

# SREE NARAYANA GURU COLLEGE OF COMMERCE

## MINUTES OF CDC MEETING HELD ONB 21.03.2020

College Development Committee (CDC) meeting was held on 21<sup>st</sup> March, 2020 at 10.30 a.m. in IQAC Room, where in which the following members were present.

- |                                       |   |                                   |
|---------------------------------------|---|-----------------------------------|
| 1. Shri. M.I. Damodaran               | - | Ex-Officio-Chairperson            |
| 2. Shri. N. Sasidharan                | - | Special Invitee                   |
| 3. Shri. O.K.Prasad                   | - | Special Invitee                   |
| 4. Prin. Dr. T.P.Madhu Nair           | - | Member-Education                  |
| 5. Shri. Rahul Suresh Gupta           | - | Member-Social Service-Alumni      |
| 6. Shri. Hinduja Srichand P           | - | IQAC Coordinator.                 |
| 7. Smt. Jayasree Venkitachalam        | - | Member-Rep. of Teaching Staff.    |
| 8. Smt. Naveena Suresh                | - | Member-Rep. of Teaching Staff.    |
| 9. Smt. Bina Sarkar                   | - | Member Nominated.                 |
| 10. Shri. Rajesh Appa Khaire          | - | Member-Rep. of Non-Teaching Staff |
| 11. Principal Dr. Ravindran Karathadi | - | Member Secretary                  |

Principal Dr. Ravindran Karathadi welcomed every member who was present and the following agenda was discussed and decisions were taken.

### • To read and approve the minutes of the previous meeting:

The minutes of the previous meeting were read out. It was highlighted that the decisions taken in the meeting have been followed and the activities have been conducted smoothly. It was also highlighted the Academic Year 2019-20 was bit engaging year as NAAC Third Cycle Re-accreditation process was completed. It was also informed that College has Appealed the NAAC to reevaluate the data and SSR for improvement in the CGPA and Grade allotted by the NAAC, however, the decision of NAAC has been communicated with the response of No Change in the Grade and CGPA.

### • To discuss Academic Calendar for the year 2020-21:

Principal informed the members that from 17<sup>th</sup> March, 2020, the University of Mumbai has issued the circular for Work from home for the teachers and considering the uncertain situations it would be bit difficult to frame the Academic Calendar, however the draft based on previous experience has been made but it can not be published on College website without knowing the dates of re-opening of the College in the next year.

### • To discuss on Online lectures due to Covid situations:

Principal informed that as per University of Mumbai, the teachers are allowed to work



from Home in the Covid situations. Hence, there is need to deliver the Online lectures for the students, specially for final year students whose examination has been postponed due to the same reason. Mrs. Saraswati suggested that Zoom platform allows to use 40 minutes lecture at a time, however in the licenced version the time can be customized and can be increased with the facilities of other features.

*“Resolved that the online lectures can be held by using the licenced version of Zoom and Mrs. Saraswati Nadi and Mr. Suhas Deshmukh will do the needful to purchase the 5 licenced versions”.*

- **Any other matter with the permission of the chair:**

There was no other matter.

The meeting was concluded with the Vote of thanks by Mrs. Naveena Suresh at 11.30 a.m.



**Principal**  
Sree Narayana Guru  
College Of Commerce  
P. L. Lokhande Marg,  
Chembur, Mumbai - 400 089.



# SREE NARAYANA GURU COLLEGE OF COMMERCE

## MINUTES OF THE CDC MEETING HELD ON 24.01.2020

The CDC Meeting was held on 24.01.2020 at 2:00 p.m. in IQAC Room and following members were present for the same.

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| • Shri M.I.Damodaran            | Ex-Officio-Chairperson            |
| • Prin. Dr. T.P. Madhu Nair     | Member-Education                  |
| • Shri Sudhir Sukumaran         | Member- Industry                  |
| • Shri Rahul Suresh Gupta       | Member Social Service -Alumni     |
| • Smt. Jayasree Venkatachalam   | Member Rep. of Teaching Staff     |
| • Smt. Vandana H. Gupta         | Member Rep. of Teaching Staff     |
| • Smt. Naveena Suresh           | Member Rep. of Teaching Sta       |
| • Shri Rajesh Appa Khaire       | Member Rep. of Non-teaching Staff |
| • Shri Hinduja Srichand P.      | IQAC Coordinator                  |
| • Prin. Dr. Ravindran Karathadi | Member Secretary                  |

The following matters were discussed and decided.

