



THE DEPARTMENT OF MANAGEMENT STUDIES  
MINUTES OF THE MEETING

DATE: 17/6/2021  
ZOOM

TIME: 12.00NOON

VENUE:

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AGENDA:

- Department Magazine
- Certificate Courses
- Persona Activities
- Expert Lectures
- Know Show
- Avishkar Participation
- Improving attendance
- Fee Collection and admission
- Other events in plan


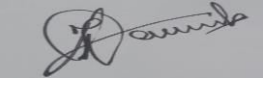
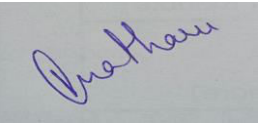
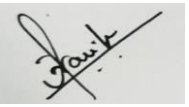

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MINUTES:

- Department Magazine : Deadline to complete the magazine after completion of talent competition.
- Talent identification event (**BMS Talent Fiesta**) to be finalized
- Certificate Courses: Financial Markets, Direct Tax, Advanced Excel, Digital marketing and HRM certificate Course
- Biz-Quiz: For all teachers based on their area
- Persona Activities: Advertainment, Creation of Blog/ Website/ Art of Presentation,
- Expert Lectures: Industry expert, Subject expert (Puru, Hasan etc. alumni)
- Know Show: Preeti, Ashish, Zainab (Union Budget), Hamid
- Avishkar Participation: 2 groups from each class under class in-charge guidance
- Improving attendance: 15 days attendance record to be shared with parents and students
- Instruct students to share their issues with class in-charge first.
- Fee Collection and admission: Deadline by giving warnings - 22/6/2021
- Other events in plan: BMS Weekly
- Inter-Class Competition for Best Class and other categories.
- 2 more students as management association core committee member: election/ selection on 22/6/2021

- Public Relation Coordinator
- Media Coordinator

Nidhi Chandorkar  
Coordinator

Ms. Steffi Salve	
CA Zainab Rangwala	
Ms. Preeti Matharu	
Mr. Ashish Navik	
Adv. Hamid Khan	



THE DEPARTMENT OF MANAGEMENT STUDIES  
MINUTES OF THE MEETING

DATE: 7/7/2021

TIME:2.00PM

VENUE:

ZOOM

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AGENDA:

- Roll numbers for SYBMS students
- Admission pending cases & their fees
- Roles of PR Coordinators and Media Managers
- Preparation of Talent Fiesta
- Hemal Shah's case for FM Course
- Biz Quiz
- Change of teachers and subjects

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MINUTES:

- Roll numbers have been given
- Get information about pending fees and ask how much they can pay

PR Officers & Media Managers::


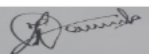
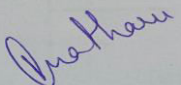


- Circulating messages & getting participants
- Preparing reports for each event
- Taking pictures of events and activities
- Preparing attendance and feedback form
- Database of students participation in workshops/ webinars/ competitions
- Anchoring and moderating of events
- Compiling departmental magazine - collection of articles
- Social media handling - Instagram, (facebook, linkedin)
- Designing certificate, brochures and messages
- Compiling departmental magazine - preparing pdf for uploading on website
- Taking pictures of events and activities
- Messages and videos for commemorative days and other important days.

So the teams will be :

1. Organisers - 3
2. Content Creators - 4
3. Documentation and Editorial Team - 3

- 4. e-Marketing and Certification - 4
- 4. Certificate making by sujata.
- 5. Informed about subject changes

Nidhi Chandorkar  
Coordinator

Ms. Steffi Salve	
CA Zainab Rangwala	
Ms. Preeti Matharu	
Mr. Ashish Navik	
Adv. Hamid Khan	



THE DEPARTMENT OF MANAGEMENT STUDIES  
MINUTES OF THE MEETING

DATE: 26/7/2021  
ZOOM

TIME: 12.45PM

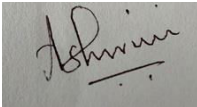

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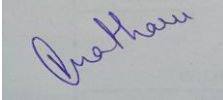


