

04/07/18

Minutes of the Meeting

- ① Send circular for Principal's address for attendance issues and policies related to that
(-Nidhi)
- ② Message & Call all defaulters' parents
→ All Class teachers
- ③ Class Teachers:
SUBMS - Steffi (helped by Tinit till P4 Commencement)
TUBMS A - Nidhi
TUBMS B - Zainab
- ④ Prepare Databank comprising following details of each student. (Class Teachers)
 - Name & Ph. no.
 - Parents' Name Ph. no.
 - Old attendance records
 - h.w. seen results
- ⑤ Identify subjects with highest no. of failures.
 - Make sure your results are good
 - Take corrective actions.
 - Remedial lectures
- ⑥ Educate students for decency in dressing.
- ⑦ Mentorship report should contain action taken in case of poor attendance / behavioral issues.
- ⑧ Identify top 5 students, motivate them for university rank. Principal will also address.

⑦ Certificate of courses should comprise logos of College & Baito Sangha & Signature of
 - convenor
 - Resource Person
 - Principal &
 - Chairman

⑩ Rehearsals of cultural events only after 11:15am

⑪ Motivate students for individual (Sports & cultural) events

⑫ Stick to the schedule mentioned in academic calendar.

Maradia Jimit
 Lianak Rengwala
 Staff

Department of Studies
 S.M. College
 (Class Teacher)
 L.A. No. 76
 Rink
 Rengwala

③ Encourage students for becoming an achiever
 ④ Mentorship report should contain action taken
 increase of poor attendance / behavioural issues
 ⑤ Identify top 5 students & get published in university
 website with their names & their achievements

18/7/18

Departmental Meeting

① Internal Test papers - 25th July

② TUBMS-A - Nidhi
TUBMS-B - Zainab

SUBMS-A - Staffi

SUBMS-B - Preeti

EUBMS-A - Jimit

EUBMS-B - Ashish N.

- Attendance, Discipline, Performance.

- Defaulters list - 5th of every month

- Assignment / Viva / Test.

- Letter to Parents - 30% & below.

- Databank - Name & Contact no. of students

- Email.

- Parent name & contact.

- Sent ATR Sem 2.

- Remark. / Adv. / Avg / Stas.

- Mentorship.

- Counselling - For all students

③ 20th July - Orientation

④ 23rd July - Commencing Regular classes.

⑤ Internal Exam schedule.

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Department of Management Studies
S.M. Shetye Centre for Distance
Commerce & Management Studies
Powai, Mumbai - 76

Staffi Salve
Ashish Navik
Jimit Moradia
Preeti Mathan
Zainab Rangwala

Preeti
Mathan
Rangwala

Department Meeting

31/7/18

Status of Data base. Give the final data base by 2nd Aug.

2) Meeting for IV tomorrow.

3) Esperanza - Meeting tomorrow.

Let SUBMS take an initiative

Role Distribution :-

1) Anchoring - Zainab

2) Activity Finalization - Steffi, Preeti

3) Event Schedule & Invitation - Jimit & Ashish

4) Team formation - Steffi & all.

5) Budget preparation - Nidhi

6) Printing Alumni - Nidhi.

4) Attendance :-

- Do not handover attendance sheets for calculation to students

- Identify students with very low attendance

~~low~~ - meet them

- call their parents

- send letters without fail

5) IV :- Select students with good conduct.

6) Mentorship meeting. Submission of report by 4th Aug.

Muradiah Jimit

Steffi Solve

Ashish Navik

Preeti Matham

Zainab Rongala

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Pawai, Mumbai - 76

Matham
Rongala

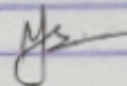
Library Corner

02/08/18

Departmental Meeting

12.15pm

- 1) Esperanga to be organised on 18/8/18
- 2) Distribution of Duties among dept teachers & students by staff & Preeti
- 3) Anchoring rehearsal - Bainab.
- 4) Informal Anchoring by the students to be supervised
- 5) Banner designing - Staffi
- 6) Felicitation arrangement - Timit & Ashwin.



