

28<sup>th</sup> June 2018

Minutes of meeting of department of communication and Media Studies held on 26<sup>th</sup> June

The Department of Communication Skills and Media Studies held its first meeting for the year 2018-19 on 26<sup>th</sup> June, 2018 in Teacher's corner.

Following are the issues discussed in the meeting:

1) A list of activities to be conducted during current academic year was prepared including following events with a tentative date:

\* Script writing workshop. - 14, 25 July & 1, 4<sup>th</sup> Aug.

\* Photoshop Workshop - 7<sup>th</sup> July

\* Indesign workshop - 8<sup>th</sup> July

\* Filmy Friday - 13 July, 16 July, 21<sup>st</sup> Sept, 7<sup>th</sup> Oct;

\* Studio Samachar launch \* 7<sup>th</sup> Dec, 11<sup>th</sup> Jan, 8<sup>th</sup> Feb

\* Debutant's week - 10<sup>th</sup> Aug - 13<sup>th</sup> Aug

\* Event Mgmt workshop - 17, 18, 24, 25 August

\* YTalk - 4<sup>th</sup> Sept, 5<sup>th</sup> March

\* IV - 6<sup>th</sup> - 12<sup>th</sup> September.

\* Visit to DD - 5<sup>th</sup> December.

\* Photography workshop - 5<sup>th</sup> January

\* Pathwise - 12, 13, 14, 15<sup>th</sup> February.

2) Teachers were appointed incharge for various events above.

3) General disciplinary measures were discussed for implementation in regular classes.

4) Measures to be followed for maintaining regular records of class and other departmental activities were explained.

5) First year's orientation was instructed to be held on 20<sup>th</sup> July, 18.


6) Orientations for SY & TY students by the Counselor were finalised.

### Teachers Present

Prof. Kalpana Menon

Prof. Neena Sharma

Prof. Darpana Manjarekar



Neena

Darpana



Coordinator

Prof. Kalpana Menon

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Department of Mass Media and  
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Agenda:

A meeting is to be held on 2/8/18  
to discuss the following:

1. Planning Debutant's Week
2. Planning Bridge Course in  
English Communication
3. G.A. Reports - pursuant, submission  
etc.



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2/8/18

The following was discussed:

1. A syllabus to be created for a Bridge Course in English.
2. A committee of studies to be formed for debutants week.
3. Class teachers to submit G.A. Report along with defaulters details and file these by the 5<sup>th</sup> of every month.

Teachers present:

Neena Sharma

Darpana Manjarekar

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## Agenda:

A meeting has been called for all department teachers @ 16.8.18 to discuss the following

1. Pending matters of script writing workshop
2. Bridge course in English.
3. Discipline & infrastructure

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The following matters were discussed:

1. Certificates & payment to resource person for Script Writing Workshop
2. Class Teachers to take care of classroom infrastructure.
3. Students to be allowed for second class in case of consecutive lectures
4. Bridge course:
5. Bridge course for English to start from 20th August 2018.
- 6.

Teachers present:

Neelva Sharma

*(Signature)*

Darpane Hanjarekar

Darpane

Prayya Jain

*(Signature)*

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*(Signature)*

## Agenda

A meeting has been called for the all department teachers on 19<sup>th</sup> September, 2018 to discuss the following:

- 1.) Maintenance of GA report
- 2.) Completion of FY syllabus date.
- 3.) Conduction of Tests for FY and FY
- 4.) Prelims for TY.

*Delpans*  
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19.9.18

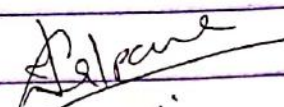
A meeting was held to discuss the following.

1. G.A report to be updated and kept in common folder
2. FY syllabus to be completed by Oct. 23rd.
3. Unit wise, small internal tests to be conducted for FY and SY.
4. Prelims for TY from 16th Oct. onwards  
Marks to be shown on 27th Oct
5. One set of TY prelims QP to be submitted by Oct 1.
6. Internal KT projects to be submitted to class teachers
7. Bridge course to be renewed in January.
8. Dussehi holiday from 4th November - 16th Nov

Teachers present:

Neha Sharma

Pragya Jain

  
Coordinator

Prof. Kalpana Rai  
HOD  
Department of Mass Media and  
Communication Skills



## Agenda

Meeting on 5<sup>th</sup> Dec. to discuss the following :-

- Annual Day participation
- Sports Day.
- Work allocation for next semester.
- events of studio



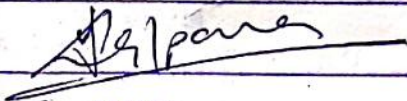
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05 Dec 2018

Following points were discussed.

