

BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES,
POWAI
NAAC ACCREDITED 'A' GRADE
Permanently Affiliated to the University of Mumbai
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED

The Department of Accountancy and Financial Management
Student Enrichment Activity Approval Form

Department: B.COM

Program: Webinar on 'Time Management - setting SMART goals and 5s method'

Objectives: To orient the students with the realities of the market and industry so as to bridge the gap between theory and practice.

Need: To guide students on Time Management and performing tasks in a time bound manner in Corporate World.

Content: Resource Person is expected to guide the students on effective time management by using various techniques.

Resource Person: Ms. Rebekah Wicket, Corporate HR - Learning and development, Allcargo Logistics Ltd (BCom Alumni – Batch of 2014-15)

Date: 28th August, 2021

Time: 3.45 pm to 5.00 pm

Venue: Zoom App

Cost/Budget: N/A

Proposed by: B.Com Coordinator

Verified by:



Asst. Prof. John Menezes
Convenor



Asst. Prof. Sandesha Shetty
Vice-Principal and Coordinator



Dr Sridhara Shetty
Principal



PRINCIPAL
Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7352
Email: college@smsshettyinstitute.org

BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES,
POWAI
NAAC ACCREDITED 'A' GRADE
Permanently Affiliated to the University of Mumbai
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED

Minutes of the Meeting


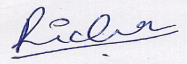

Date- 20th August 2021


Agenda - Duty allocation

Venue - Zoom App

A meeting was held to allocate duties to the professors for the webinar on 'Time Management - setting SMART goals and 5s method' by Ms. Rebekah Wicket, Corporate HR - Learning and development, Allcargo Logistics Ltd (BCom Alumni – Batch of 2014-15). Prof. Sandesha Shetty gave the following roles to the respective professors.

Team Members for the event & work distribution for the Webinar on Time Management

Sr. No.	Faculty Name	Work Assigned	Signature
1	Asst. Prof. John Menezes	Rewriting the invite message, Schedule of the program, Backdrop/Poster, coordination with organizer for link	
2	Asst. Prof. Richa Sharma	Feedback Link, Q & A, Action taken report and Approval form	
3	Asst. Prof. Utkarsh Kapadia	Certificate Design & Mailing of certificates to the participants	

4	Asst. Prof. Debbie James	Report preparation as per NAAC	
---	---	--------------------------------	---

The meeting concluded with best wishes from the Coordinator.




PRINCIPAL

Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7352
Email: college@smsshetyinstitute.org

BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES,
POWAI
NAAC ACCREDITED 'A' GRADE
Permanently Affiliated to the University of Mumbai
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED

Poster/Brochure



Bunts Sangha's
*S.M. Shetty College of Science, Commerce and
Management Studies, Powai, Mumbai - 76*
(Affiliated to University of Mumbai)



NAAC ACCREDITED 'A' GRADE
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED

DEPARTMENT OF ACCOUNTANCY & FINANCIAL MANAGEMENT

ORGANIZES AN INTER-COLLEGIATE LEVEL WEBINAR ON

**"Time Management –
Setting SMART Goals and 5s Method"**

RESOURCE PERSON – MS. REBEKAH WICKET

CORPORATE HR – LEARNING AND DEVELOPMENT,
ALLCARGO LOGISTICS LTD.



28 th August, 2021

#AlumniDiaries

3:45 pm to 5:00 pm
(Zoom Webinar)



[Signature]
PRINCIPAL

Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7352
Email: college@smshtetyinstitute.org

BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES,
POWAI
NAAC ACCREDITED 'A' GRADE
Permanently Affiliated to the University of Mumbai
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED

Notice/Whatsapp Link

Greetings to All,

The Department of Accountancy & Financial Management
of Bunts Sangha's S.M.Shetty College, Powai

is organizing *ALUMNI DIARIES (3rd Lecture Series) -*

A Webinar on - *"Time management - setting SMART goals and 5s method"*

Alumni Diaries - A platform where our Department Alumni come back to their Alma-mater for
Knowledge Sharing and Up-Skilling