- **Reading and approving of minutes of previous Meeting.**

The minutes of the previous meeting were read out along with the plan of action on the same. Shri M.I. Damodaran suggested to attach the related documents along with the plan of action report for the information of members. It was decided to follow the practice of attaching the related documents from next meeting onwards.

- **Presenting and approving of Receipts and Payments Account for nine months' period from 1.4.2019 to 31.12.2019.**

Receipts and Payments Account for nine months' from 1.4.2019 to 31.12.2019 were presented to members and Prin. Dr. Ravindran Karathadi informed that the same is unaudited as the accounting year is not over. The same were approved by the members of the meeting.

- **Commencement of new certificate courses by various departments.**

B.Sc. (I.T) has presented the proposals to start the two new certificate courses of 30 hours each as follows



1. Certificate Course in Advanced Excel
2. Certificate Course in Internet of Things with Raspberry PI by Blinq Innovations for SYBSCIT students

Smt. Saraswati Nadi has presented the Course Content and Syllabus which was approved by the CDC members. She also expressed that to meet the expenses of course and faculties, a fees for INR 500 per student can be charged. Hence, the members have passed the resolution.

*“Resolved that to start the Certificate Courses on Advanced Excel and Internet of Things with Raspberry PI by collecting the fees of INR 500 per student to meet the expenses of the course. It was further resolved to take help of in-house faculties for conducting the course.”*

With the reference of Certificate course on teachings of Sree Narayana Guru, Shri N. Sasidharan suggested to take assistance from Maya Sahaji and it was decided that Smt. Jayasree V. and Smt. Naveena Suresh will follow it up.

Smt. Karishma Kasare expressed that the B.B.I. department is intended to start one certificate course of 30 hours specifically for appearing for competitive examination for banking and insurance jobs. Prin. Dr. Madhu Nair suggested name of Mr. Vishal Gada for framing the syllabus and course content. It was decided to consult Mr. Vishal Gada for the same.

- **Change in reporting time for students and faculties from 7.00 a.m. to 7.30 a.m. for the months of February and March 2020.**

Prin. Dr. Ravindran Karathadi expressed that our College timing commences from 7.00 a.m. and these days due to winter it is very dark even at 7.00 a.m. He also expressed that many faculties and students have requested to start the day from 7.30 a.m. To improve the attendance in first lecture and for the safety of female staff and students the members of the CDC agreed upon it and passed the following resolution.

*“Resolved that the College will commence from 7.30 a.m. instead of 7.00 a.m. from 1<sup>st</sup> February, 2020 on experiential basis to check the improvement in attendance in the first lecture and to continue the same practice if it get succeed in its object”.*

- **Payment of advance against salary for newly appointed teacher in Aided Section.**



Prin. Dr. Ravindran Karathadi informed that the new faculty for the subject of Business Communication and Foundation Course at First Year B.Com. (Aided) has been appointed and it may take some time for getting the formal approval from University to claim salary for Smt. Sneha Jagdale, he expressed the permission to release some part of salary as advance salary to her till she gets paid from Government. All the members agreed and following resolution was passed.

*“ Resolved that an advance salary of INR 15,000 per month be paid to Smt. Sneha Jagdale, newly appointed faculty in Aided section till she gets paid from Government. “*

- **Any other matter with the permission of the Chair.**

- 1. Usage of Library:**

Shri M.I.Damodaran expressed that all the faculties should make use of library at the optimum level and it was decided that all the teachers will spend minimum 30 minutes in library by using that time for reading, research etc. and the librarian will submit the weekly report of attendance of faculties to the Principal for information.

- 2. Research proposals from each department**

It was decided that every department should make one minor research proposal and the same should be submitted to Shri N. Sasidharan for his information and the same proposals can be sent to various agencies for sponsorships.

