

## **Bunts Sangha's**

**S M Shetty College of Science, Commerce and Management Studies , Powai**

### **Parents Teachers Association**

#### **Minutes of the Meeting**

Meeting held for Planning Events and Job Allocation for the Academic Year 2020-21

Dated: 06<sup>th</sup> November, 2020, 02:45 PM Mumbai

Venue: Zoom Meeting

<https://us04web.zoom.us/j/73366499995?pwd=aHE3OGJkUnBQa0orbmp2cXlDY2FzUT09>

1. It was discussed to collect parents contact numbers (preferable whatsapp numbers) and make a whatsapp group of the same. For this purpose the following student count was decided –
  - a. Departments of BCOM, BMS and BSCIT – 10 Students each from FY, SY and TY.
  - b. Departments of BAF, BBI and BMM – 05 Students each from FY, SY and TY.
2. CA Zainab Rangwala and Mr. John Menezes are in charge for collecting the parents information through a google form and send reminder messages to join the whatsapp group
3. Ms. Sheetal Khanore is incharge for Preparing Schedule, Notice, Whatsapp invite and event photographs for the event(s).
4. Ms. Nabila Kazi is incharge for Creating Zoom Link and Recording(s), Feedback form and Reporting of the events/meetings
5. Mr. John Menezes is incharge for the Minutes of the Meeting
6. The nature/theme of events to be held was discussed and the following was decided
  - a. Term I Meeting – 16<sup>th</sup> December, 2020
  - b. Term II Meeting – 6<sup>th</sup> March, 2021

7. Responsibilities for this PTA was divided as follows:

a. First PTA (Term I Meeting – 16<sup>th</sup> December, 2020) –

i. Anchoring – Ms. Sheetal Khanore

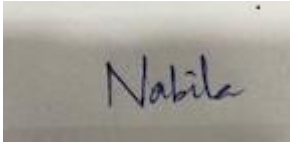
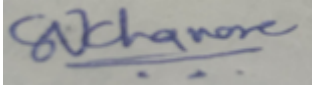
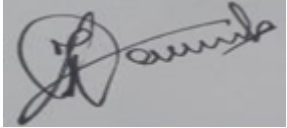

ii. Vote of Thanks – Ms. Nabila Kazi

b. Second PTA –

i. Anchoring – CA Zainab Rangwala

ii. Vote of Thanks – Mr. John Menezes

Teachers who attended the meeting:

Name	Signature
Ms. Nabila Kazi – Incharge	
Ms. Sheetal Khanore – Member	
CA Zainab Rangwala – Member	
Mr. John Menezes – Member	

# **Parent Teachers Association**

**First Term Online Meeting**

**19<sup>th</sup> Dec, 2020**

**Time: 5.00 pm to 6.00 pm**

## **Events**

- Welcoming the parents
- Address by the Vice Principal-Dr. Liji Santosh
- Address by the Vice Principal-Prof. Sandesha Shetty
- Discussion on –  
**“MIND COMPASS: Navigating the Road Ahead”**  
Conversation on Mental Health
- Parents Query / Suggestions
- Vote of Thanks.



Parent Teacher Asso.20-21

john, Nabila, Zainab, +91 72084 26434, +91 77000 21920, +91 80978 82211, +91 81083 62879, +91 81086 92484, +91 82918 89611...



join the meeting on time.

**Kindly do the following:**

1. Please install Zoom app on your laptops/desktop. Mobile phones are only advised if you do not have laptops/desktops.
2. You will need a stable internet connection.
3. Please note that upon join... [Read more](#)

12:21 PM

Forwarded

NABILA KAZI is inviting you to a scheduled Zoom meeting.