Resource Person – *Ms. Rebekah Wicket*,
Corporate HR - Learning and development,
Allcargo Logistics Ltd. (BCom Alumni – Batch of 2014-15)

Date – *28th August, 2021*

Time – *3.45 pm to 5.00 pm*

Registration Link:

https://docs.google.com/forms/d/e/1FAIpQLSfvY7qLPyztcuGPwHAAC5eIP5G3--1BLlZmTwR3LdCgY2N8Gw/viewform?usp=sf_link

Once you have registered kindly join our Telegram Group - <https://t.me/joinchat/cZ6hgYvPYtswOTNI>

Note:

1. No Registration Fees
2. Zoom Link for the session will be shared on your email ids
3. E-certificate will be provided to the registered participants subject to attendance and submission of feedback form (within 7 working days).

For further queries kindly contact

@ johnm@smshettyinstitute.org

Regards,

The Department of Accountancy & Financial Management





PRINCIPAL

Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7352
Email: college@smshettyinstitute.org

BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES,
POWAI
NAAC ACCREDITED 'A' GRADE
Permanently Affiliated to the University of Mumbai
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED

Program Schedule

Department of Accountancy and Financial Management

Presents

A Webinar on 'Time Management - setting SMART goals and 5s method'

Date: 28th August, 2021

Time: 3.45 pm to 5.00 pm

Program Schedule

Welcome Address	<p>Prof. John Menezes <i>Faculty, Department of Accountancy and Financial Management</i></p>
Introductory Remarks	<p>Dr. Liji Santosh Vice Principal & IQAC Coordinator <i>Bunts Sangha's S.M.Shetty College of Science, Commerce and Management Studies, Powai</i></p>
Introduction of the resource person	<p>Prof. John Menezes <i>Faculty, Department of Accountancy and Financial Management</i></p>
Technical Session - 1	<p>Ms. Rebekah Wicket (Corporate HR - Learning and development, Allcargo Logistics Ltd (BCom Alumni – Batch of 2014-15))</p>



[Signature]
PRINCIPAL
 Bunts Sangha's S.M. Shetty College
 of Science, Commerce & Management Studies
 Powai, Mumbai-400 076.
 Tel. 022-6132 7352
 Email: college@smshettyinstitute.org

Question & Answer Session	Prof. John Menezes <i>Faculty, Department of Accountancy and Financial Management</i>
Vote of Thanks	Prof. Sandesha Shetty Vice Principal and B.Com Coordinator




PRINCIPAL

Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7352
Email: college@smshetyinstitute.org

BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES,
POWAI
NAAC ACCREDITED 'A' GRADE
Permanently Affiliated to the University of Mumbai
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED

Report

Event: ALUMNI DIARIES: Webinar on “Time Management - Setting SMART Goals and 5S Method”

Date: 28th August, 2021

Timing: 3.45pm to 5pm

Venue: Zoom app

Scope: SY and TY BCOM Students.

Objective: To orient students on how to accomplish tasks in a time bound manner by setting SMART Goals.

Highlights: Asst Prof. John Menezes welcomed Vice- Principal and IQAC Coordinator Dr. Liji Santosh, Vice Principal and B.Com Coordinator Asst. Prof. Sandesha Shetty , all Faculty members and students present in the programme. Vice- Principal and IQAC Coordinator Dr. Liji Santosh gave the introductory remarks and later Asst Prof. John Menezes welcomed Resource Person and gave the platform to her for orientation on the topic Time Management by setting SMART Goals and 5S Method. The Resource person explained in detail the Time Management techniques through proper goal setting. She also explained the importance of timely completion of tasks in corporate life. Asst. Prof. John Menezes further handled the ‘Question and Answers’ session where participants raised their questions and the Resource Person gave them clarity on it. Vice Principal and B.Com Coordinator Asst Prof. Sandesha Shetty proposed a Vote of Thanks to the Resource Person for taking out time and providing necessary guidance and direction to participants about the topic by giving them industry related examples and benchmark practices. Asst. Prof. Richa Sharma shared the Attendance and Feedback link to the participants and the event was successfully concluded. The participants gave positive feedback, where they appreciated the intention behind the event and gained immensely from the same.

