department**  
**Meeting Notice**

It is hereby informed that there is meeting of the committee members on 14<sup>th</sup> Feb 2017 at 12 noon in 6<sup>th</sup> Floor lab to discuss the following agenda:

1. Departmental NAAC files (preparation work distribution)
2. ATKT Examination notices.
3. SY mark sheets distribution.
4. FY mark sheets distribution.
5. Remedial sessions and doubt solving sessions
6. Class Attendance

Faculty of the department

1. Prof. Tushar S

*Tushar S*  
*Trupti K*

3. Prof. Trupti K.

5. Prof. Vinayak S

*Vinayak S*

7. Prof Raveena S

*Raveena S*

2. Prof. Nabila K

*Nabila K*

4. Prof. Sujata R

*Sujata R*

6. Prof. Suman U

*Suman U*

8. Prof Himani S

*Himani S*

*Nabila K*

Coordinator

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

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

Following decision were made on 14<sup>th</sup> Feb 2017 at 12 noon in 6<sup>th</sup> Floor lab.

1. All the teachers are requested to complete their dept NAAC files and submit the same by 25<sup>th</sup> Feb 2017 and work distribution is as follows:

Faculty Name	Work Assigned
1)Trupti and Vinay	Practical examination timetable (even –Odd sem) , F.Y Results analysis
2)Raveena	Gender audit record ( FY, SY , TY, MSc- IT) with passing ratio
3) Himani	Teaching plan (Even-Odd Sem) Intercollegiate Event (Teacher Achievement)
4)Sujata and Nabila	Intercollegiate Event ( Student Certificate)
5 )Trupti	IT association File
6)Vinay & sujata	Spoken Tutorial File
7) Vinay S	Attendance Record (Even-ODD sem)
8)Tushar S	IT Placement Data M.Sc.I.T Part I/ II - Results Analysis
9)Suman	IV Report – (2016-17)
10) Trupti and Suman	Consolidated Class wise Timetable as per NAAC format
11)Sheetal K	Department file
12)Sheetal yadav	Alumni Report(2016-17)
13)Trupti Sheetal- K and Suman	ATKT Notices for all subjects Exam time Tables ATKT exams Attendance & marks sheets Regular & Practical Exam Attendance sheets
14) Nabila	Departmental Meetings Minutes Register

2. All the subject teachers have to submit ATKT ( internal and practical examination notices for Sem 1-4) and display the same by 20 Feb 2017 at department notice board.

3. SY class teachers have to submit mark sheets signature copy to office after distribution is completed.

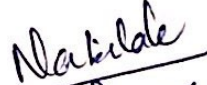
4. FY class teachers are informed that they have to check grade calculation on mark sheet before distributing among students.
5. Remedial sessions and doubt solving sessions should be conducted by subject teachers for ATKKT students.
6. All the teachers are responsible for their class attendance.

Faculty of the department

1. Prof. Tushar S



2. Prof. Nabila K



3. Prof. Trupti K.



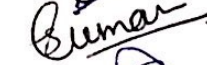
4. Prof. Sujata R



5. Prof. Vinayak S



6. Prof. Suman U



7. Prof Raveena S



8. Prof Himani S





Co-ordinator

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

Staff Meeting with B.Sc. IT Department

Minutes of Meeting

In BSc.IT departmental meeting held on 16<sup>th</sup> Feb 2017 in principal's cabin. Following resolution has been passed for immediate implementation.

1. Each teacher is responsible for student attendance of his/her class.
2. Each teacher is accountable for his/her class.
3. The measures to be adopted to improve the attendance, results and overall image of the department should be efficient and effective.
4. Each micro aspect of the unit of the syllabus should be taught, recorded in work dairy and verified by the co-coordinator.
5. Appropriate teaching methodologies should be adopted depending upon the nature of subject.
6. Theory teaching should be supported by relevant & timely practical classes(whenever required).
7. There should be proper communication, co-operation & co-ordination in the department among seniors and juniors to produce the desired results.