**Topic: PARENT TEACHER ASSOCIATION MEET- FIRST TERM**

**Time: Dec 19, 2020 05:00 PM India**

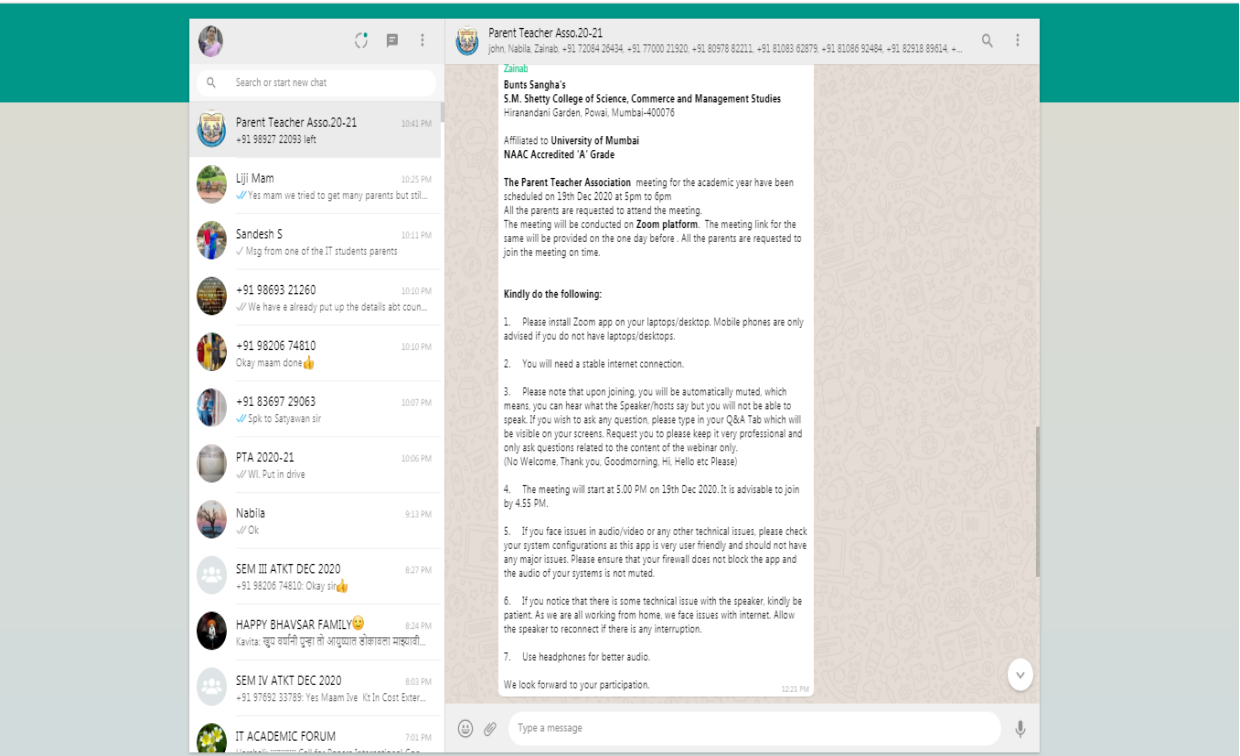
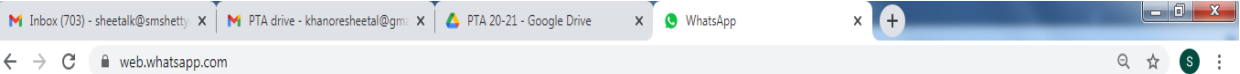
Join Zoom Meeting

[https://us02web.zoom.us/j/85461575239?](https://us02web.zoom.us/j/85461575239?pwd=U2E3ZnJWVXBxUzluVUJjcmNWL3ljdz09)

[pwd=U2E3ZnJWVXBxUzluVUJjcmNWL3ljdz09](https://us02web.zoom.us/j/85461575239?pwd=U2E3ZnJWVXBxUzluVUJjcmNWL3ljdz09)

Meeting ID: 854 6157 5239

Passcode: Be4cRY





Parent Teacher Asso.20-21

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Zainab

**Bunts Sangha's**

**S.M. Shetty College of Science, Commerce and Management Studies**  
Hiranandani Garden, Powai, Mumbai-400076

Affiliated to **University of Mumbai**  
**NAAC Accredited 'A' Grade**

**The Parent Teacher Association** meeting for the academic year have been scheduled on 19th Dec 2020 at 5pm to 6pm  
All the parents are requested to attend the meeting.  
The meeting will be conducted on **Zoom platform**. The meeting link for the same will be provided on the one day before . All the parents are requested to join the meeting on time.

**Kindly do the following:**

1. Please install Zoom app on your laptops/desktop. Mobile phones are only advised if you do not have laptops/desktops.
2. You will need a stable internet connection.
3. Please note that upon joining, you will be automatically muted, which means, you can hear what the Speaker/hosts say but you will not be able to speak. If you wish to ask any question, please type in your Q&A Tab which will be visible on your screens. Request you to please keep it very professional and only ask questions related to the content of the webinar only.  
(No Welcome, Thank you, Goodmorning, Hi, Hello etc Please)
4. The meeting will start at 5.00 PM on 19th Dec 2020. It is advisable to join by 4.55 PM.
5. If you face issues in audio/video or any other technical issues, please check your system configurations as this app is very user friendly and should not have any major issues. Please ensure that your firewall does not block the app and the audio of your systems is not muted.
6. If you notice that there is some technical issue with the speaker, kindly be patient. As we are all working from home, we face issues with internet. Allow the speaker to reconnect if there is any interruption.
7. Use headphones for better audio.