- 3. Start with skill based courses on beautician and fashion designing:**

Miss. Shifa Shaikh, General Secretary, Student Council 2019-20, has expressed that many students may be interested to join skill based courses such as beautician and fashion designing. It was decided that Miss Shifa Shaikh will make the survey to find out the number of students interested in these courses and to find out the sources through that College can start the suggested courses.

- 4. Meeting of Management members with students’ representatives once in a month.**

Miss Shifa Shaikh requested management members to meet all the students at least once in a month to take the feedback on various aspects. It was planned that it would be difficult to meet entire students body at a time, hence, it would be wise to meet students’ representatives once in a month and the following resolution was passed.



*“Resolved that Management representatives will be meeting with the Class representatives on every second Saturday of the Month at 11 am to take their feedback and suggestions on various aspects.”*

**5. Follow up for M.Phil. increment of Smt. Vandana Gupta:**


Smt. Vandana Gupta has informed that she joined the College in the year 2009 with M.Phil. and she was eligible to get the salary with applicable increments, which she didn't get. The discussion has taken place on the same and it was decided to follow it up by submitting the required documents to the Joint Director's office if required.


**6. Sponsorship from Industries for research proposals:**

Request was made to Shri Sudish Sukumaran to provide financial assistance for research proposals of faculties and a positive gesture was observed.

The meeting was concluded with formal vote of thanks at 5.00 p.m.

PRINCIPAL

  
**Principal**  
Sree Narayana Guru  
College Of Commerce  
P. L. Lokhande Marg,  
Chembur, Mumbai - 400 089.



## NOTICE

Notice is hereby given that CDC (College Development Committee) Meeting is scheduled on 23<sup>rd</sup> September, 2019 at 2:00 p.m. in Room No. 301 (IQAC Room) to discuss the following agenda. All the members are requested to make it convenient to attend the same in time.

### Agenda

1. Reading and approving minutes of previous meeting held on 24.06.2019
2. Reviewing of NAAC Visit held on 16<sup>th</sup> and 17<sup>th</sup> September, 2019
3. Sponsoring of Research Proposals from faculties.
4. Change in the Working Committees for the A.Y. 2019-20
5. Conduct of Book Exhibition for library.
6. Any other matter with the permission of the Chair.

Principal Dr. Ravindran Karathadi

Member Secretary

Members of CDC

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| • Shri M.I.Damodaran            | Ex-Officio-Chairperson            |
| • Shri N. Sasidharan            | Special Invitee                   |
| • Shri N.S. Salimkumar          | Member                            |
| • Prin. Dr. T.P. Madhu Nair     | Member- Education                 |
| • Shri Sudish Sukumaran         | Member –Industry                  |
| • Prin. Dr. Ajay M. Bhamre      | Member-Research                   |
| • Shri Rahul Suresh Gupta       | Member Social Service -Alumni     |
| • Smt. Jayasree Venkatachalam   | Member Rep. of Teaching Staff     |
| • Smt. Vandana H. Gupta         | Member Rep. of Teaching Staff     |
| • Smt. Naveena Suresh           | Member Rep. of Teaching Staff     |
| • Smt. Bina Sarkar              | Member Nominated                  |
| • Shri Rajesh Appa Khaire       | Member Rep. of Non-teaching Staff |
| • Shri Hinduja Srichand P.      | IQAC Co-ordinator                 |
| • Prin. Dr. Ravindran Karathadi | Member Secretary                  |



# SREE NARAYANA GURU COLLEGE OF COMMERCE

## MINUTES OF THE CDC MEETING HELD ON 23.09.2019

The CDC Meeting was held on 23.09.2019 at 2:00 p.m. in IQAC Room and following members were present for the same.

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| • Shri N. Sasidharan            | Special Invitee                   |
| • Shri Rahul Suresh Gupta       | Member Social Service -Alumni     |
| • Smt. Jayasree Venkatachalam   | Member Rep. of Teaching Staff     |
| • Smt. Vandana H. Gupta         | Member Rep. of Teaching Staff     |
| • Smt. Naveena Suresh           | Member Rep. of Teaching S         |
| • Shri Rajesh Appa Khaire       | Member Rep. of Non-teaching Staff |
| • Shri Hinduja Srichand P.      | IQAC Coordinator                  |
| • Prin. Dr. Ravindran Karathadi | Member Secretary                  |

The following matters were discussed and decided.