AGENDA:

- Meeting on Every Monday at 12.45PM
- Minutes of the meeting - CA Zainab
- Parents Teachers Meeting on 28th & 29th - 12.30PM
- Scholarship session to go intercollegiate - 30th July at 12.30
- Financial market Course - Dashrath Discussion
- Non - responsiveness of the teachers in the group - Reason
- Biz Quiz - Himani's help
- Talent Fiesta - Certificate design progress
- The Magnates Compilation from 27th
- Remaining things is criterion 1
- Use of new attendance technique
- What was the assignment given this saturday? Streamlining process of assignment on saturday
- Students Council members selection
- Internals Examination

MINUTES:

Nidhi Chandorkar  
Coordinator

Ms. Ashwini Devadiga	
CA Zainab Rangwala	

Ms. Preeti Matharu	
Mr. Ashish Navik	
Adv. Hamid Khan	



THE DEPARTMENT OF MANAGEMENT STUDIES  
MINUTES OF THE MEETING

DATE: 31/7/2021

TIME: 12.45PM

VENUE: ZOOM

AGENDA:



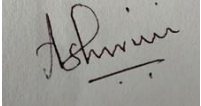
- Criterion 2 document work distribution
- Biz quiz begins today
- Internal Exam of TY & SY starting from 9th Aug
- TY & SY PTM schedule (2nd and 4th Aug resp)
- Session to encourage students to join Financial Market Course by Dashrath Prajapati

Minutes of the Meeting:

- Sharing link for distribution of documentation work for criterion 2
- First Biz quiz has started today, everyone has to post in at the end of the month
- Schedule for internal exam and supervision chart has been prepared and shared in group for internals of SY & TY which begins from 9th of this month
- Students have been informed about syllabus in class
- PTM for TY and SY are scheduled on 2/8/2021 & 4/8/2021 respectively
- It will be conducted on institutional zoom
- CA Zainab will coordinate with Dashrath Prajapati for orientation course on FM which will be scheduled on 4th Aug.

Nidhi Chandorkar

CA Zainab Rangwala	
Ms. Preeti Matharu	

Mr. Ashish Navik	
Adv. Hamid Khan	
Ms. Ashwini Devadiga	



THE DEPARTMENT OF MANAGEMENT STUDIES  
MINUTES OF THE MEETING

DATE: 5/1/2022

TIME: 12.45PM

VENUE: ZOOM

AGENDA:

- Documents for ISO audit
- Completion of Magazine
- Internal examination for SY & TY
- PTM - FYBMS, TYBMS and SYBMS

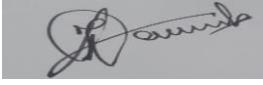
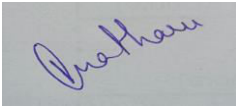
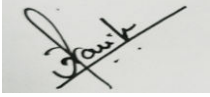

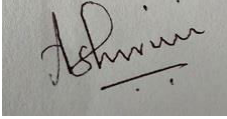
Minutes of Meeting:

- Distribution to make sure that the work is completed in all documents
- Final compilation of magazine will be done by editorial team
- SY & TY internal examination will be scheduled in Feb
- FYBMS PTM to be scheduled in coming week.



Nidhi Chandorkar

Coordinator

CA Zainab Rangwala	
Ms. Preeti Matharu	
Mr. Ashish Navik	
Adv. Hamid Khan	
Ms. Ashwini Devadiga	

THE DEPARTMENT OF MANAGEMENT STUDIES  
MINUTES OF THE MEETING

DATE: 17/8/2021

TIME: 12.45PM

VENUE: ZOOM

AGENDA:

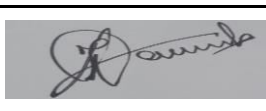
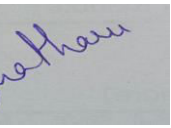
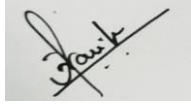

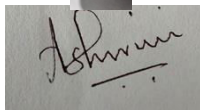
- Session on strategic networking by industry expert and alumnus of college

MINUTES OF THE MEETING

1. After initial interaction in the month of July, Karishma thakur has agreed for conducting the session in September.
2. Details of event content "Strategic Networking will be received tomorrow.
3. After approving date will be assigned.
4. Anchoring will be done by department students.