Number of Students Attended: Total 100 (48 Male + 52Female)

Members for the event:

1. Dr. Liji Santosh - Vice Principal and IQAC Coordinator
2. Asst. Prof. Sandesha Shetty– Vice Principal and B.Com Coordinator
3. Asst. Prof. John Menezes - Convener of the Event & Class In charge TY BCOM A
4. Asst. Prof. Utkarsh Kapadia - Class IN Charge TYBCOM B
5. Asst. Prof. Richa Sharma - Class In Charge SYBCOM A
6. Asst. Prof. Debbie James - Class In Charge FYBCOM B



Asst. Prof. John Menezes
Convener of the Webinar



Asst. Prof. Sandesha Shetty
Vice Principal & Coordinator




PRINCIPAL

Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7352
Email: college@smshtetyinstitute.org


BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES,
POWAI
NAAC ACCREDITED 'A' GRADE
Permanently Affiliated to the University of Mumbai
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED

Photos


You are viewing Rebekah W's screen View Options ▾

Scoring: 2 = Always 1 = Sometimes 0 = Never OUP View

- I do things in order of priority _____
- I accomplish what needs to be done during the day _____
- I always get assignments done on time _____
- I feel I use my time effectively _____
- I tackle difficult or unpleasant tasks without procrastinating _____
- I force myself to make time for planning _____
- I spend enough time planning _____
- I prepare a daily or weekly "to do" list _____
- I prioritize my list in order of importance, not urgency _____
- I am able to meet deadlines without rushing at the last minute _____
- I keep up-to-date on my reading and research assignments _____
- I prevent interruptions from distracting me from high priority tasks _____
- I avoid spending too much time on trivial matters _____
- I spend enough time on work-related activities _____
- I plan time to relax and be with friends in my weekly schedule _____
- I have a weekly schedule on which I record fixed commitments such as work hours _____
- I try to do the most important tasks during my most energetic periods of the day _____
- I make constructive use of my commuting time _____
- I periodically re-assess my activities in relation to my goals _____
- I have discontinued any wasteful or unprofitable activities or routines _____
- I screen and group my telephone calls to allow for control over telephone interruptions _____
- I judge myself by accomplishments of tasks rather than by amount of activity _____
- My actions are determined primarily by me, not by circumstances or by other people's priorities _____
- I have a clear idea of what I want to accomplish during the forthcoming quarter _____
- I am satisfied with the way I use my time _____




Rebekah W



LJI SANTOSH

Sandesh Shetty

Sandesh Shetty



Bunts Sangha's S.M. Shetty Educati...

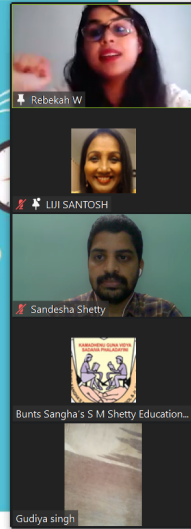
16 Sybcom A Sh...

16 Sybcom A Shweta Bishnoi

Unmute Start Video Security Participants 106 Chat 93 Share Screen Raise Hand Record Breakout Rooms Leave

Time Management Benefits of Time Management

1. Efficient
2. Successful
3. Work life Balance
4. Healthy
5. Happier




PRINCIPAL

Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7352
Email: college@smshetyinstitute.org

BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES,
POWAI
NAAC ACCREDITED 'A' GRADE
Permanently Affiliated to the University of Mumbai
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED

Attendance

Divya kotian	Tybfaf
Sahil shaikh	Ty bcom
Nusaiba Abdulsamad Shaikh	SYBCOM A
Sayyed jaidali	Sybc com B
Monish Ratnakar moolya	Sybc com b
MIHIR AMBEKAR	TYBCOM B
Surbhi Santosh Singh	SYBCOM
Sahirab Anware	SY Bcom A
Rahul Pal	Sybc com-A
Humera qureshi	Sybc com
Shetty Bhavishya Mahabala	SY Bcom B
Shweta Bishnoi	16
Vrushab kisan chauhan	Sybc com-A
Sagar Shetty	SyBCOM
Khan Mariya Ahmad	Sybc com A
Akanksha Shailendra Tripathi	Sybc com A
Yashoda Yalappa mutrasi	SYB. Com B
Mane Komal Vilas	SYBCOM
Shaikh Aman Shafik	Sy Bcom B
Ritik Behal	TYBBI
Amaan shaikh	Tybc com a




