

**BUNTS SANGHA'S**  
**S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT**  
**STUDIES, POWAI**

**DEPARTMENT OF MANAGEMENT STUDIES**

DATE: 29/8/2020

TIME: 6.00 PM TO 7.00PM

VENUE: ZOOM

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**AGENDA:**

- Question bank to be made for each subject of TYBMS (2019-20)
- Revision lectures to be scheduled for TYBMS (2019-20)

**MINUTES OF THE MEETING:**

1. University is planning to conduct MCQ examination so a question bank of 250 questions have to be created in each cluster
2. All the teachers have to conduct online revision lectures for all the students
3. Lectures will be conducted in the evening
4. Each teachers should start preparing MCQ question bank after discussion with cluster team
5. MCQ should contain 4 distinct options, no "all of the above", "none of the above" and true and false should be given in the options



**Coordinator**

1. Ms. Steffi Salve

2. Ms. Preeti Matharu

3. Mr. Ashish Navik

4. CA Zainab Rangwala

5. Ms. Prachi Agarwal

6. Mr. Vijay V

7. CA Hardik Savla

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**DEPARTMENT OF MANAGEMENT STUDIES**

DATE: 11/9/2020

TIME: 12.00PM TO 1.00PM

VENUE: ZOOM

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AGENDA:

- Declaration of Viva Dates
  - Process of conducting viva
  - External viva examiner allotment
  - Things to look for in report
  - Marks distribution
- 

MINUTES OF THE MEETING:

1. Viva will be conducted on 18<sup>th</sup> and 19<sup>th</sup> September 2020
2. Viva will start from 10 am
3. All the students have to join and will remain in waiting room
4. Students can be called in any order from waiting room of Zoom
5. 50 marks are allotted for report and 25 for viva
6. There will be two examiners allotted for each block of students (track)
7. All the examination will be conducted simultaneously
8. Marketing division will have viva on 18<sup>th</sup> and finance on 19<sup>th</sup>.
9. Attached document has the names of 2 examiners for each track




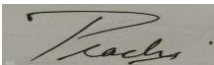
Coordinator

1. Ms. Steffi Salve

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5. Ms. Prachi Agarwal 

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**DEPARTMENT OF MANAGEMENT STUDIES**

DATE: 28/9/2020

TIME: 5.00PM TO 6.00PM

VENUE: ZOOM

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**AGENDA:**

- Examination orientation to TYBMS Students
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**MINUTES OF THE MEETING:**

1. Students of TYBMS were informed about the examination process
2. Online proctoring process
3. Guidelines for appearing for examination
4. Unfair practices and actions



**Coordinator**

1. Ms. Steffi Salve 

2. CA Zainab Rangwala 

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**DEPARTMENT OF MANAGEMENT STUDIES**

DATE: 8/10/2020

TIME: 6.00PM TO 7.00PM

VENUE: ZOOM

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AGENDA:

- Online Add-On Courses to be conducted
  - Mentoring of students with poor attendance
  - Activities to break the ice for FYBMS
  - Project for black book to be made liberal
  - Election of council members
- 

MINUTES OF THE MEETING:

1. Online add-on courses to be conducted:
  - Financial Market for SYBMS
  - Practical HRM for SYBMS (after FM course)
  - Advanced Excel for FYBMS
  - Encourage students to do UN Climate Change online course
  - Direct Taxation course for TYBMS
2. Students with poor attendance to be called and enquired for reason
3. Engage FYBMS students through some sessions so that they start interacting
4. This time we should encourage students to take internship/ field project or Research based project for the black book
5. Elections for all classes to be completed by this Saturday.



Coordinator

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2. Ms. Preeti Matharu

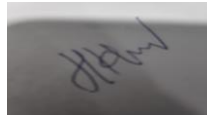
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**DEPARTMENT OF MANAGEMENT STUDIES**

DATE: 23/10/2020

TIME: 5.00PM TO 6.00PM

VENUE: ZOOM

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AGENDA:

- Internal Examination
- Financial Market Course
- PTM
- Business Statistics

## MINUTES OF THE MEETING:

1. The Second Internal Examination for SY and TY will be conducted in the first week of November
2. Orientation program for Financial Market course to be conducted. Permission Letter for collecting money has been send
3. Parents teacher meeting for all years have to be conducted till 7<sup>th</sup> November. Schedule for PTM is :  
TYBMS: 28/10/2020 (5pm to 7pm)  
SYBMS: 29/10/2020 (5pm to 7pm)  
FYBMS: 6/11/2020 (5pm to 7pm)
4. Institutional zoom has been booked for that
5. Teachers Incharge have to take parents attendance and feedback.
6. Students of FYBMS are facing problem in statistics. Vice Principal and Principal has been informed for the same.
7. Students are advised to join the bridge course for the same if not already joined.