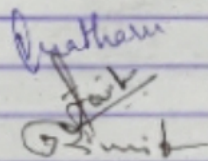
HOD

Department of Management Studies
S.M. Shetty College of Science,
Commerce & Management Studies
Powai, Mumbai - 76

1. Preeti Matharu

2. Ashish Chavhan

3. Maradia Timit



Staff Room

21/8/18

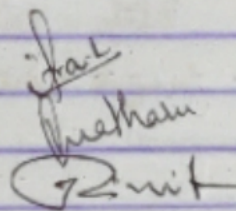
Departmental Meeting
12:15 pm

- 1) Successful execution of Esperanza.
- 2) Informal feedback taken by organizing team
- Students responded positively
- 3) Better coordination required between advisors & other volunteers
- 4) Complete mentorship report and submit by Sept 1.
- 5) All students should compulsorily attend Incubation Centre Event
- 6) Know-Show - Should it be shifted to Saturday?


HOD

Department of Management Studies
Bunse Sanghvi
S.M. Shetty College of Science,
Commerce & Management Studies
Powai, Mumbai - 76

- 1) Ashish Navik
- 2) Preeti Matharu
- 3) Jimit Maradia


Jimit

19/9/18

Departmental Meeting

Agenda

- 1) Review of IV.
- 2) Logistics trip to Alibagh / INPT.
- 3) New institutional id email id to be provided
- 4) Syllabus completion dates
SY & TY - 10th Oct
FY - 23rd Oct
- 5) Prelims:
TYBHS - 16th Oct to 23rd Oct
Paper distribution - 27th Oct
- 6) Action for poor attendance students
- 7) FY prelims not possible - what should be done?

Minutes :

- 1) Hand picked 50 students of Logistics trip
- 2) Previous year Ques paper to be solved, Chars test on tough topics.
- 3) Prelim AP - 1 set - 10th Oct. 2018
- 4) Mentorship report of June, July & August to be put in common folder

Maradia Jini[†]
Ashish Navik
Preeti Matharu
Steffi Sahu

Department of ~~...~~ Studies
S.M. and ~~...~~ Science
Com. ~~...~~ Studies
Power, ~~...~~

[Signature]
Matharu
✍

25/1/18

Departmental Meeting

- 1) Decision about field trip for logistics to Alibagh
- 2) Mentorship report format
- 3) Sending letters to defaulters of FYBMS, SUBMS and TYBMS
- 4) Performance of students in class participation.

Department of Management Studies

S.M. S. Group of Science,
Commerce & Management Studies
Powai, Mumbai - 400

Nidhi Chandorkar

Ashish Navik

Preeti Matharu - ~~Matharu~~

Steffi Salve - ~~Salve~~

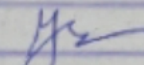
Zainab Rangwala - ~~Rangwala~~

Departmental Meeting


9/10/18

Minutes

- ① Action Proper documentation is required before taking action against defaulters
- ② Syllabus completion and revision
- ③ Date for prelims and distribution of papers on 27th Oct.
- ④ Students who have failed in prelims have to appear for viva and submit assignment


MOHI CHANDOR

Steffi S.
Zamab R.
Preeti M.
Ashish W.


~~Mathan~~
~~Shakti~~

14/12/18

Minutes of Meeting

- ① Encourage students to participate in sports day, annual day & intercollegiate festivals.
- ② Support students of Avishkar - 2 teams of 10 students from SUBMS.
- ③ Defaulters list to be generated post January.
- ④ Assess online papers

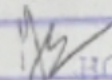
Steffi Salve -
Ashish Navik -
Zainab Raywala -
Hamid -
Preeti Mathan -

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Pondal, Mumbai - 40

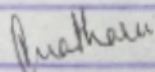
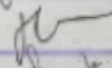