PRINCIPAL

Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7352
Email: college@smshettyinstitute.org

Dheeraj Chauhan	TYB.COM
Sarika pujari	tybcomA
Shaikh mohd Faizal mohd firoj	Sy bcom
Anurag Tiwari	Tybaf
Anita Yadav	Sybcom (A)
Upadhayay krishnakumar Ajay	Sy.bcom B
Mulla Mohd Sahil	Sybcom-B
Prajapati Anita Ganesh	Sybcom A
Nikam pradyumna vilas	SYBCOM a
Rohan Verma	Sybcom
Angelica Chavan	S.Y.Bcom
Shweta Kanojia	TYBAF
Avinesh Rajan	Sy bcom A
Bhaktwani Mansi Ram	sybcom b
Tejas Salvi	SYBCOM
Yash Yadav	SYBBI
Gaurab Das	Sybcom A
Khan adnan tayyab	Sybcom
Dilawarshaikh	Session
Ansari heena	Sybcom b
Swati Asray kewat	TYBBI
Pranay Kumar	TY BCOM A
Ritu Prajapati	SYBcom
Shaikh Nehal Rafique	SYBCOM A
Varsha Jain	Tybcom B
Rain sohail ali	Sybcom-/B
Vaibhavi Rajendra Padwal	SYBMS
sharon novel cardoza	TYBCOM A
Kanojiya Vandana kadeprasad I	SYBBI



[Signature]
PRINCIPAL

Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7352
Email: college@smsshetyinstitute.org

Aftab habibullah shaikh	T. Y. Bcom (A)
Kartik Shetty	Tubcom
Khan habiba nooruddin	SYBCOM A
Sailee Rajkumar Potdar	S.Y. B.com
Mrs. S. Dhivya	Assistant Professor in Commerce
PRIYANKA	SYBCOM
Manisha gupta	S.y B. Com
Khan Alfiya	SYBCOM
Manasi Mali	Sy.Bcom
Aasiya Khan	Sybcom
Mansi Choubey	SYBCOM
Ravikiran kalidas Deshmukh	A
Swati	PhD scholar
Ananya Gupta	TYBCOM A
Afreen Abdul hamid bat	Sybcom
Nishad amrutlal brijbhan	Tybfaf
Waman Vilas Dhuri.	TYBBI
Rahul Venkatraman Rao	FYBCOM
SMITA RAMESH KORI	SY B.Com
Kamlesh Karotra	Sy bcom Div B
Khan Anam Qutbuddin	SYbcom (B)
Mahek Sayyed	SYBCOM b
Amin sumit prakash	A
Khan Zahid	S. Y. B. Com.
RITESH METHRE	TYBCOM
Shreya Vijay Rane	Tybcom B
Gupta Sonu Shivcharan	SYBMS
SAKAYA JOE DARIUS	Tybcom A
Swati Shetty	Sy.baf




 PRINCIPAL
 Bunts Sangha's S.M. Shetty College
 of Science, Commerce & Management Studies
 Powai, Mumbai-400 076.
 Tel. 022-6132 7352
 Email: college@smshettyinstitute.org

Yash more	SYB com
reema palan	TYBCOM
Virendra Yadav	SYBBI
Siddharth Ramchandra Gupta	Sybcom A
Vinayak Mohite	Tybcom b
Jaiswar Rithik Ramawadhram	Fybcom B
Madhura pai	TYBCOM (A)
SAMEEN ANSARI	Mbbs
Taiba Shaikh	Tybcom
Yash Tewari	Post graduate
Gowda renuka	SYBCOM
RASAM SIDDHI RAJESH	SY BCOM
Mayur Shetty	Sy bcom B
Pratik suvarna	A
om dalvi	SyBcom
Shaikh Aliya Batul Mohmmad Shafiq	TYBcom A
Vanshik	SyBcom A
Tamrakar Nishita	Sybcom B
Shaikh afreen mohd shafi	211
NICIA LOUIS DIAS	SY.B.COM-A
Madhura pai	TYBCOM (A)