### Coordinator

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**DEPARTMENT OF MANAGEMENT STUDIES**

DATE: 26/12/2020

TIME: 3.00PM TO 4.00PM

VENUE: ZOOM

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AGENDA:

- Marks of SYBMS to be finalized and mailed
  - Certificate Courses
  - Internals pattern
  - Interaction with alumni of FYBMS
- 

MINUTES OF THE MEETING:

1. Online add-on courses to be conducted:
  - Financial Market for SYBMS
  - Practical HRM for SYBMS (after FM course)
  - Advanced Excel for FYBMS
  - Direct Taxation course for TYBMS
2. Marks for SYBMS to be finalized and sent to Prema
3. Attention required to complete blackbook work.
4. Events to be organized by Hasan, Viraj etc



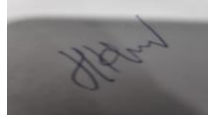
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**DEPARTMENT OF MANAGEMENT STUDIES**

DATE: 15/02/2021

TIME: 5.00PM TO 6.00PM

VENUE: ZOOM

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AGENDA:

- Internal Examination of BMS students
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MINUTES OF THE MEETING:

1. Internal examination should be conducted in collaboration with BBI and BAF as we share teachers
2. FYBMS can be conducted later
3. TYBMS can start from 22<sup>nd</sup> Feb
4. SYBMS to be conducted after that
5. Other ways of engaging students should be continued.

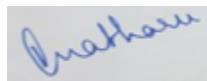


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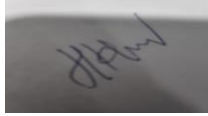


4. CA Zainab Rangwala





5. Adv. Hamid Khan



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**DEPARTMENT OF MANAGEMENT STUDIES**

DATE: 25/2/2021

TIME: 12.35PM TO 1.15PM

VENUE: ZOOM

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AGENDA:

- Documentation guidelines
  - Upcoming events
  - Internal Exams
- 

MINUTES OF THE MEETING:

1. Documentation guidelines to be followed for every event were discussed, the responsibilities were divided as follows for the Department:
  - Preeti Matharu: Lesson plan and work diary
  - Steffi Salve: Minutes of the Meetings
  - CA. Zainab Rangwala: Verification of Event reports
  - It was decided that each teacher will prepare the reports and documents as soon as the event is over as per Bunterwani format and NAAC format, respectively.
2. Advanced Excel course for the students of all departments will be organized by BMS department, will begin tentatively in third week of March 2021.
3. There will be an Inter-collegiate Research Conference for students jointly organized by BMS, BAF, BBI and BMM Program:
  - Preeti Matharu and Adv. Hamid Khan shall be a part of the Organizing team.
4. Internal exam tentatively to be scheduled as follows:
  - FYBMS: 8<sup>th</sup> March onwards
  - SYBMS: 15<sup>th</sup> March onwards

5. Black book project progress of TYBMS students was discussed.



Coordinator

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2. Ms. Preeti Matharu



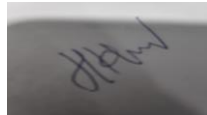
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DATE: 19/3/2021

TIME: 2.30PM TO 3.15PM

VENUE: ZOOM

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AGENDA:

- Reporting to College

- NAAC work distribution
  - Syllabus completion
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#### MINUTES OF THE MEETING:

1. It was communicated that Staff members have to report to College on 20<sup>th</sup> March, 2021 at 8am for NAAC documentation work.
2. NAAC documentation work to be done for Criterion 1 was divided and allocated.
3. Syllabus completion dates were communicated as follows:
  - a. SY – 10<sup>th</sup> April, 2021 tentatively
  - b. FY & TY – 17<sup>th</sup> April, 2021 tentatively



#### Coordinator

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2. Ms. Preeti Matharu



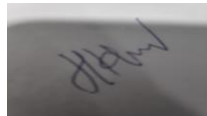
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DATE: 7/4/2021