- FY students to perform for Annual day.  
Teacher in-charge Neena Sharma.
- Encourage students to participate in  
Sports day.
- Verification & finalisation of T.T.
- Studio events for Jan & Feb  
were discussed & work allocated  
to teachers.




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Neena Sharma 

## Agenda:

A meeting has been called for all department faculties to discuss the following on 21<sup>st</sup> January, 2019:

- 1.) Pashevise events.
- 2.) Finalise date for Kaarva.
- 3.) Update parents phone number.
- 4.) Reports to be prepared  
Preparation of Reports



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21.1.19

A meeting was held to discuss the following:

1. Pathwise to be held on 14 & 15<sup>th</sup> Feb, 2019.

Resource person to include be from areas of Journalism, PR, Direction.


2. Kaava to be held on 16<sup>th</sup> Feb. Paleography workshop & contest and a Media Quiz to be organised.

3. Parents phone numbers to be updated.

4. G.A. to be organised for F.Y.

5. All reports of mentoring, class achievements to be updated every month.

6. CRs of all three classes to present class achievements to Department students and teachers at the end of term. Date to be decided.

 Kalpana Bai

COORDINATOR  
Department of Mass Media and  
Communication Skills  
Bunty Sangha's  
S.M. Shetty College of Science,  
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Powai, Mumbai - 76

Teachers:

1. Neena Sharma
2. Shashi Rastri
3. Darpana Mangarkar

## Agenda:

A meeting is to be held on 25<sup>th</sup> January, 2019 to discuss on the following:

- 1.) Finalise Pathwise guests.
- 2.) Weekly list of poor attendees to be made.
- 3.) Schedule of FY GA.




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25.1.19

A meeting was held to discuss the following:

1. Weekly list of poor attendees to be made and parents contacted.
2. FF - CA to be held.
3. Pathwise : Possible guests:
  - Ramya Ramanudhy - Broadcast Journalist
  - HR
  - Shilpa Varma, Disney India (2nd Feb)

Kalpna Kai Meher 

**HOD**  
Department of Mass Media and  
Shashi Mistry 

Neena Sharma 

## Agenda:

A meeting has been called on 29<sup>th</sup> January, 2019 to discuss the following:

- 1.) Conduction of Spoken English Course.
- 2.) Confirmation of Pathwise events, with dates and guests.



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29.1.19

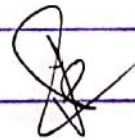
A meeting was held to discuss the following:

1. Spoken English course to be conducted for 30 hrs. Activity based.  
Starts on 31/1/19.

2. All faculty to submit/present atleast one research paper before March end.

4. Pathwise confirmed on following dates:  
2nd Feb - Shilpa Varma, Disney  
14th Feb - H.R.  
15th Feb - Parvya Barmamilly

Kalpana Bai Menon



Neena Sharma



Shadi Mishra



Darpana Rajarekar



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## Agenda:

A meeting is to be called on 13<sup>th</sup> February, 2019 to discuss on the following:

- 1.) Kaarva date
- 2.) Syllabus completion date
- 3.) Farewell planning.
- 4.) Prelims for TY.



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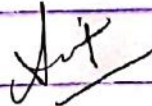
13.2.19

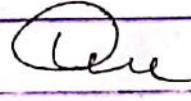
A meeting was organised to discuss the following:


1. Kaarva postponed to 23rd Feb
2. Syllabus completion of SY & TY 29th March
3. Farewell to be held on 30th March
4. Prelims for TY to be held from 16th March, marks on 29th
5. One sessia. of Balluwise on 20th Feb.

Attended by

1. Kalpana Rai Hemon   
HOD  
Coordinator and

2. Shashi Hestry 

3. Meena Sharma 

4. Darpana Mangrulkar 

## Agenda:

A meeting has been called on 28<sup>th</sup> February, 2019 to discuss on the following:

- 1.) Book requisitions
- 2.) International seminar / conference of BMM and BMS.
- 3.) Library conference.
- 4.) Plagiarism software installation.