[Signature]
PRINCIPAL

Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7352
Email: college@smsshetyinstitute.org

BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES,
POWAI
NAAC ACCREDITED 'A' GRADE
Permanently Affiliated to the University of Mumbai
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED

CERTIFICATE COPY



**Bunts Sangha's**
S.M. Shetty College of Science, Commerce &
Management Studies, Powai, Mumbai
Affiliated to University of Mumbai
**BS**
BUNTS
SANGHA MUMBAI
EDUCATIONAL
INSTITUTIONS

NAAC ACCREDITED 'A' GRADE
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED

Certificate of Participation
This is to certify that
Rahul Venkatraman Rao

has participated in the webinar on "Time Management: Setting SMART Goals and 5S Method" organized by the Department of Accountancy and Financial Management on 28th August, 2021.

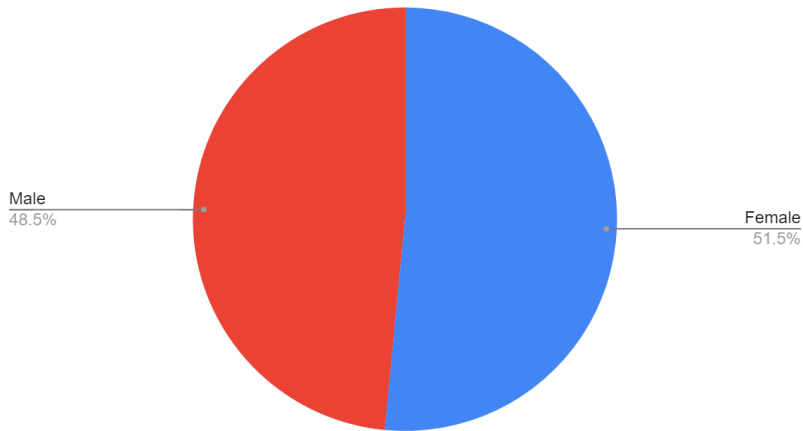
 John Menezes Convenor	 Sandesha Shetty Vice-Principal and Co-ordinator	 Dr. Sridhara Shetty Principal
---	---	---

SLIDESMANIA

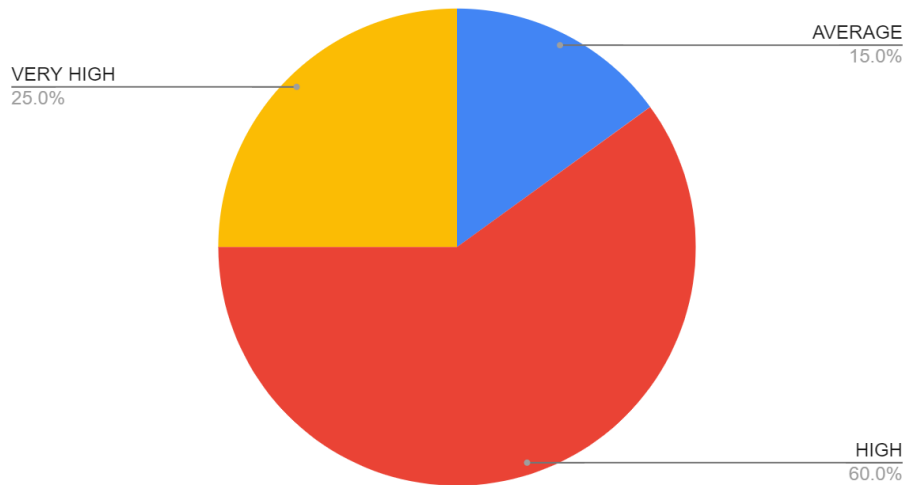
BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES,
POWAI
NAAC ACCREDITED 'A' GRADE
Permanently Affiliated to the University of Mumbai
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED

Feedback

Count of GENDER



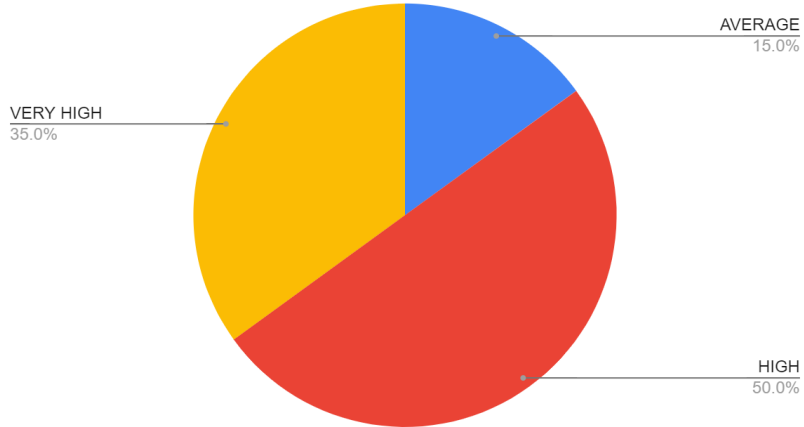
FEEDBACK [Effectiveness of presenter]



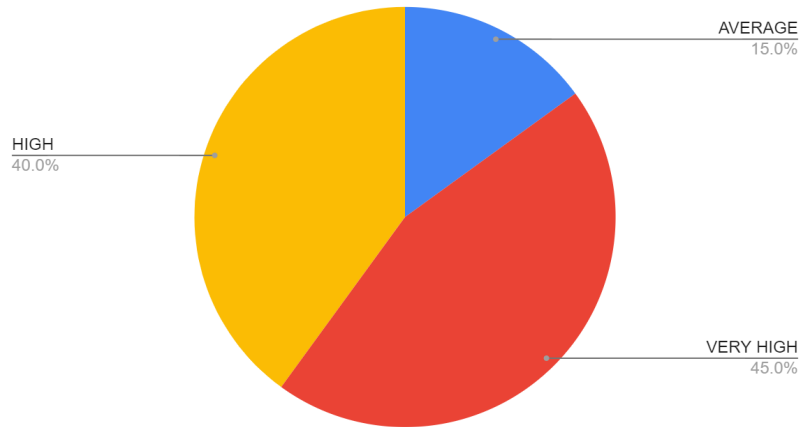
[Signature]
PRINCIPAL

Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7352
Email: college@smsshetyinstitute.org

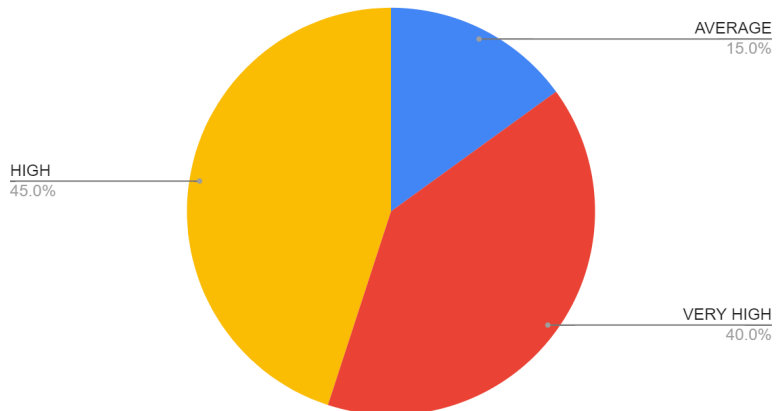
FEEDBACK [Content Relevance]



FEEDBACK [Video Quality]