We look forward to your participation.

12:21 PM



Type a message



## Report on

### PARENT TEACHER ASSOCIATION

#### FIRST TERM MEETING

**Event:** PTA First Term Meet

**Topic:** “MIND COMPASS: Navigating the Road Ahead”

**Date:** Saturday, 19<sup>th</sup> Dec 2020

**Timing:** 05:00PM-06:00PM

**Venue:** Zoom Platform

**Objective:** The aim was to spread awareness of mental health and the institution's mental health services for our students and parents.

**Highlights-** The session started with Welcome Speech addressed by Vice Principals Dr Liji Santosh and Prof Sandesha Shetty . After introduction there was an enlightening session conducted by college counsellor head – MS Pratima Bhandarkar who enlightened the participants on topic “Mind Compass”, with an engaging conversation on mental health and seeking help at the right time. Parents were given few practical tips and ways to navigate through an emotional storm. The session came to an end with a vote of thanks proposed by Ms. Nabila Kazi and instruction for filling feedback form. The session was interactive and enriching and participants gave positive feedback. Total 19 participants attended the session.

#### **Team Members for the event:**

Asst Prof - Nabila Kazi – Overall Incharge

Asst Prof - Sheetal Khanore

Asst Prof - Zainab Rangwala

Asst Prof - John Menezes





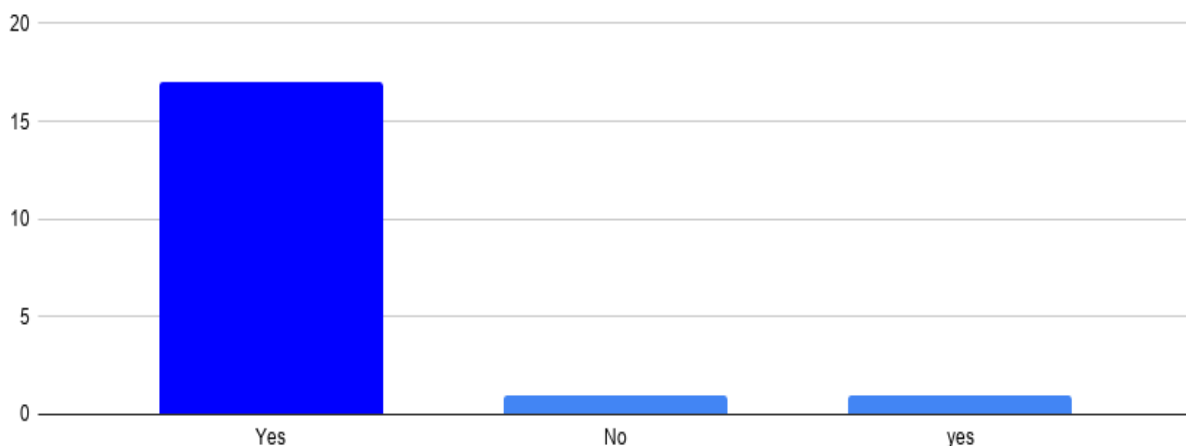


## Feedback Analysis

The event was conducted online and after Feedback Analysis. We can conclude that this event was enriching and interactive and parent's participation across diverse departments have added dimensions to it.

Total Attendees: 19

Count of Would you attend further sessions from the Counsellor arranged by the College?  
क्या आप College द्वारा आयोजित Counsellor के आगे के Sessions में भाग लेंगे?



Count of Would you attend further sessions from the Counsellor arranged by the College? क्या आप College द्वारा आयोजित Counsellor के आगे के

<u>DATE OF EVENT</u>	<u>FEEDBACK RECEIVED</u>	<u>ACTION TAKEN</u>
19th Dec 2020	Positive responses received from all the parents attended and few parents have suggested to keep meditation sessions and guide them how to train their mind and keep it calm in this Pandemic COVID-19 19 situation.	Meditation session will be conducted on 6 <sup>th</sup> March 2021.

Bunts Sangha's

S.M. Shetty College of Science, Commerce and Management Studies, Powai.