- **Reading and approving minutes of previous meeting held on 24.06.2019**  
The minutes of the meeting held on 24.06.2019 were read out and were approved.
- **Reviewing of NAAC Visit held on 16<sup>th</sup> and 17<sup>th</sup> September, 2019**  
Prin. Dr. Ravindran Karathadi informed that NAAC visit took place for the third cycle of Re-accreditation and went on smoothly. He expressed that the interaction with the NAAC Peer team was informative and the suggestions given by the NAAC Peer Team are feasible. It was decided to implement the suggestions given by NAAC Team by IQAC.
- **Sponsoring of Research Proposals from faculties.**  
Mrs. Jayasree V. informed that three minor research proposal has been sent to University of Mumbai for the sponsorship, however she expressed that management also can help the faculties to get the sponsorship from known organisations including NGOs.
- **Change in the Working Committees for the A.Y. 2019-20**  
Shri N. Sasidharan, expressed that the College working committees are more in number and suggested to reduce the number of committees by combining the similar committees with the same faculties. It was decided to modify in the College Working Committees with immediate effect.





- **Conduct of Book Exhibition for library.**

Mrs. Naveena Suresh suggested to keep book exhibition for purchase of new books for the library from the budget available. It was decided to keep the Book exhibition by inviting the vendors and also decided to invite all the faculties to see the books and to recommend to buy the suitable books. Mr. N. Sasidharan suggested to have some philosophical books also for the library.

- **Any other matter with the permission of the Chair.**

Mr. Srichand Hinduja informed that since NAAC visit took place on 16<sup>th</sup> and 17<sup>th</sup> September, 2019, hence, the portal for uploading the AQAR will be opened on 18<sup>th</sup> September, 2020 for submission of AQAR for the year 2019-20.

The meeting was concluded at 3:45 p.m. with the formal vote of thanks.



**Principal**  
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**SREE NARAYANA GURU COLLEGE OF COMMERCE**  
**PLAN OF ACTION FOR THE DECISIONS TAKEN IN CDC MEETING (23.09.2019)**

Agenda No.	Decision/s	Action taken
01	Filing of Minutes of meeting of 24.06.2019	The approved minutes of meeting were filed.
02	Implementation of suggestions given by NAAC Peer Team during NAAC visit.	The IQAC has prepared list of activities to be done the current year as per the suggestions given by NAAC Peer Team. <ul style="list-style-type: none"> <li>• Preparing of Proposals for Certificate Courses for skill development of students.</li> <li>• Preparing of Proposals for Certificate Courses on Teachings of Sree Narayana Guru.</li> <li>• Conducting Faculty Development Program for one day in association with Research Cell of the College.</li> <li>• Trying for MoU with Jaihind College for Students Exchange program.</li> <li>• Monitoring on Research Activities.</li> <li>• Conducting of National Level Seminar.</li> <li>• Conducting of University Level workshop on I.P.R.</li> <li>• Strengthening of Alumni Association.</li> </ul>
03	Sponsorship for Research Proposals.	Proposals have been submitted to University of Mumbai, so far no information has been receive from University. The proposals have been submitted to Sterlite Industries and partial sponsorship of Rs.10,000 have been received. The proposal also have been submitted to Syndicate Bank for partial sponsorship, the communication is expected soon.
04	Change in Working Committees.	The Working Committees have been reduced from 33 to 24 by combining the related committees.
05	Conduct of Book Exhibition	The book exhibition took place in library by inviting two book vendors and books have been selected/recommended by the faculties. The final confirmation is yet to get from management for the same.
06	AQAR 2019-20	The results of third cycle of NAAC Re-accreditation were declared and the results are lower than the expected, hence, College has appealed for re-evaluation of the reports to NAAC on 29 <sup>th</sup> November, 2019 by paying the fees of Rs.1,18,000 and awaited for the results. The AQAR for the year will be prepared after the Academic Year 2019-20 and is to be uploaded online through the portal before 31.12.2020.



