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 05th July 2018 at 12.45 noon in 6th Floor Lab.

1. All the teachers have to monitor there respective class attendance seriously and timely keep track send letters to defaulters.
2. Progress report for all classes has to be prepared with reasons in case if attendance of particular student goes down.
3. Every subject teacher is responsible for there results.
4. Every teacher is responsible for student dress code in class if something is inappropriate guide them accordingly.
5. Students taking part in Sports, Youth Festival activities are allowed to go for practice only after 10am.
6. It is hereby informed to all members of department that now onwards we shall have weekly meetings for smooth functioning of departmental activities.

Department Members

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
9. Prof Disha D

Co-ordinator
HOD
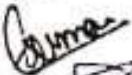Department of Information Technology and
Computer Science

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

B.Sc. IT Department
<u>Meeting Notice</u>

All the members of department are hereby informed that there is meeting on 05th July 2018 at 12.30 noon in 6th Floor lab to discuss the following agenda:

1. Attendance Defaulters(tracking and monitoring)
2. Progress Report
3. Subject teachers responsible for there results
4. Dress code in class
5. Students allowed only after 10am for event practice
6. Weekly department meetings

Department Members

1. Prof. Sheetal K

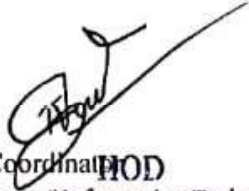2. Prof. Nabila K

3. Prof. Sujata R

4. Prof.Vinay S

5. Prof. Suman U

6. Prof Raveena S

7. Prof Himani S

8. Prof Mithilesh C

9. Prof Disha D

Coordinator HOD
Department of Information Technology and
Computer Science
S.M. Shetty College of Science,
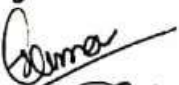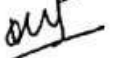Commerce and Management Studies
Powai, Mumbai

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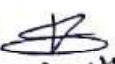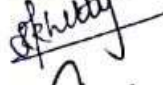
B.Sc. IT Department
Minutes of Meeting

Following decision were made on 13[h] July2018 at 12.45 noon in Principal Sir Cabin.

1. TY attendance has been improved.
2. Next year target for TY is 95% and should be achieved.
3. Every subject teacher has to take remedial lectures for weaker students and this should be implemented for all classes (FY, SY and TY).
4. There should be soft skill training programs for TY students and weekly sessions should be carried out for effective outcome.
5. This year TY placements should be maximized.
6. Practical classes should cover every aspect of concept and every teacher should perform this sincerely at there level.
7. It is every important to work as a team to achieve desired results. Everyone have to overlook there individual differences and work as one team.
8. Every subject teacher is responsible for his/her results.

Department Members

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

9.Prof Disha D

Co-ordinator

HOD
Department of Information Technology and
Computer Applicati
Bunts Sangha's
S.M. Shetty College of   ence,
Commerce & Management Studies
Powai, Mumbai - 76

Principal

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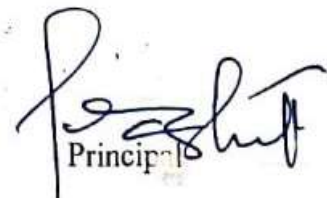## S.M. Shetty College of Science, Commerce and Management Studies, Powai

B.Sc. IT Department
Meeting Notice

All the members of department are hereby informed that there is meeting with Principal Sir on 13th July 2018 at 12.30 noon to discuss the following agenda:

1. Attendance Improved
2. TY result target 95% for next year.
3. Remedial lectures for weaker students (subject wise).
4. Soft Skill training for TY students.
5. Placement
6. Practical classes
7. Work as team
8. Subject results

Department Members

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

9. Prof Disha D

HOD
Department of Information Technology and
Computer Application
Bunts Sangha's
S.M. Shetty College of Science,
Commerce & Management Studies
Powai, Mumbai - 76

Coordinator

Principal

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 23rd Aug 2018at 12.45 noon in 6th Floor Lab.

1. All IT association committee members are informed to conduct events as per calendar.
2. Progress report for all classes has to be prepared with reasons in case if attendance of particular student goes down.
3. TY result analysis for last 2years will be done by Sheetal K and Nabila K.
4. Defaulter list for this month should be submitted on or before 30th Aug 2018.