**Activity Approval Format**

PARENT TEACHER ASSOCIATION

Date: 16-02-2021

**Program:** PTA Second Term Meet

**Need:** Understanding the changing role of parents of young adults from a comprehensive perspective.

**Objective:** The objectives of the PTA is for parents and teachers to be partners in the holistic development of the students

**Content:**

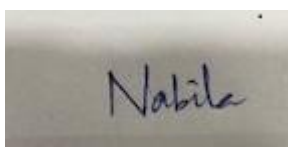
1. To discuss concerns of parents with reference to "New Normal"
2. To orient the parents about the activities of Degree College.
3. To get the suggestions from the parents for the further improvement of college.
4. Any other matter which might be considered important in the course of meeting

Resource Person: Ms. Pratima Bhandarkar

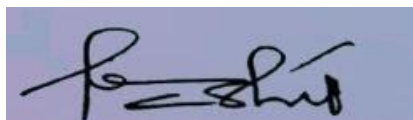
Date: 06-03-2021      Time: 4:00pm – 5:00pm      Venue: Zoom Call

Cost/Budget: NA

Proposed By: Ms Nabila Kazi



Verified By: Principal - Dr Sridhara Shetty -



BUNTS SANGHA'S  
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND  
MANAGEMENT STUDIES  
PARENT TEACHER ASSOCIATION (2020-2021)

**MINUTES OF MEETING**

The following work allocation was decided in the meeting:

Schedule and Whats app invitation message - Asst. Prof. Sheetal Khanore

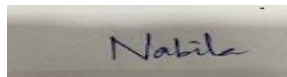
Anchoring and Q.A - Asst.Prof. Zainab Rangwala

Feedback and attendance - Asst. Prof. John Menzes

Report and Photos - Asst. Prof. Nabila Kazi

Members Present:

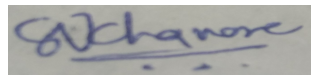
Ms Nabila Kazi (Incharge)-



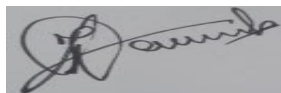
Mr John Menezes



Ms Sheetal Khanore



Ms Zainab Rangwala





**Bunts Sangha`s**  
**S.M.Shetty College of Science, Commerce and Management**  
**Studies, Powai, Mumbai-400076**

**NAAC Accredited `A` Grade**  
**IMC RBNQ Certificate of Merit 2019**

**ISO 21001:2018**

**Parent Teachers Association**  
**Second Term Online Meeting**

**6<sup>th</sup> March, 2021**

**Time: 4.00 pm to 5.00 pm**

<b>Events</b>
● Welcoming the parents
● Address by the Principal-Dr. Sridhara Shetty
● Discussion on – “ <b>Norm the Storm:</b> Understanding the changing role of parents of Young Adults from comprehensive to perspective”
● Parents Query / Suggestions
● Vote of Thanks.

Bunt Sangha's  
S.M. Shetty College of Science, Commerce and Management Studies, Powai  
Mumbai – 400076.

**NOTICE**

Hello Everyone! 🙏

Warm Greetings from the  
The Parent Teacher Association of  
Bunts Sangha's

S.M. Shetty College of Science, Commerce and Management Studies  
Hiranandani Garden, Powai Mumbai-400076 🏢

(Affiliated to University of Mumbai NAAC Accredited 'A' Grade)

A Webinar is organised for all Parents and Teachers of Degree College (Even semester 2020-2021)

□ Topic: "Norm the storm"

■ Date:- 6th March 2021

□ Timing:- 🕒 4:00pm to 5:00pm

■ Aim:- Understanding the changing role of parents of young adults from a comprehensive perspective.

▫ All the parents are requested to attend the webinar. This is link to join the session Join Zoom Meeting

<https://us02web.zoom.us/j/83461733128?pwd=VkY2WUZUL3VmajJZY3ZLTUJLWDRRQT09> Meeting ID: 834 6173 3128 Passcode: vCq9wN

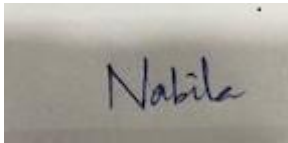
▫ All the parents and the teachers are requested to join the webinar on time.

◆ Kindly follow the instructions given below:

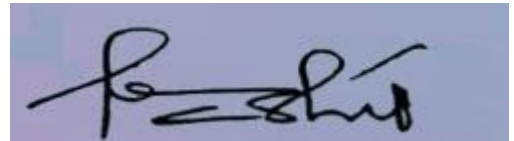
1. Please install Zoom app on your laptops/desktop/mobile phones.