Faculty of the department

1. Prof. Tushar S

*Tushar S*

2. Prof. Nabila K

*Nabila K*

3. Prof. Trupti K.

*Trupti K.*

4. Prof. Sujata R

*Sujata R*

5. Prof. Vinay S

*Vinay S*

6. Prof. Suman U

*Suman U*

7. Prof Raveena S

*Raveena S*

8. Prof Himani S

*Himani S*

*S. V. Chavhan*  
Co-ordinator

*S. V. Chavhan*  
Vice-Principal

*S. V. Chavhan*  
Principal

Date: 10/3/17

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

**B.Sc. IT Department**  
**Meeting Notice**

It is hereby informed that there is meeting of the committee members on 15<sup>th</sup> March 2017 at 12 noon in 6<sup>th</sup> Floor lab to discuss the following agenda:

1. Remedial Session's attendance record
2. Assessment of regular exam & additional examination mark sheets
3. Farewell function Arrangement
4. Discussion on workload

Faculty of the department

1. Prof. Tushar S

*Tushar S*

2. Prof. Nabila K

*Nabila K*

3. Prof. Trupti K.

*Trupti K.*

4. Prof. Sujata R

*Sujata R*

5. Prof. Vinayak S

*Vinayak S*

6. Prof. Suman U

*Suman U*

7. Prof Raveena S

*Raveena S*

8. Prof Himani S

*Himani S*

*S. Shetty*

Coordinator



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

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


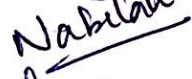






Following decision were made on 15<sup>th</sup> March 2017 at 12 noon in 6<sup>th</sup> Floor lab.

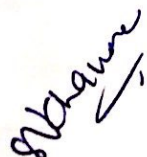
1. All the class teachers have to maintain remedial session's attendance and submit the copy by 20<sup>th</sup> March 2017.
2. FY and SY class teachers have to check regular exam & additional examination mark sheets before distributing it to the students.
3. All the farewell functions arrangement are to be handled by Nabila and Raveena.
4. Following are the dates of commencement of practical examination (even sem):

FYBSc.IT	3 <sup>rd</sup> April to 10 <sup>th</sup> April 2017
SYBSc.IT	12 <sup>th</sup> April to 17 <sup>th</sup> April 2017

5. Discussion on workload for the academic year 2017-18 .

Faculty of the department

- |  |  |
|--|--|
| 1. Prof. Tushar S   | 2. Prof. Nabila K  |
| 3. Prof. Trupti K.  | 4. Prof. Sujata R  |
| 5. Prof. Vinayak S  | 6. Prof. Suman U   |
| 7. Prof Raveena S   | 8. Prof Himani S   |

  
Co-ordinator

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

Minutes of Meeting

Following decision were made on 12<sup>th</sup> June 2017 at 12 noon in 6<sup>th</sup> Floor lab.

1. All the class teachers have to take care of there respective class attendance and call defaulters parents by March end. PTA meet for SY will be held on 17<sup>th</sup> June 2017 and TY on 24<sup>th</sup> June 2017.
2. All class teachers have to use various teaching methodology during lectures for betterment of students and results.
3. Dept of IT is going to organize 2 Microsoft courses which includes IOT (Internet of Things) for SY and Cloud Management for TY students .
4. Dept of IT is organizing "One day workshop on revised syllabus" for SYBSc.IT-SEM –III.

Duties allocated among dept members are as follows:

Faculty Names	Duties assigned
Sheetal K & Vinay S	Refreshment, Guest letters
Sujata R & Suman U	Registration Team
Nabila K , Himani S , Tushar S	Technical Team
Raveena S	Certificate Team

5. All class teachers have to announce in class that copy cases if received this semester then students entire semester will be terminated.
6. All class teachers have to give there reference book requirement in library for there respec. . t.
7. All class teachers have to submit by 28<sup>th</sup> June list of students who are consistently irregular during lectures and also identify 10 advanced learners.
8. All class teachers inform in your respective classes that there is Drug Awareness poster making competition (12 posters are to be prepared) every student will be awarded with participation certificate.
9. Sheetal Yadav is hereby informed to take care of software installations and install the same for smooth conduct of practical sessions.
10. Next week there will be meeting with Principal Sir for discussing about using various teaching methodologies for academic excellence.

