

SREE NARAYANA GURU COLLEGE OF COMMERCE

NOTICE

Meeting of College Development Committee (CDC)

The members of College Development Committee (CDC) are hereby informed that an online meeting on Zoom platform is scheduled on 7th May, 2021 at 4 p.m. to discuss the following Agenda.

1. To read and approve the minutes of the previous meeting.
2. To finalise the approve the budget for the year 2021-22
3. To discuss about the Internal Audit by IQAC.
4. To discuss about the Green Audit, Academic & Administrative Audit and Gender Audit.
5. To discuss about ISO Certification of the College.
6. To discuss about the certificate course on teachings of Sree Narayana Guru.
7. To discuss and approve for (Learning Management System) LMS and to appoint one special in charge for the same.
8. Any other matter with the permission of the Chair.

The link of the Zoom meeting will be shared with the members well in advance with the members. All the members are requested to make it convenient to attend the same.

PRINCIPAL

Members

1	Shri. M. I. Damodaran	Chairman
2	Shri. N. Sasidharan	Special Invitee
3	Shri. N. S. Salimkumar	Member
5	Prin. Dr. T. P. Madhu Nair	Member Education
6	Shri. Sudish Sukumaran	Member-Industry
7	Prin. Dr. Ajay M. Bhamre	Member-Research
8	Shri. Rahul Suresh Gupta	Member Social Service-Alumni
9	Smt. Jayshree Venkatachalam	Member Rep. of Teaching Staff
10	Shri. Vandana H. Gupta	Member Rep. of Teaching Staff
11	Smt. Naveena Suresh	Member Rep. of Teaching Staff
12	Dr. Karishma Kasare	Member Nominated
13	Shri. Rajesh Appa Khaire	Member Rep. of Non-teaching staff
14.	Mrs. Saraswati Nadi	Special Invitee
14	Shri. Hinduja Srichand	IQAC Co-ordinator
15	Prin. Dr. Ravindran Karathadi	Member Secretary



Attendance

CDC (College Development Committee) meeting held on 7th May 2021

Zoom Meeting

Recording...

View

Participants (12)

Find a participant

- Dr. Hinduja Sricha... (Host, me)
- ravindran karathadi (Co-host)
- Dr Madhu Nair (Co-host)
- karishma kasare (Co-host)
- NAVEENA SURESH (Co-host)
- Vandana (Co-host)
- Neelambaran Sasidharan
- Fybbi 24.Khateeb Ahmed
- Jayasree V
- Rahul Gupta
- Rajesh Khaire
- Saraswati N

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SREE NARAYANA GURU COLLEGE OF COMMERCE

Minutes of CDC (College Development Committee) held on 7th May, 2021

The CDC (College Development Committee) meeting was held online on ZOOM Platform on 7th May 2021 at 4 p.m. and the following members were present for the same.

1	Shri. N. Sasidharan	Special Invitee
2	Prin. Dr. T. P. Madhu Nair	Member Education
3	Prin. Dr. Ajay M. Bhamre	Member-Research
4	Shri. Rahul Suresh Gupta	Member Social Service-Alumni
5	Smt. Jayshree Venkatachalam	Member Rep. of Teaching Staff
6	Shri. Vandana H. Gupta	Member Rep. of Teaching Staff
7	Smt. Naveena Suresh	Member Rep. of Teaching Staff
8	Dr. Karishma Kasare	Member Nominated
9	Shri. Rajesh Appa Khaire	Member Rep. of Non-teaching staff
10	Mrs. Saraswati Nadi	Special Invitee
11	Mr. Khateeb Ahmed	Student Representative
12	Shri. Hinduja Srichand	IQAC Co-ordinator
13	Prin. Dr. Ravindran Karathadi	Member Secretary

The meeting started at 4 p.m. with welcome address by Principal, Dr. Ravindran Karathadi and informed the members the inability of Shri M.I. Damodaran, Chairman, SNMS for joining the Online meeting and requested Shri. N. Sasidharan, President, SNMS to preside over the meeting. Shri. N. Sasidharan presided and following agenda were discussed and decided.