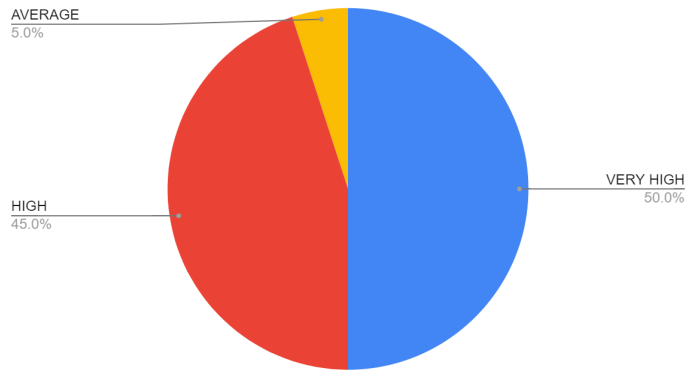
FEEDBACK [Audio Quality]



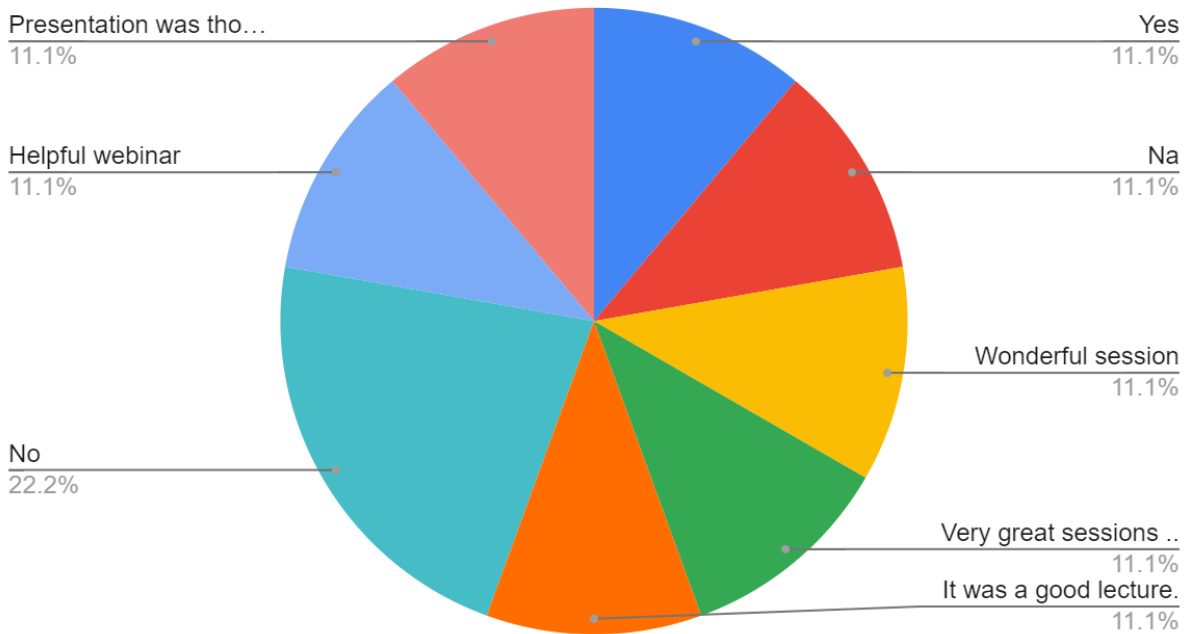
[Signature]
PRINCIPAL

Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7352
Email: college@smshtetyinstitute.org

FEEDBACK [Overall rating of the workshop]



Please mention remark if any



[Signature]
PRINCIPAL

Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7352
Email: college@smsshetyinstitute.org

BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES,
POWAI
NAAC ACCREDITED 'A' GRADE
Permanently Affiliated to the University of Mumbai
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED

Action Taken Report

DATE	Feedback Received	Action Taken
28-08-2021	<ul style="list-style-type: none">● Participants appreciated the efforts taken by the department to invite alumni.● Participants appreciated the quality, content and the presentation of the webinar.● They expressed the desire to attend more such sessions in the future which can boost their morale and instill confidence in them.	B.COM Department will organise monthly talks by our esteemed alumnis in order to motivate students to become job givers rather than job seekers and thereby try to create a pool of future entrepreneurs.




PRINCIPAL

Bunts Sangha's S.M. Shetty College
of Science, Commerce & Management Studies
Powai, Mumbai-400 076.
Tel. 022-6132 7352
Email: college@smshettyinstitute.org