TIME: 12.40PM TO 1.15PM

VENUE: ZOOM

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AGENDA:

- Term-end Examination
  - Microsoft Email Id for student login
  - Teachers' Feedback
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MINUTES OF THE MEETING:

1. It was communicated that term-end exam commencement dates will be as follows:
  - a. SY- 16<sup>th</sup> April, 2021
  - b. FY- 26<sup>th</sup> April, 2021
  - c. TY- 6<sup>th</sup> April, 2021
2. Question paper for each exam will have 50 questions, carrying 1 mark each.
3. Question paper format will be as per Eklavvya Exam Software.
4. Students will be provided with Microsoft email ids and password for logging into Eklavvya software for examination, they cannot use personal email ids.
5. It was communicated that Teachers' feedback would be conducted by the college on 8<sup>th</sup> April at 12.30pm, for this purpose a WhatsApp group of Regular students from FYBMS, SYBMS and TYBMS (of 50 per cent class strength) would be formed to communicate about the feedback.



Coordinator

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**DEPARTMENT OF MANAGEMENT STUDIES**

DATE: 24/4/2021

TIME: 9.30AM TO 10.30AM

VENUE: ZOOM

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AGENDA:

- NAAC work as per Criterion 1
  - Department Documentation
- 

MINUTES OF THE MEETING:

1. Documentation work for Criterion 1 and Department was discussed, the responsibilities were divided as follows for the Department:
  - Nidhi Chandorkar: Department Courses and Activities

- Preeti Matharu: Result analysis & Lesson plan 2016 onwards
  - Steffi Salve: Syllabus and Work load of 2016 onwards
  - CA. Zainab Rangwala: Internship certificates of TYBMS 2016 onwards
  - Adv Hamid Khan: Minutes of Meetings 2016 onwards
  - Ashish Navik: Attendance and Defaulter list of 2016 onwards
2. It was informed that Teacher's Achievement data has to be submitted to Nidhi Chandorkar for Department Annual Report.
  3. Each Teacher had to update the Webinar/FDP, etc. attended by them throughout the year.
  4. Each teacher has to complete the reports of capsule activities undertaken by them during the academic year.



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DATE: 25/4/2021

TIME: 9.30AM TO 10AM

VENUE: ZOOM

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AGENDA:

- NAAC work as per Criterion 1
  - Department Documentation
- 

MINUTES OF THE MEETING:

1. Updates related to documentation work for Criterion 1 and Department was taken as follows:
  - Nidhi Chandorkar: Department Courses and Activities
  - Preeti Matharu: Result analysis & Lesson plan 2016 onwards
  - Steffi Salve: Syllabus and Work load of 2016 onwards
  - CA. Zainab Rangwala: Internship certificates of TYBMS 2016 onwards
  - Adv Hamid Khan: Minutes of Meetings 2016 onwards
  - Ashish Navik: Attendance and Defaulter list of 2016 onwards
2. It was discussed that the Department has to start working on Departmental E-Magazine 'The Magnates'.
3. Difficulties regarding data availability and collection were discussed.



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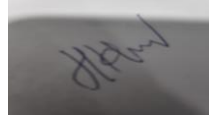
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DATE: 26/4/2021

TIME: 9.30AM TO 10AM

VENUE: ZOOM

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AGENDA:

- NAAC work as per Criterion 1
  - Department Documentation
  - Department Activities
- 

MINUTES OF THE MEETING:

1. Updates related to documentation work for Criterion 1 and Department was taken as follows:
  - Nidhi Chandorkar: Department Courses and Activities
  - Preeti Matharu: Result analysis & Lesson plan 2016 onwards
  - Steffi Salve: Syllabus and Work load of 2016 onwards
  - CA. Zainab Rangwala: Internship certificates of TYBMS 2016 onwards
  - Adv Hamid Khan: Minutes of Meetings 2016 onwards
  - Ashish Navik: Attendance and Defaulter list of 2016 onwards
2. It was discussed that we shall conduct an Orientation session for SYBMS in the next week regarding Internship for Black Book Project.
3. It was discussed that we shall conduct 'Cross-roads for FYBMS' to help them select their Specialization Elective during SYBMS.
4. It was informed that the 'Direct Tax Certificate Course' has been successfully completed.
5. Difficulties regarding data availability and collection were discussed.



Coordinator

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