Faculty of the department

1. Prof. Sheetal K

*Sheetal K*

2. Prof. Nabila K

*Nabila K*

3. Prof. Trupti K.

4. Prof. Sujata R

5. Prof. Vinay S

*Vinay S*

6. Prof. Suman U

*Suman U*

7. Prof Raveena S

8. Prof Himani S

*Bombale*  
Coordinator

Date: 9/6/17

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

**B.Sc. IT Department**  
**Meeting Notice**

It is hereby informed that there is meeting of the committee members on 12<sup>th</sup> June 2017 at 12 noon in 6<sup>th</sup> Floor lab to discuss the following agenda:

1. Class Attendance & PTA meet
2. Teaching Methodology.
3. Microsoft Courses.
4. IT – Revised Syllabus Workshop preparation.
5. Copy Case
6. Book requirements submitted in library
7. Low and Advanced Learners
8. Poster Making Competition
9. Software Installation
10. Dept meeting with Principal Sir

Faculty of the department

1. Prof. Sheetal K

*Sheetal K*

2. Prof. Nabila K

*Nabila K*

3. Prof. Trupti K.

*Trupti K*

4. Prof. Sujata R

*Sujata R*

5. Prof. Vinay S

*Vinay S*

6. Prof. Suman U

*Suman U*

7. Prof Raveena S

*Raveena S*

8. Prof Himani S

*Himani S*

*Bombale*  
Coordinator

Date: 27/6/17

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

**B.Sc. IT Department**  
**Meeting Notice**

It is hereby informed that there is meeting of the committee members 1<sup>st</sup> July 2017 in Conference room at 12 noon in 6<sup>th</sup> Floor lab to discuss the following agenda:

1. Attendance
2. Teaching Methodology
3. Verify Contents in Work dairy
4. Analyze nature of subject
5. Department Co-operation
6. Defaulter's follow-up
7. Attendance photograph on parents teacher group
8. Management Interview

Faculty of the department

1. Prof. Sheetal K

*Sheetal K*

2. Prof. Nabila K

*Nabila K*

3. Prof. Sujata R

*Sujata R*

4. Prof. Vinay S

*Vinay S*

5. Prof. Suman U

*Suman U*

6. Prof Raveena S

*Raveena S*

7. Prof Himani S

*Himani S*

8. Prof Mithilesh

*Mithilesh*

*[Signature]*  
Co-ordinator

Vice-Principal

Principal





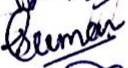



Bunts Sangha's  
S.M. Shetty College of Science, Commerce and Management Studies, Powai

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

BSc.IT departmental meeting held on 1<sup>st</sup> July 2017 in Conference room. Following resolutions have been passed for immediate implementation.

1. Each teacher is responsible for his/her attendance in class.
2. Each subject teacher has to adopt appropriate teaching methodology to improve results.
3. Each micro aspect of the unit of syllabus should be taught, recorded in work-dairy and verified by coordinator.
4. Appropriate teaching methodologies should be adopted depending upon the nature of subject.
5. There should be proper communication, co-operation & co-ordination in department among seniors & juniors to achieve desired results.
6. Attendance defaulter's follow-up will be taken for one week for monitoring irregular students.
7. To monitor attendance of each student and report the same to their parents at the end of each day attendance (photograph) of respective class will put into respective class parents teacher group.
8. Next year onwards all faculties have to face Management interview as a part of recruitment process for next academic year.

Faculty of the department

- |                    |   |                   |  |
|--------------------|---|-------------------|--|
| 1. Prof. Sheetal K |  | 2. Prof. Nabila K |  |
| 3. Prof. Sujata R  |  | 4. Prof. Vinay S  |   |
| 5. Prof. Suman U   |  | 6. Prof Raveena S |  |
| 7. Prof Himani S   |  | 8. Prof Mithilesh |  |

  
Coordinator

Vice-Principal

Principal

Date: 7/7/17

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

**B.Sc. IT Department**  
**Meeting Notice**

It is hereby informed that there is meeting of the committee members 12<sup>th</sup> July 2017 in AV room at 12 noon to discuss the following agenda:

1. spoken tutorial
2. Defaulter Student list
3. Defaulter Student Follow-up
4. TY Project session
5. IT association preparation
6. Departmental library
7. Teaching Methodology
8. IT Association theme

Faculty of the department

1. Prof. Sheetal K

*Sheetal K*

2. Prof. Nabila K

*Nabila K*

3. Prof. Sujata R

*Sujata R*

4. Prof. Vinay S

*Vinay S*

5. Prof. Suman U

*Suman U*

6. Prof Raveena S

*Raveena S*

7. Prof Himani S

*Himani S*

8. Prof Mithilesh

*Mithilesh*

*P. Bhandari*  
Coordinator

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

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

Following decision were made on 12<sup>th</sup> July 2017 at 12 noon in AV room.