- **To read and approve the minutes of the previous meeting.**

Principal Dr. Ravindran Karathadi read out the minutes of the previous meeting held on 19.12.2020. President N Sasidharan commented that even in difficult situation the activities have been conducted successfully and gave his consent for approving the minutes of previous meeting. He asked Principal Dr. Ravindran Karathadi to inform about the action taken on the decisions which were taken in previous meeting. Dr. Ravindran Karathadi read out the Action Taken Report in comparative form for the year 2019-20 and 2020-21 (till 31.03.2021). Shri N Sasidharan congratulated Principal and faculties for conducting the activities successfully.

“The minutes of the previous meeting were approved with no objection by the members”.

- **To finalise and approve the budget for the year 2021-22**

Principal Dr. Ravindran Karathadi has briefed about the budget for the year 2021-22. He explained that budget is comprising for Aided, Self-finance (UG) and M.Com. programs along with the actual expenditure made up to 28.02.2021. He added that the income and expenditure mentioned in the



budget are by keeping in mind with the total number of students to be admitted in the year 2021-22 and read out the full budget by explaining each and every heading of Budgeted Income & Expenditure Account. He informed that if students don't collect their refundable deposits, after 3 years the same is getting transferred to students' aid fund and suggested to spend this money on buying some assets like computers for the benefit of the students. He also pointed out that due to Online lectures, the actual expenditure on electricity charges, repairs and maintenance etc. have gone down as compared to the budgeted amount of 2020-21.

Shri N Sasidharan suggested to increase the budget for teaching aids like computers, intelligent panel etc. It was also suggested to make use of students' aid fund for water coolers on additional floors in the new building. It was discussed that if any additional sports equipments are required then the necessary amount can be added in budget as the gymkhana is to be shifted from fourth floor to ground floor of new building. Dr. Hinduja Srichand suggested to make a provision of Rs. 25,000 for Go Green (Green initiatives) awareness programs or workshops which was agreed.

Dr. Madhu Nair suggested that the unclaimed deposits of students after 3 years can be spend for students' welfare and for making the classroom more sophisticated. Dr. Madhu Nair suggested to keep seed money for research for the faculties.

“Resolved that the budget is passed subject to the correction which were decided upon”.

- **To discuss about the Internal Audit by IQAC.**

Dr. Hinduja Srichand proposed to conduct Internal Audit for Academic and Administration for the year 2020-21 and asked for the permission to form the committee and explained that the internal audit will be done based on the seven criterions mentioned by NAAC for quality assurance. He informed that it will take minimum 2 months and will help in making the AQAR of 2020-21 which is to be submitted by 31.12.2021.

“Resolved that the Internal Audit for the year 2020-21 to commence from July 2021 by IQAC”.

- **To discuss about the Green Audit, Academic & Administrative Audit and Gender Audit.**

Dr. Ravindran Karathadi suggested Green audit, AAA and Gender Audit to be done in the year 2021-22. Dr. Hinduja Srichand suggested that Green Audit can be conducted through NSS unit, AAA by IQAC and Gender Audit by WDC of the College. Dr. Madhu Nair suggested that there are some NGOs who do the Green audit and Gender audit by charging the nominal fees. The same was permitted by members.



- **To discuss about ISO Certification of the College.**

Dr. Hinduja Srichand suggested that to confirm the quality it is always better to get the ISO Certification for the College and requested the members to form the special committee to take care of the said idea. Dr. Madhu Nair suggested that it's better to visit some colleges who have already got ISO certification and take the necessary steps for the same.

“Resolved that Mrs. Jayasree V will be chairing the committee for ISO Certification along with Dr. Hinduja Srichand, Mrs. Devaki Shetty, Mr. Iyer Parmeshwaran and Mrs. Saraswati Nadi or her representative as member.”

- **To discuss about the certificate course on teachings of Sree Narayana Guru.**

Shri N. Sasidharan suggested to Mrs. Naveena Suresh to coordinate with University of Mumbai for the said certificate course as University is planning to start the course on teachings of Sree Narayana Guru. Dr. Ravindran Karathadi suggested to add Dr. Karishma Kasare as the member and to start the course in the year 2021-22.

- **To discuss and approve for (Learning Management System) LMS and to appoint one special in charge for the same.**

Dr. Hinduja Srichand informed that LMS (Learning Management System) can be introduced for Certificate courses where students will be getting their portal/dash board and they can refer the material and can see the video lectures related to the course which will be uploaded by concerned faculty. He suggested that this will be well appreciated by the students who are working and cannot join the Certificate courses due to time constraints as LMS will provide them the facility of learning on the go. He suggested to form the committee for the same. Shri N. Sasidharan suggested that Dr. Hinduja Srichand can be chair person with member from B.Sc. I.T. department.

