

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

Activity Approval Format

Date: 18-6-2022

Program: Programme conducted by IQAC.

Need: To orient the newly recruited teachers and fine tune the existing teachers

Objective: To fine tune the new teachers and existing teachers about rules and regulations of the college

Resource Person: Ms. Pavitra Kartik, HR

Date: 9-7-2022 **Time:** 10:30 am onwards **Venue:** AV Room

Cost/Budget: 3000/-

Proposed By: IQAC

Verified By:

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

Budget

6th July,2022

To,
The Principal,
S.M Shetty Degree College,
Powai.

Subject: Budget for Induction Programme conducted by IQAC.

Respected Sir,

The IQAC of College is organizing Induction Programme for degree section.

Date: 9th july,2022 (Saturday).

Timing: 10:30 am Onwards/.

Venue: AV Room

For the same we require your approval for funding the following:-

Sr.No	Description	Amount required	Total
1	Refreshment	3000	3000
	Total		3000/-

Regards,

IQAC Co-coordinator

Dr. Liji Santosh

Principal

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Notice

The Internal Quality Assurance Cell of the college takes pleasure in inviting you all for the induction programme of teachers on 9th July 2022. Venue: AV Room. Time 10.20 a.m. All teaching and non faculty members are invited to attend the event. Schedule attached below.

Note: Lectures will be held till 10 am tomorrow .

Schedule

Internal Quality Assurance Cell (IQAC)

Induction Programme

Date: 09.07.2022

Time: 10.20 am

Venue: Audio Visual Room, 6th Floor

Programme Schedule

- Lighting of the Lamp
- Opening Remarks – Principal Dr. Sridhara Shetty
- Introduction of new faculty members
- Session by HR
- Vote of Thanks
- Brunch

Report

Internal Quality Assurance Cell of the college in association with Human Resource Centre organised staff orientation and induction programmes on 9th July 2022 in the Audio Visual Room. Invited guests were Dr. Sandeep singh, General Manager, Academics and administration, HR Ms. Pavitra Karthik and Ms. Ankita Shetty. Principal Dr. Sridhara Shetty introduced the need of such orientation to the newly recruited and also reorient and establish the rules for those who already work.

Ms. Pavitra Karthik ,HR has narrated about the leave policy of the college and also the staff welfare measures offered by the organisation. Dr. Sandeep sigh addressed the teachers and reassured them about the organisation and care the college take towards the employees. Question and answer sessions were done by both members from HR. Dr. Liji Santosh proposed vote of thanks.

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Pictures



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