1. Discussion on spoken tutorial examination to be conducted in Dec.
2. All class teachers have to submit list of students who will not be allowed for internal exam.
3. TY class teacher have to follow up defaulter students and submit their status.
4. Project session for TY will be conducted from next week onwards.
5. IT association event preparation which includes formal and informal functions.
6. Departmental library will be handled by Himani with all collection of books as per revised syllabus.
7. All the subject teachers have to mention there teaching methodology in work dairy.
8. IT Association theme "Grooming Youth for the Future India".

Faculty of the department

1. Prof. Sheetal K

*Sheetal K*

2. Prof. Nabila K

*Nabila K*

3. Prof. Sujata R

*Sujata R*

4. Prof. Vinay S

*Vinay S*

5. Prof. Suman U

*Suman U*

6. Prof Raveena S

*Raveena S*

7. Prof Himani S

*Himani S*

8. Prof Mithilesh

*Mithilesh*

*Co-ordinator*  
Co-ordinator

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

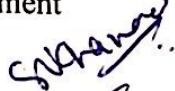
**B.Sc. IT Department**  
**Meeting Notice**

It is hereby informed that there is meeting of the committee members 20<sup>th</sup> Aug 2017 in Conference room at 12 noon in 6<sup>th</sup> Floor lab to discuss the following agenda:

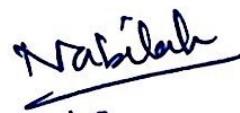
1. Exam Schedules
2. Defaulter List
3. Departmental IV
4. Examination Supervision Sessions

Faculty of the department

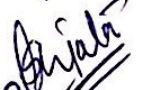
1. Prof. Sheetal K



2. Prof. Nabila K



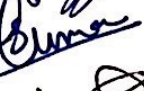
3. Prof. Sujata R



4. Prof. Vinay S



5. Prof. Suman U



6. Prof Raveena S



7. Prof Himani S



8. Prof Mithilesh C



Coordinator



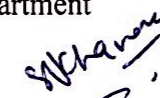

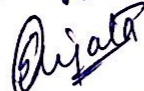





Bunts Sangha's  
S.M. Shetty College of Science, Commerce and Management Studies, Powai


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

Following decision were made on 20<sup>th</sup> Aug 2017 at 12 noon in 6<sup>th</sup> Floor lab.

1. All the teachers are hereby informed with examination schedule for academic year 2017-18(odd sem).  
Prelims Exam Date: FYIT- 9<sup>th</sup> Oct, SYIT- 13<sup>th</sup> Oct, TYIT- 13<sup>th</sup> Oct  
Practical Exam Date: FYIT – 10<sup>th</sup> Nov, SYIT-9<sup>th</sup> Oct, TYIT- 6<sup>th</sup> Oct  
Prelims Paper Submission Date: FYIT- 20<sup>th</sup> Sept, SYIT- 13<sup>th</sup> Sept, TYIT- 13<sup>th</sup> Sept
2. All the class teachers are requested to submit list of students not allowed to sit for exam.
3. Departmental IV will be in Jan interested teachers give your names by next week.
4. Examination sessions for TY will be in morning and FY SY will be in evening.