Coordinator

CA Zainab Rangwala	
Ms. Preeti Matharu	
Mr. Ashish Navik	
Adv. Hamid Khan	
Ms. Ashwini Devadiga	

**THE DEPARTMENT OF MANAGEMENT STUDIES  
MINUTES OF THE MEETING**

DATE: 19/1/2022

TIME: 12.40PM

VENUE: ZOOM

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**AGENDA:**

- Internal of SY and TY BMS
- Research paper progress (both students and teachers)
- Biz Quiz
- Distribution of department work
- The Know Show (3)
- Permission letter scenario
- Career in E-Commerce - Follow up with Hasan
- Low Attendance in classes and action before exams
- Exclusive talk with FY class incharges

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**MINUTES:**

- Internals will be scheduled in Feb first week together with BBI & BAF
- FC Internals - We are going to take internal exam along with project
- Research paper details teacher wise (targeted):

<b>Teacher Name</b>	<b>No of groups for National conference</b>	<b>No of groups for Avishkar</b>	<b>Area of teacher's research paper</b>
Nidhi	3	2	HRM
Zainab	2	2	FINANCE
Preeti	4	2	HUMANITIES
Ashish	4	1	MARKETING
Hamid			CHANGES IN LAW
Ashwini	2	2	HUMANITIES

- Distribution of work:

<b>Teacher Name</b>	<b>Work in Department other than activities</b>
Nidhi	
Zainab	REPORT COMPLETING
Preeti	WORK DAIRY

Ashish	FEEDBACK
Hamid	MOM
Ashwini	COMPLETING LIST & ACADEMIC/ ACTIVITY CALENDAR

- The Know Shows:


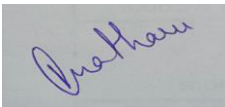


Teacher Name	Topic
Hamid	IPR - 31ST JAN
Zainab	UNION BUDGET (NATIONAL LEVEL) - FEB MID
Ashish & Preeti	MUTUAL FUNDS - MID MARCH

- Permission letter for collecting money
- Career Guidance:
  - Ecommerce by Hasan Qureshi - in talks with him
  - Finance

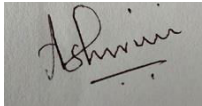


Nidhi Chandorkar

Coordinator

CA Zainab Rangwala	
Ms. Preeti Matharu	
Mr. Ashish Navik	
Adv. Hamid Khan	

Ms. Ashwini Devadiga



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

**Permanently Affiliated to University of Mumbai**  
**NAAC ACCREDITED 'A' GRADE**  
**IMC RBNQ CERTIFICATE OF MERIT 2019**  
**ISO 21001:2018 CERTIFIED**

**DEPARTMENT OF BACHELORS OF MANAGEMENT STUDIES 2021-2022**

**MINUTES OF MEETING**

DATE: 22/2/2022

VENUE : ZOOM

AGENDA:

- Competition based on literary and fine arts


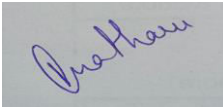
MINUTES:



- The competition will be called as IMPRESSIONS 2022
- The competition will be conducted for poetries, sketches and paintings, start-up stories, famous personalities, places etc.
- Overall incharge will be Ms Nidhi and Ms. Ashwini
- Judging will be done by department teachers only
- It will commence from March 1, 2022 and will accept entries till March 10, 2022
- The students input will be used for departmental magazine THE MAGNATES



Nidhi Chandorkar

Coordinator

CA Zainab Rangwala	
Ms. Preeti Matharu	

Mr. Ashish Navik	
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Ms. Ashwini Devadiga	