  
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26. 2. 19

A meeting was held to discuss the following:

1. Book acquisitions to the library to be made at the earliest
2. International seminar / conference of BMM & BMS to be organised. Tentative date & theme to be decided
3. Library conference on 2nd March 20, 19.
4. Plagiarism software installed in class library
5. Mobiles not to be used by students or teachers in corridors or class rooms

Attended by:

Kalpna Rai Meon  
Coordinator



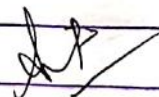
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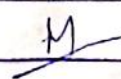
Nena Lalme



Shachi Mishra



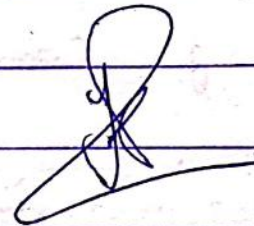
Barpana Manjarekar



## Notice

Meeting on 6<sup>th</sup> March to discuss the following: -

- Overview of syllabus completion
- class activities .
- Prelims for BMM
- Assessment of student's progress



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6 March 19

The following points were discussed :-

- 1) class presentations to be done by students
- 2) Syllabus completion for all classes.
- 3) Prelims to be scheduled for all classes.
- 4) Farewell of T4's to be organised.  
- responsibilities were allocated
- 5) Teachers to collate data on attendance and internal scores of students.

~~Kalpana~~

Kalpana Reji Menon

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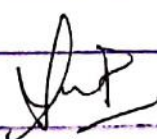
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Neena Sharma



Shobli Mistry 

Notice


30/3/19.

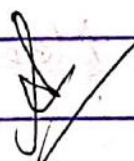
Meeting will be held on 1<sup>st</sup> to discuss the following :-

- 1) Academic Audit feedback.
- 2) Prelim evaluation of SYBMM
- 3) Prelim evaluation of FYBMM.
- 4) Organisation of Farewell.



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Neena Sharma 

Shashi Mistry 

1<sup>st</sup> April 2019

The following points were discussed:-

- 1) Feedback on report filing for Academic Audit, Spoken Eng Report & Syllabus to be updated
- 2) Teachers were informed about signing of 'Resolution'
- 3) SY Prelim Analysis was given by class teacher - Prof Neena Sharma. Printout was not ready. To be submitted on 2<sup>nd</sup> April. Personal achievement details to be filed
- 4) FY Prelim Analysis was not ready. - class teacher Prof Shaoli Mistrey to submit on 2<sup>nd</sup> April. Personal achievement details required
- 5) It was decided that remedial session will be taken by subject teachers.
- 6) Some submissions to be reviewed on 2<sup>nd</sup> Apr

Kalpana

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Communication Skills

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K. J. Somaiya College of  
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Neena Sharma — R

Shaoli Mistrey — Sh



1 April 2019

## Resolution Passed

- 1) students failing in Internals and Prelims will appear for a Viva
- 2) MMR Viva on 2nd April
- 3)

Kalpna Rai Meher

*Kalpna*

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2/4/17.

Review of Submissions Decided on 1<sup>st</sup> April

- 1) SY Prelim evaluation submitted
- 2) FY Prelim evaluation submitted.


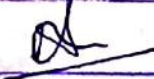
Pending :-

- 1) Spoken Eng file updation by Neena
- 2) Personal achievement updation  
by. - Neena & Shaoli

Kalpana

Kalpana Rai Menon.

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Neena Sharma   
Shaoli Mishra 

3/4/19.


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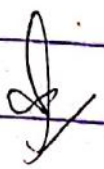
Meeting on 5<sup>th</sup> April 2019 to discuss the following :-

- 1) Allocation of data collection work for NAAC.
- 2) Subject allocation for next term.
- 3) Allocation of work for department presentation
- 4) Status updation of TY students performance in Prelims.
- 5) Progress on previous submissions.

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Neena Sharma — 

Shashi Mustey — 

5/4/19

## Minutes of the Meeting

①. Following things were discussed and work was allocated.

①. Data Collection for NAAC and Department Record:

- a.) Shaoli Mistry i) Documentation of studio file and BMM file.  
ii) Update Personal achievements (Hard and soft copy)

Degree college / common folder / Kalpana - 2018-2019 / docs.

b.) Neera Sharma:

i.) Personal achievements to be updated (soft and hard copy)

ii.) Alumni Placement Record [appointment letters from 2016 onwards]

c.) Kalpana Rai Menon:

i.) Department presentation.

ii.) Teacher's subject performance record.

iii.) BMM students participation record.

iv.) Workload for next semester.

②. Buntarwani:

i.) Final draft to be submitted by Prof. Neera on 8th April, 2019

ii.) Checked and edited copy to be submitted by Kalpana Rai Menon on 10<sup>th</sup> April, 2019.

Kalpana Rai Menon

Neena Sharma

Shadi Mistry *jit*

*Dr. P. HOD*  
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