Department Members

1. Prof. Sheetal K

3. Prof. Sujata R

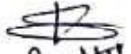5. Prof. Suman U

7. Prof Himani S

9. Prof Disha D

2. Prof. Nabila K

4. Prof. Vinayak S

6. Prof Raveena S

8. Prof Mithilesh C

HOD
Department of Information Technology and
Computer Application
Bunts Sangha's
Co-ordinator   S.M. Shetty College of Science,
Commerce & Management Studies
Powai, Mumbai - 76

Bunts Sangha's

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

B.Sc. IT Department
Meeting Notice

All the members of department are hereby informed that there is meeting on 23rd Aug 2018 at 12.30 noon in 6th Floor lab to discuss the following agenda:
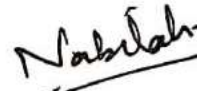
1. IT Association event
2. Progress Report
3. TY result analysis
4. Defaulter list

Department Members

1. Prof. Sheetal K

3. Prof. Sujata R

5. Prof. Suman U

7. Prof Himani S

9. Prof Disha D

2. Prof. Nabila K

4. Prof. Vinay S

6. Prof Raveena S

8. Prof Mithilesh C

Coordinator

HOD
Department of Information Technology and
Computer Application
Bunts Sangha's
S.M. Shetty College of Science,
Commerce & Management Studies
Powai, Mumbai - 76

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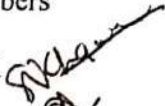## S.M. Shetty College of Science, Commerce and Management Studies, Powai

B.Sc. IT Department
Minutes of Meeting

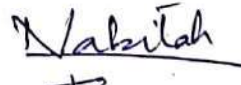Following decision were made on 08th Jan 2019 at 12.45 noon in Principal Sir Cabin.

1. All the subject teachers have to dictate their respective subject syllabus in classes.
2. All the teachers have to ensure good class attendance for there subjects and take appropriate steps if attendance drops.
3. Every subject teacher has to take remedial lectures for weaker students and this should be implemented for all classes (FY, SY and TY).
4. There will be a motivation session of Principal Sir with third year students on 10th Jan 2019.
5. All teachers kindly note for any problems you can directly report to Principal Sir.
6. Practical classes should cover every aspect of concept and every teacher should perform this sincerely at there level.
7. There are minor changes in performance appraisal mechanism now onwards performance of every teacher will be evaluated on the basis of confidential report submitted by respective co-ordinator.
8. Certificate courses for FY (Python with SQL) and SY(C#) will be conducted in month of Feb.
9. All the class teachers have to identify serious attendance defaulters and submit the list of the names to Principal Sir for further interaction.
10. Subject teachers of FY take immediate step if students failing ratio is more in your subject. Remedial sessions should commence before ATKT exam and make sure that they clear the same so that same count of students is promoted to SY.

Department Members

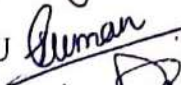1. Prof. Sheetal K

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

9. Prof Disha D

HOD
Department of Information Technology and
Computer Application
Bunts Sangha's
S.M. Shetty College of Science,
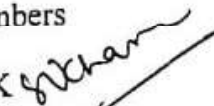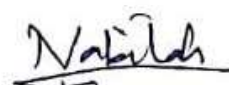Co-ordinator Commerce & Management Studies
Powai, Mumbai - 76
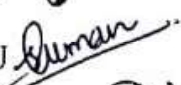
Principal

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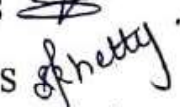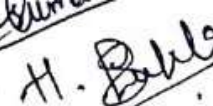S.M. Shetty College of Science, Commerce and Management Studies, Powai

B.Sc. IT Department
Meeting Notice

All the members of department are hereby informed that there is meeting with Principal Sir on 08th Jan 2019 at 12.40 noon to discuss the following agenda:

1. Dictating syllabus in classes
2. Class attendance.
3. Remedial lectures for weaker students (subject wise).
4. Motivation session for TY students
5. Reporting to Principal Sir
6. Practical classes
7. Performance report submission by co-ordinator
8. FY SY certificate courses
9. Serious defaulters list to be submitted by class teachers
10. Minimize FY failure ratio

Department Members

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

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Coordinator

HOD
Department of Information Technology and
Computer Application
Bunts Sangha's
S.M. Shetty College of Science,
Commerce & Management Studies
Powai, Mumbai - 76

Principal