# SREE NARAYANA GURU COLLEGE OF COMMERCE

## Minutes of the CDC Meeting held on 21.06.2019

College Development Committee (CDC) meeting was held on 21st June, 2019 at 11 a.m. in IQAC Room, where in which the following members were present.

- |                                       |   |                                   |
|---------------------------------------|---|-----------------------------------|
| 1. Shri. M.I. Damodaran               | - | Ex-Officio-Chairperson            |
| 2. Shri. N. Sasidharan                | - | Special Invitee                   |
| 3. Shri. O.K.Prasad                   | - | Special Invitee                   |
| 4. Prin. Dr. T.P.Madhu Nair           | - | Member-Education                  |
| 5. Shri. Rahul Suresh Gupta           | - | Member-Social Service-Alumni      |
| 6. Shri. Hinduja Srichand P           | - | IQAC Coordinator.                 |
| 7. Smt. Jayasree Venkitachalam        | - | Member-Rep. of Teaching Staff.    |
| 8. Smt. Naveena Suresh                | - | Member-Rep. of Teaching Staff.    |
| 9. Smt. Bina Sarkar                   | - | Member Nominated.                 |
| 10. Shri. Rajesh Appa Khaire          | - | Member-Rep. of Non-Teaching Staff |
| 11. Principal Dr. Ravindran Karathadi | - | Member Secretary                  |

Principal Dr. Ravindran Karathadi welcomed every member who was present and the following agenda was discussed and decisions were taken.

### • To read and approve the minutes of the previous meeting held:

The minutes of the previous meetings were read, Shri N. Sasidharan has asked that whether the Academic Calendar for the year 2019-20 has been prepared, the Principal replied that it has been prepared and published in our College prospectus. The minutes of the previous meeting were approved.

### • To discuss the preparation of NAAC Peer Team, Visit for Third cycle of Reaccreditation:

Mr. Hinduja Srichand informed that the SSR has been successfully submitted on 10th May, 2019. The DVV has raised the queries on 1st June, 2019, which has been resolved and the SSR was submitted on 16th June, 2019. He expressed that any time the NAAC Peer Team Visit may take place and there is urgent need to call the meeting of Teaching and Non-teaching staff to form the committees and to delegate the work for getting involvement of every staff member.

*“It was resolved to call the meetings of teaching and non-teaching staff at the earliest and under the observation of Principal the various committees to be formed and the work should be assigned for the smooth functioning of Peer Team Visit”.*



• **To discuss about MoUs for Career Guidance and Placement of students:**

It was discussed that the students are getting training on skill development by TISS (Tata Institute of Social Sciences) under the scheme of NUSSD (National University of Students' Skill Development) under various programs conducted in our College. However, there is need to provide special training to the students for Career Development in various other fields. Mrs. Navina Suresh expressed that the Placement Committee has received one proposal from Techno Serve Consultants and they have shown their interest to groom our students by providing the training on how to appear for the interview and over all development of personality.

*“Resolved that to enter into MoU with Techno Serve Consultants and to start the training program offered by them”.*

• **To discuss about the MoU with Charitable Trust for Scholarship for deserving students:**


Mr. Hinduja Srichand informed that one charitable trust (Bhojraj Hassomal Charitable Trust) is offering the scholarships to the students of self financed programs and which may be upto 50% of fees paid by the students. He also expressed that we can also approach them and can request them to offer the scheme to the needy and deserving students of our College.

*“Resolved that the Bhojraj Hassomal Charitable Trust should be approached and the necessary formalities should be followed up for the benefit of the students' scholarships”.*

• **Any other matter with the permission of the Chair:**

Mr. Hinduja Srichand informed that Certificate Course on Communication Skill and Personality Development was good and many students have requested to start the course once again. “Resolved that to continue the Certificate Course on Communication Skill and Personality Development which comprises the duration of 30 hours for the interested students and start of other benefiting Certificate Course by Language Club”.

The meeting was concluded at 1 p.m.

  
**Principal**  
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