Faculty of the department

- |   |  |
|---|--|
| 1. Prof. Sheetal K  | 2. Prof. Nabila K     |
| 3. Prof. Sujata R  | 4. Prof. Vinaya S    |
| 5. Prof. Suman U   | 6. Prof Raveena S    |
| 7. Prof Himani S   | 8. Prof Mithilesh C  |

  
Co-ordinator

Date: 13/10/17

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

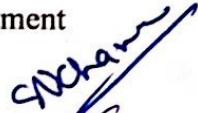
**B.Sc. IT Department**  
**Meeting Notice**

It is hereby informed that there is meeting of the committee members 16<sup>th</sup> Oct 2017 at 12 noon in 6<sup>th</sup> Floor lab to discuss the following agenda:

1. Workload Discussion for next semester
2. Class teacher ship
3. Departmental IV
4. ATKT Mark sheets submission

Faculty of the department

1. Prof. Sheetal K



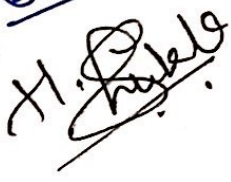
3. Prof. Sujata R



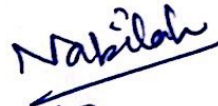
5. Prof. Suman U



7. Prof Himani S



2. Prof. Nabila K



4. Prof. Vinay S



6. Prof Raveena S



8. Prof Mithilesh C



Coordinator

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

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

Following decision were made on 16<sup>th</sup> Oct 2017 at 12 noon in 6<sup>th</sup> Floor lab.

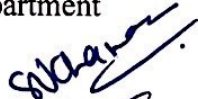
1. Workload discussion with faculties.
2. Class Teacher-ship is allocated as follows

FYIT-A'	Raveena Shetty
FYIT-B'	Mithilesh Chauhan
SYIT-A'	Suman Upadhyay
SYIT-B'	Sujata Rizal
TYIT-A'	Nabila Kazi
TYIT-B'	Sheetal Khanore

3. Departmental IV will be in Jan teachers will submit final list by Nov 20<sup>th</sup> 2017 .
4. All class teachers have to submit their ATKT marks list (internal and practical) to prema by Nov end.

Faculty of the department

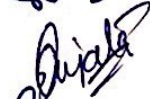
1. Prof. Sheetal K



2. Prof. Nabila K



3. Prof. Sujata R



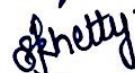
4. Prof. Vinay S



5. Prof. Suman U



6. Prof Raveena S



7. Prof Himani S



8. Prof Mithilesh C



  
Co-ordinator

Date: 23/11/17

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

**B.Sc. IT Department**  
**Meeting Notice**

It is hereby informed that there is meeting of the committee members 27<sup>th</sup> Nov 2017 at 12 noon in 6<sup>th</sup> Floor lab to discuss the following agenda:

1. ATKT mark sheet submission.
2. Cross Verification of Marks.
3. ATS Learning Training program
4. ATKT Mark sheets submission
5. IT Association

Faculty of the department

1. Prof. Sheetal K



2. Prof. Nabila K



3. Prof. Sujata R



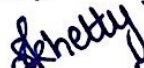
4. Prof. Vinay S




5. Prof. Suman U



6. Prof Raveena S



7. Prof Himani S



8. Prof Mithilesh C



Coordinator

Date: 27/11/17

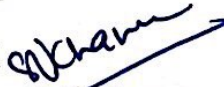







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S.M. Shetty College of Science, Commerce and Management Studies, Powai


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

Following decision were made on 27<sup>th</sup> Nov 2017 at 12 noon in 6<sup>th</sup> Floor lab.

1. All the class teachers have to submit ATKT mark sheets by 30<sup>th</sup> Nov 2017
2. All the class teachers have to cross verify marks entered in answer sheets earliest on or before 30<sup>th</sup> Nov 2017.
3. ATS Learning Training program in area of 'Cyber Security' will be held on 27<sup>th</sup> -29<sup>th</sup> Dec 2017 which was managed by Prof. Vinay and Prof Mithilesh.
4. IT association will be handled by Prof Sujata , Prof Raveena , Prof Mithilesh.

Faculty of the department

- |                    |   |                     |  |
|--------------------|---|---------------------|--|
| 1. Prof. Sheetal K |  | 2. Prof. Nabila K   |  |
| 3. Prof. Sujata R  |  | 4. Prof. Vinay S    |  |
| 5. Prof. Suman U   |  | 6. Prof Raveena S   |  |
| 7. Prof Himani S   |  | 8. Prof Mithilesh C |  |

  
Co-ordinator