

**BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND
MANAGEMENT STUDIES, POWAI
NAAC ACCREDITED 'A' GRADE
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED**

Student Enrichment Activity Approval Form

Department: B.COM

Program: PARENTS TEACHERS MEETING

Objectives: To inform parents of FYBCOM students about the university rules regarding attendance of students, regular lectures, unit tests, exam patterns and other important tips to be followed by the students.

Need: Parents should always be informed about the educational process to be followed by their ward during the course of their study in the college. Parents should be acquainted with the Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) under the B.Com. Programme. All queries from parents' side must be addressed satisfactorily.

Content: University rules regarding attendance of students, actual attendance of students till the month of August, lecture timings, courses of SEM I, exam pattern, prelim exams, inter collegiate events, certificate courses and other important tips to be followed by the students.

Resource Person: Vice Principal & B.Com Coordinator, Class-in-charge of FYBCOM A and Class-in-charge of FYBCOM B.

Date: 17th September 2022

Time: 10.30 am to 11.30 am

Venue: Room no. 601 and 605

Cost/Budget: N/A

Proposed by: BCOM Coordinator - Assistant Prof. Sandesha Shetty



Verified By: Principal - Dr. Sridhara Shetty



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WORK DISTRIBUTION

Team Members for the event & work distribution:

Sr. NO.	Faculty Name	Work Assigned
1	Asst. Prof. Sandesha Shetty	Welcoming & Addressing the Parents regarding rules and regulations of the college.
2	Asst. Prof. Siddhi Khamkar	Explaining the PPT, Preparing feedback form link,
3	Asst. Prof. Namrata Dube	Preparing the invite message, PPT Explanation and NAAC Report preparation.

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WhatsApp Message

Dear students and their respective parents-

Warm Greetings to one and all.

This is regards with the First Parents Teachers meeting for FYBCOM-A&B (2022-2023) which will be held on Saturday, 17th September 2022 at 10:30 am in respective classes:

(Div A-6th floor-605)

(Div B-6th floor-601)

Parents are requested to carry their Id proof:

(Aadhar card/ Pan Card).

Parents kindly note that PTM is compulsory for every parent, anyone parent on behalf of their ward can be present for the meeting.

Thank you.

Regards,

B.Com Department.



Bunts Sangha's
S.M.Shetty College of Science, Commerce
and Management Studies, Powai
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ISO 9001:2015 Certified



B.COM PROGRAM

Organizes

PARENTS TEACHERS MEETING

Date: 17 September, 2022

Time: 10.30 pm to 11.30 am

Program Schedule

Welcoming and Addressing Parents	Asst. Prof. Sandesha Shetty <i>Vice Principal and B.Com coordinator</i> Bunts Sangha's S.M.Shetty College of Science, Commerce & Management Studies, Powai
PPT Explanation & Q/A Session	Asst. Prof. Siddhi Khamkar <i>Class In charge FY B.COM -A</i> Bunts Sangha's S.M.Shetty College of Science, Commerce & Management Studies, Powai
PPT Explanation & Q/A Session	Asst. Prof. Namrata Dube <i>Class In charge FY B.COM B</i> Bunts Sangha's S.M.Shetty College of Science, Commerce & Management Studies, Powai

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REPORT

Event: PARENTS TEACHERS ASSOCIATION

Date: 17th September, 2022

Timing: 10.30 am to 11.30 am

Venue: F.Y.B.Com. (A): Room 601 and F.Y.B.Com. (B): Room 605

Scope: FY B.COM A & B - Students and Parents

Objective: To inform the parents about the attendance, defaulters list, performance of students in unit test, their courses, exam pattern and other activities organized by the department etc.

Highlights: The Parents Teachers Meet for FYBCOM students of our college was organized on 17th September, 2022 in the college at 10.30 am. The meeting for FYBCOM-A was conducted in room number 601 and for FYBCOM- B in room number 605. The meeting was attended by all the parents of FYBCOM students.

Asst. Prof. Siddhi Khamkar, the class teacher of FYBCOM-A and Asst. Prof. Namrata Dube welcomed Vice Principal & BCOM Coordinator- Asst. Prof. Sandesha Shetty, parents, and students. Asst. Prof. Sandesha Shetty, initiated the meeting by addressing important issues such as attendance, examinations, and role & responsibilities of parents and students in achieving 100% results.

Asst. Prof. Siddhi Khamkar & Asst. Prof. Namrata Dube together handled the PPT explanation where all the important instructions were given, including the importance of 75% attendance, daily lecture timings, mode of assessment, unit tests, A.T.K.T. per semester, activities conducted by the department and support required from parents. They cleared all the queries asked by the parents.

The meet was concluded by a Vote of Thanks proposed by Asst. Prof. Siddhi Khamkar & Asst. Prof. Namrata Dube in their respective classes, thanking the Management, Principal Sir, Vice-Principal Sir, other faculty members, and most importantly all the parents and students for attending the meeting.

Members for the event:

Asst. Prof. Sandesha Shetty - Vice-Principal and B.COM Coordinator

Asst. Prof. Siddhi Khamkar – Class in-charge of FY BCOM A

Asst. Prof. Namrata Dube - Class in-charge of FY BCOM B



**Prof. Sandesha Shetty
Vice Principal and B.COM coordinator**

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PHOTOS







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FEEDBACK

In the Feedback form circulated, the following details were collected:

1. STUDENT NAME
2. STUDENT GENDER
3. ROLL NUMBER
4. DIVISION
5. STUDENT'S EMAIL ID
6. PARENT'S NAME
7. PARENT'S CONTACT NO.
8. SUGGESTIONS (IF ANY)
9. FEEDBACK ABOUT THE INSTITUTION

The data is essential for continuous communication with the parents. Using the contact number WhatsApp group was formed and attendance details were shared. Overall the parents appreciated the efforts taken by the Vice Principal Sir and Class teachers of FYBCOM A & B Class.

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ACTION TAKEN REPORT

Actions taken by B.COM Program for the feedback provided in **Parents Teachers Association Meeting Conducted for FY B.Com Div- A & B**

DATE	Feedback Received	Action Taken
17 th September 2022	<ul style="list-style-type: none">● Parents appreciated the efforts taken by the college to provide them all necessary information.● They were happy to receive the attendance record of their ward, month-wise.	The Whatsapp Number of every parent was collected via attendance & feedback report. The data was used to make a whatsapp group with parents to keep them informed about every important activity to be conducted further.