“Resolved that the LMS (Learning Management System) will be introduced for Certificate Courses, where Dr.Hinduja Srichand will be the Chairperson for the Committee and Mrs. Saraswati Nadi will be member”.

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

(i) Dr. Ravindran Karathadi informed that Students' Welfare committee has collected the registration forms for Students' Aid Fund Scholarship and shortlisted 27 students and also informed that so far College used to give scholarship of Rs. 1,000 however, this year it is proposed to raise the fund to give scholarship of Rs. 5,000 per student, which was appreciated by members and the same was approved.



- (ii) Dr. Ravindran Karathadi also informed that the 4 UG Innovative Programs are not in demand and requested the members about their opinion and guidance for the same. It was decided that in the next CDC meeting it will be discussed and accordingly the decisions can be taken. Shri N Sasidharan asked that which all are the possible programs that can be introduced in our College upon that Dr. Ravindran Karathadi suggested that we can start Arts stream in Junior College so that after 2 years the degree college will be having scope of start of B.A. Program. Dr. Madhu Nair shared his experience that these days it is very difficult to get the adequate number of students for the new programs as University of Mumbai also is planning to introduce B.M.S. and B.Com. (Accounting & Finance) as IDOL programs. He suggested to be very careful while introducing the new programs, rather the College can plan to introduce more number of short term or add on programs. It was decided to discuss the same in the next CDC meeting.
- (iii) Dr. Ravindran Karathadi expressed his views on current ERP and opined that seriously something should be done to improvise it or if possible, to change it.
- (iv) Dr. Ravindran Karathadi also informed that Government has come out with one circular stating that on account of Covid-19 pandemic situation no NOC is issued by the Government for the appointment of new principal in place of retiring principal mandatory two advertisements and two Nil reports for applying for 3 years' service extension to the superannuating principal is condoned for the period from March 2021 to December 2021. He also informed that NAAC has pointed out the need of decentralisation of authority and suggested that Mrs. Jayasree V and Dr. Hinduja Srichand can be designated as Vice-Principals. Shri N. Sasidharan said that he needs the recommendations from Principal and the same will be discussed and decided by the Management Members in their official meeting.
- (v) Dr. Ravindran Karathadi mentioned about one of the students who has been temporarily appointed as non-teaching staff in Self Finance section and he recommended to make him permanent, Shri N Sasidharan suggested to follow the procedure of collecting application from the candidate along with bio data and after proper interview the decision can be taken.
- (vi) It was discussed that due to Covid 19 situation, the Prize Distribution and Degree Certificate Distribution Ceremony could not take place, however, online the function can be kept and later on the prizes, certificate and degree certificates can be issued to the students. Shri N Sasidharan suggested that it can be postponed and by considering the situations the decisions can be made.
- (vii) Dr. Hinduja Srichand suggested to add all the Program Coordinators as members in IQAC as the IQAC can appoint 3 to 8 faculty members. It was decided to add the Program Coordinators, however, Dr. Madhu Nair suggested that if the number of faculties exceeds the limit, then the additional faculties can be invited in the IQAC meeting as special invitee.

The meeting was concluded with vote of thanks by Dr. Hinduja Srichand at 5.50 p.m.