2. You will need a stable internet connection.
3. Please join with audio so u can hear u S during the session. You can ask the relevant questions through chat box.
4. The Webinar will start at 4.00 PM on 6th March 2021. It is advisable to join by 3.55 PM.

We look forward to your participation. 😊

A rectangular box containing the handwritten name "Nabila" in blue ink on a light-colored background.

**Incharge**  
**Ms Nabila Kazi**

A rectangular box containing the handwritten signature "Dr. Sridhara Shetty" in black ink on a light blue background.

**Principal**  
**Dr. Sridhara Shetty**

**Bunts Sangha`s S.M.Shetty College of Science, Commerce and  
Management Studies**

Hiranandani, Powai -76

**Report  
PTA Second term General meeting**

Date: 06<sup>th</sup> March 2021

Time:- 4:00pm – 5:00pm

Topic:- “Norm the Storm”

Venue: Zoom Call.

**AGENDA:**

1. To discuss concerns of parents with reference to “New Normal”
2. To orient the parents about the activities of Degree College.
3. To get the suggestions from the parents for the further improvement of college.
4. Any other matter which might be considered important in the course of meeting

**LIST OF EVENTS:**

1. Mr. John Menzes gave a warm welcome to everyone present for the meeting.
2. Principal Dr. Sridhara Shetty gave a brief description of the college rules and regulations, results of the various courses, various committees, and inter collegiate and intra collegiate activities. He also focused on the various achievements of the college and students.
3. Resource Person Ms. Pratima Bhandarkar engaged an informative session for the changing roles of parents of young adults. She stressed on how parents and teachers can be partners in the holistic development of the students in the New Normal that the world had phased in currently.
4. The session ended with a vote of thanks and feedback by Prof Sheetal Kanore

**Team Members for the event:**

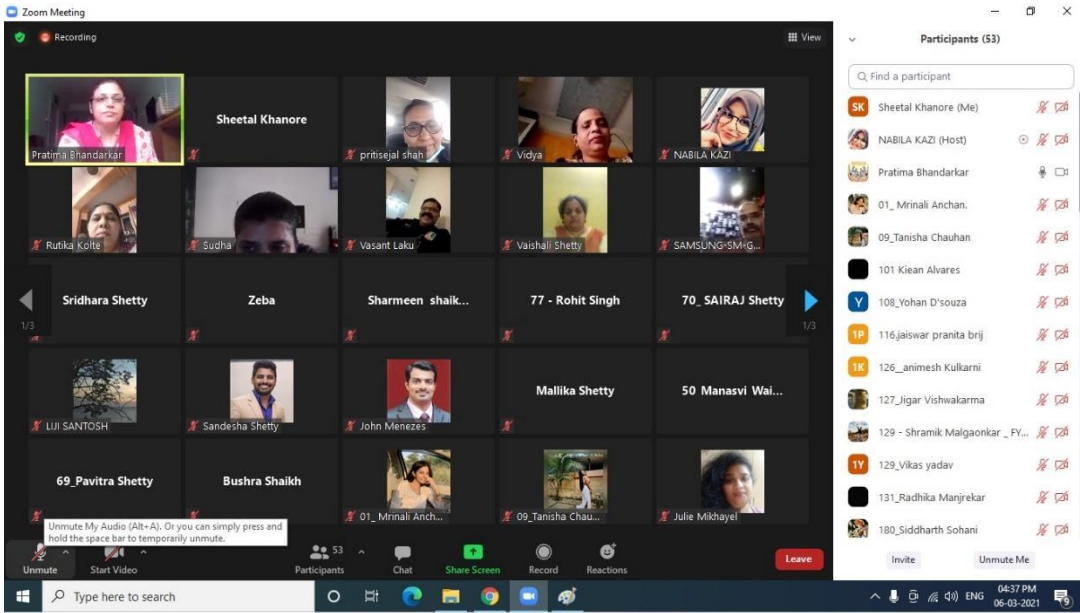
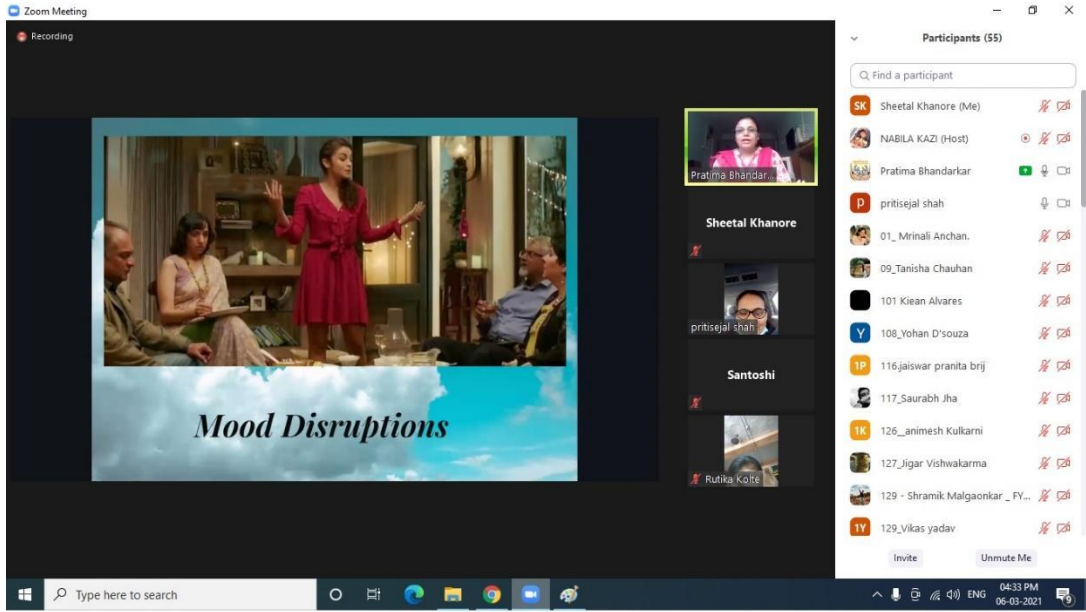
Asst Prof - Nabila Kazi – Overall Incharge