[Handwritten signatures]
Mathan

19/1/17

- ① Marksheet distribution of S4 & P4:
S4 - 20 people in a day (A & B separately)
P4 -
- ② Understanding use of attendance s/w.
- ③ Maths & FUBUS - 10-10 students to
Peer-to-Peer Mentoring
10-10 blocks to Counsellor.
- ④ Attendance assessment esp. B. & Supervising inter-collegiate event.
- ⑤ 16th Feb - Inter-collegiate - Big Fiesta 2-3 events


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Powai, Mumbai - 75

1. Preeti Matharu
2. Hamid Khan
3. Ashish Navik
4. Steffi Silver












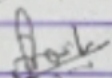
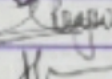
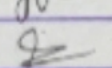
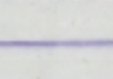
08/02/19.

Departmental Meeting

1. ATKT forms 8th Feb - 21st Feb.
with late fees of Rs.100 - 22nd - 23rd Feb.
2. Old ATKT - to be finished by 10th March.
3. University ATKT - from 10th March.
4. Brief FYs & SYs about carry forwards of KT.
5. Departmental event - 16th Feb.
6. Syllabus completion date - ~~FY & SY & TY~~ - 9th March
- FY - 16th March
7. Prelims TY - 18th - 25th March.
8. Paper distribution - 27th March
9. Farewell - 29th March, Friday (alongwith BSCIT)
- Rs.100 per student
10. Grading of internal marks - A, B, C, D
A - 15 - 20, B - 10 - 15, C & D - Re-test. (Below 10)
Date of correcting internals - 15th Feb.
11. Ask students to buy Fullscope papers for Re-test.

H/O
Department of Management Studies
Pune Institute of
S.M. Ghole College of Science,
Commerce & Management Studies
Pune, Maharashtra

NIDHI C. 
Ashish Navik 
Zainab Raigwala 
Hamid Khan 
Sneha Saha 
Preeti Matharu 

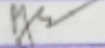
Matharu

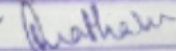
Biz Fiesta


11/02/19

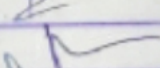
1. Finalisation of events for departmental events
2. Classifying the teams.
3. Listing of volunteers
4. Discussion about rules and regulations of both events of Biz Fiesta to be held on 23/2/19.
5. The meeting with volunteers was held in room no 820 from 12 pm - 2 pm
6. Around 30 students attended the meeting.


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Powai, Mumbai - 76

Nidhi C. 

Preeti M. 

Steffi S. 

Hansel K. 

Abrish N. 

18/03/2019

Remedial for defaulters of SYBMS.

- Defaulters of SYBMS Marketing & Finance Electives have to solve University question paper of 2018 of each subject and appear for viva to the respective subject teacher.
- The remedial session will be held from 18-03-2019 to 26-03-2019.
- Serious cases will be given extra assignments.

HOD

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Harris Shree's
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Commerce & Management Studies
Powai, Mumbai - 76

Nidhi C. M^{rs}

Jepp. Z

Breeta Mathan

Zarab ~~Mathan~~

Vijay ~~Mathan~~

26/3/19

Remedial for below failures of TUBMS.

- 1) Brand Management -
- Solve prehm without choice & viva on -
- 2) International Marketing -
- Solve prehm paper & also last 2 years qps. -
- 3) Retail Management
- Solve university QP of ~~2018~~ last two years & viva
- 4) International Finance
Solve workbook by 2nd April '19 & viva.
- 5) Strategic Financial Management
Solve workbook by 16th April '19 & remedial lecture.
- 6) Project Management -
→ Solve last two years papers
→ Solve question Bank for practical questions
→ Remedial lecture

Nidhi C. *[Signature]*

Steff *[Signature]*

Preeti *[Signature]*

Arushi *[Signature]*

Zainab *[Signature]*

Vipray *[Signature]*

[Signatures]
Anshu
Jas
Anshu
Vijay

[Stamp]
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Faculty of Management Science,
S.M. Seksri College of Management Studies
C-10, Sector 28, Gurgaon - 122001
Phone: 0129-4151101-76