ACTION TAKEN REPORT ON THE DECISION OF CDC MEETING HELD ON 7TH MAY, 2021

Decision Taken	Action Taken on Decisions																
To finalise the budget for the year 2021-22	The suggestions made to increase the budget of teaching aids and for IQAC initiatives have been incorporated in the budget and was finalised.																
Internal Audit	<p>The committee has been formed for conduct of preparing the detailed report.</p> <table border="1" data-bbox="646 453 1446 926"> <thead> <tr> <th data-bbox="646 453 899 506">Criterion</th> <th data-bbox="899 453 1446 506">Name of the In-charge</th> </tr> </thead> <tbody> <tr> <td data-bbox="646 506 899 558">1</td> <td data-bbox="899 506 1446 558">Ms. Rishita Shukla</td> </tr> <tr> <td data-bbox="646 558 899 663">2</td> <td data-bbox="899 558 1446 663">Mrs. Saraswati Nadi and Ms. Mamta Meghnani</td> </tr> <tr> <td data-bbox="646 663 899 716">3</td> <td data-bbox="899 663 1446 716">Dr. Karishma Kasare</td> </tr> <tr> <td data-bbox="646 716 899 768">4</td> <td data-bbox="899 716 1446 768">Mrs. Vandana Gupta</td> </tr> <tr> <td data-bbox="646 768 899 821">5</td> <td data-bbox="899 768 1446 821">Dr. Prasadhini Gautam</td> </tr> <tr> <td data-bbox="646 821 899 873">6</td> <td data-bbox="899 821 1446 873">Dr. Sumi Nijith</td> </tr> <tr> <td data-bbox="646 873 899 926">7</td> <td data-bbox="899 873 1446 926">Mrs. Naveena Suresh</td> </tr> </tbody> </table> <p>All the faculty members are included in the committee by allotting the work of all criterion. The committee will be submitting its report by 10th September, 2021. The evaluation will be completed by 30th September and the final report will be made by Dr. Hinduja Srichand and Mrs. Jayasree V on or before 15th October, 2021.</p>	Criterion	Name of the In-charge	1	Ms. Rishita Shukla	2	Mrs. Saraswati Nadi and Ms. Mamta Meghnani	3	Dr. Karishma Kasare	4	Mrs. Vandana Gupta	5	Dr. Prasadhini Gautam	6	Dr. Sumi Nijith	7	Mrs. Naveena Suresh
Criterion	Name of the In-charge																
1	Ms. Rishita Shukla																
2	Mrs. Saraswati Nadi and Ms. Mamta Meghnani																
3	Dr. Karishma Kasare																
4	Mrs. Vandana Gupta																
5	Dr. Prasadhini Gautam																
6	Dr. Sumi Nijith																
7	Mrs. Naveena Suresh																
AAA, Green Audit and Gender Audit	AAA will be conducted after October, 2021 as Internal Audit work will be over by that time. For Green Audit the quotations have been collected from two agencies, however, NSS Unit of our College is trying to coordinate with NGO for Green Audit and Gender Audit.																
ISO Certification	<p>Three agencies have been approached for ISO Certifications by Mrs. Jayasree V</p> <ul style="list-style-type: none"> • SIS Certification --- Gurgaon -Haryana • DBS Certification – Panim Vihar, New Delhi • EMS Certification --- New Delhi <p>The fees for the same is ranging from ₹ 3,000 to ₹ 20,000 for online screening and verification of the documents for certification.</p>																
Certificate Course on Teachings of Sree Narayana Guru	Certificate Course on “Teachings of Sree Narayana Guru” has been launched on the occasion of Narayana Guru Jayanthi i.e. 23 rd																



	August, 2021. 40 students (Max. batch size) have enrolled for the same.
Implementation of LMS (Learning Management System) for Certificate Courses	The new software (Master Software) is going to provide the facility of LMS and the department of B.Com., B.A.F., and M.Com. are ready with the syllabus contents. These Certificate Courses can be started in the even semesters.
Scholarships to students from Students Aid Fund	30 students have been given scholarship of Rs.5,000 each under the scheme of Students' Aid Fund.
New Programs to be introduced in the College	UG Programs in the stream of Arts are identified. As B.A. in Sociology, B.A. in Political Science and B.A. in Journalism as the programs to be started in our College.
Appointment of Vice-Principals	The proposal for the same has been forwarded to Management by the Principal and it is under consideration of Management.
Regular appointment of Augustin Abraham	The application letter along with C.V. of Augustin Abraham has been sent to the Management. The formal interview is awaited.
Adding all the Program Coordinators in IQAC	All the program coordinators has been added as the members of IQAC (in the pursuance of NAAC guidelines)



Principal
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College Of Commerce
P. L. Lokhande Marg,
Chembur, Mumbai - 400 089.



SREE NARAYANA GURU COLLEGE OF COMMERCE

Minutes of College Development Committee (CDC) Meeting held on 19.12.2020

The CDC Meeting was held on 19th December, 2020 at 11:00 a.m. in IQAC room and the following members were present for the same.