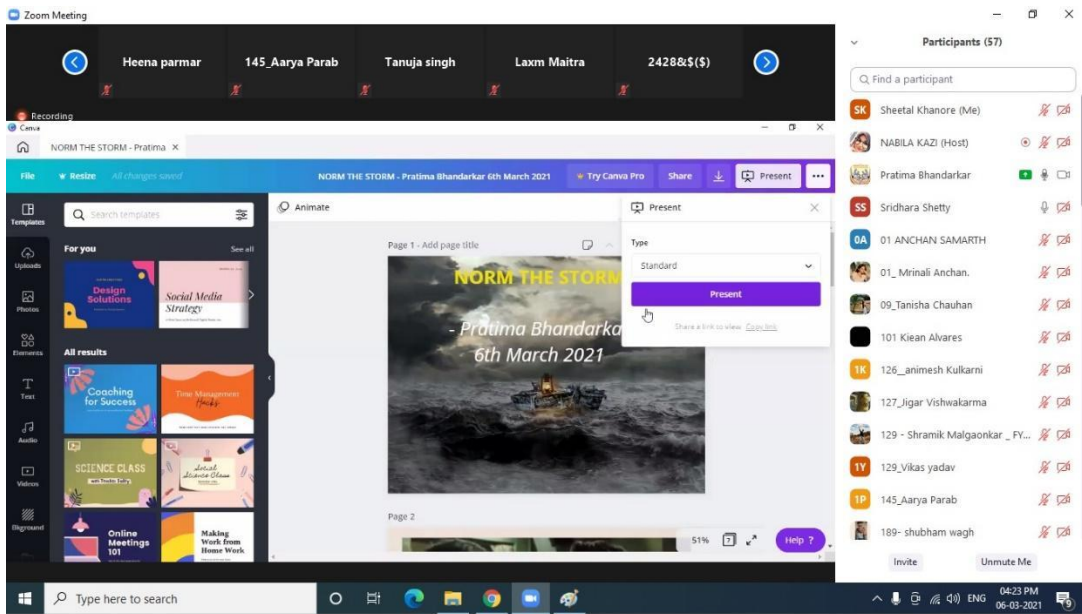
Asst Prof - Sheetal Khanore

Asst Prof - CA Zainab Rangwala

Asst Prof - John Menezes







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

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

ACTION TAKEN REPORT ON FEEDBACK ANALYSIS

Committee: Parent Teacher Association

Year: 2020-2021

**Feedback Analysis**

The event was conducted online and after Feedback Analysis. We can conclude that this event was enriching and interactive and parent's participation across diverse departments have added dimensions to it.

Total Attendees: 30