- | | |
|---------------------------------|-----------------------------------|
| • Shri M.I. Damodaran | Ex-Officio-Chairperson |
| • Shri N. Sasidharan | Special Invitee |
| • Smt. Jayasree V. | Member Rep. of Teaching Staff |
| • Smt. Vandana Gupta | Member Rep. of Teaching Staff |
| • Smt. Naveena Suresh | Member Rep. of Teaching Staff |
| • Shri Rejesh Appa Khaire | Member Rep. of Non-Teaching Staff |
| • Smt. Saraswati Nadi | Invitee |
| • Smt. Karishma Kasare | Invitee |
| • Ms. Rishita Shukla | Invitee |
| • Dr. Hinduja Srichand | 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 and the same were approved.
- To purchase web cameras for online lectures by teachers from College.
Prin. Dr. Ravindran Karathadi informed the members that due Covid situation, the odd semester examination will be getting over by end of December, 2020 and from 1st January, 2021 the even semester will start, considering the improvement in the recovery rate of Covid, the teachers will be called by following the 50% of attendance (as per State Government Notice), and there is need for purchase of Web -Cameras for Online lectures.
“It was resolved to purchase 10 web cameras and to be installed in Computer lab to facilitate the Online lectures from College by the teachers.”
- To overview the status of Certificate Courses
Smt. Saraswati Nadi informed that 12 students have registered for Certificate Course in Advanced Excel, due to lockdown, this course was not continued as it requires the facility of computer lab and practical teaching. Another reason for the same was less admissions as the targeted number of students were 40, however, Smt. Saraswati Nadi assured that this course will be completed once the situation becomes normal and Government allows to re-open the Colleges regularly. Smt. Karishma Kasare informed that



for certificate course on how to appear for competitive examination, 43 students have registered and online lectures are taking place on weekly basis. The evaluation of the same will be done once the College start working regularly. Smt. Naveena Suresh informed that syllabus structure for the certificate course on Teachings of Narayana Guru for the first chapter is over and it is in the process, however, few lectures on teaching of Narayana Guru were conducted in Odd Semester.

“Resolved that the certificate courses will be completed and evaluated once the Covid situation becomes normal and College starts functioning regularly”.

- To conduct Oasis fest online

Ms. Rishita Shukla informed that online Intra-College Cultural Festival ‘Sanskriti’ went on well and more than 300 students participated in various competition. Considering the success of Sanskriti, the “Oasis- Inter-Collegiate- Cultural Fest” can be held online as it is one of the important activities which we conduct in the College every year.

“Resolved that Oasis -Inter collegiate- Cultural Fest will be held online in February 2021 by forming proper committees, it was also resolved that budget of the same should be submitted by the end of December, 2020”.

- To conduct Workshop on IPR and conduct of International Seminar

Dr. Hinduja Srichand informed that there is requirement from NAAC to conduct one workshop on IPR and from past two years College use to conduct the same. This year due to Pandemic, it will be difficult to have the workshop offline, hence, it is suggested to conduct it online without much delay. Smt. Karishma Kasare also suggested to have our International Seminar on “Transition of Digitisation” online by inviting research papers to be presented and to get it published in UGC Care Listed Journal.


“Resolved that workshop on IPR will be conducted online by IQAC and Department of B.Sc. I.T., and International Seminar by forming the proper committees and following the procedure at expedite rate”.

- Any other matter with the permission of Chair.

Prin. Dr. Ravindran Karathadi informed that the online lectures are taking place on regular basis, however, many final year students are unable to attend the lectures as they are working to support the family. He suggested that the lectures taken by the teachers should be recorded and should be shared with the students for their benefit.

“Resolved that the teachers will be recording their lectures or make separate videos for the benefit of the students and the same should be uploaded on server or through YouTube it should be shared with the students.”

The meeting got over at 1:30 p.m. by vote of thanks.


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SREE NARAYANA GURU COLLEGE OF COMMERCE

College Development Committee (CDC) Meeting

Minutes of meeting held on 25th September, 2020

College Development Committee (CDC) meeting was held on 25th September, 2020 at 11a.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 all the members present for the meeting and informed that Chairman Sir got some urgent assignment and he gave his consent to continue the meeting. The following matters were discussed and decisions were taken.

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

The minutes of the previous meeting were read out and the same were approved by the members of meeting.

• **To discuss on Online lectures and to purchase web cams for College computer lab:**

Dr. Hinduja Srichand informed that all the lectures for all the programs have been started and is going on smoothly. He also informed that now as per order of University, 50% attendance of the teachers is required, however, the students can attend lectures online. He suggested to purchase web cams and to install in College computer lab, so that the teachers can deliver the online lectures from college as and when they report to college.

“Resolved that to put the proposal in next CDC for the same and to get the approval from CDC for the purchase of web cams for College Computer Lab”.



• **To discuss the status of about AQAR of 2018-19**

Dr. Hinduja Srichand informed that AQAR 2018-19 was ready for submission in March, 2020, however, due to Covid19 situation, NAAC has extended the dates of submission of AQAR 2018-19 up to 31st December, 2020.

“Decided that all the members will go through the AQAR 2018-19 and give their suggestions for the same and also decided to submit it before 31st December, 2020”.

• **To evaluate the National Webinar on Mendeley software conducted on 03.09.2020:**

Mrs. Jayasree V. informed that the National webinar on Mendeley software was a great success, the maximum 100 participants were on Zoom platform and many have attended the same through YouTube live streaming. She also expressed that such types of research-oriented workshops, webinars etc. should be conducted frequently.

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

Dr. Hinduja Srichand informed that still University has not decided the dates of examinations of Odd Semester, hence, by assuming the same will be conducted in the month of November, 2020 (like every year), the Academic Calendar for the year 2020-21 can be finalised and it can be uploaded on College website.

“Resolved to finalise Academic Calendar for the year 2020-21 by 30th September, 2020 and to upload the same on the College Website”.

Dr. Hinduja Srichand informed that from past two years Bhojraj Hassomal Charitable Trust is providing Scholarships to Self Finance students worth Rs.3,00,000 to deserving students. He also informed that he is in constantly touch with them to get the scholarships for the needy students and he is trying to get more funds this year as the current year is crucial for many students.

“Resolved that College Students Welfare committee will be supporting the IQAC to do the eedful for getting the Scholarship from Bhojraj Hassomal Charitable Trust”.

The meeting was concluded at 1 p.m. with the Vote of thanks by Mrs. Vandana Gupta.



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SREE NARAYANA GURU COLLEGE OF COMMERCE

MINUTES OF CDC MEETING HELD ON 30.07.2020

College Development Committee (CDC) meeting was held on 30th July, 2020 at 12 Noon 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 expressed the gratitude for the present members in Covid time. The following agenda was discussed and the following decisions were taken.

• **To read and approve the minutes of the previous meeting.**

The minutes of the previous meeting were read out and the same were approved by the members.

• **To discuss about the Academic Calendar for the year 2020-21.**

Dr. Hinduja Srichand, IQAC, Coordinator expressed that due to Covid19 situations, the University has not given the clear dates of the end of the odd semester, hence, the Academic calendar can be prepared after getting that. He also expressed that the teaching plans can be prepared considering the October 2020 as the deadline to finish the syllabus.

“It was resolved to prepare the Academic Calendar for the year 2020-21 after getting the clear guidelines from University of Mumbai and to prepare the teaching plan to complete the syllabus by end of October, 2020”

• **To discuss about online lectures to be conducted for Second Year and Third Year**



students.

Principal Ravindran Karathadi informed that University of Mumbai has instructed to conduct the online lectures for Second Year and Third Year students through any mode. Mrs. Jayasree V. opined that Zoom is the comfortable platform to deliver the online lectures as in the last year also it was used and students are comfortable with it. Mrs. Sarswati Nadi suggested to purchase the licenced version of Zoom which can be shared among the teachers for delivering the online lectures.

“Resolved that Online lectures will be conducted through Zoom Platform from 9.30 a.m. onwards by preparing weekly time table and to purchase 5 Zoom Licenced version for the same.”

• To discuss about Certificate Courses

President N. Sasidharan asked about the development of certificate courses which were supposed to start in the Academic Year 2020-21, upon this Principal Ravindran Karathadi informed that all the lectures will be conducted Online and some of the students have complained even in last year that they are facing the problem of data recharge as everyday four lectures are exhausting the full mobile data. He suggested that it is better to take opinion of the students through class teachers before finalizing the schedule of the certificate courses.

• Any other matter with the permission of the Chair.

Mr. Janaradhan and Mrs. Nalini Shelke informed that many of the students who are seeking admission in Second year and Third year of various programs are asking instalments facility for paying fees as due to lockdown many of the parents of the students have lost the jobs.

“It was resolved to give the facility of instalments in paying the fees at the request of the students and at the approval of the respective program coordinators”

The meeting was conducted at 1:15 p.m. with the vote of thanks by Mrs. Naveena Suresh.

Member Secretary



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