

# SREE NARAYANA GURU COLLEGE OF COMMERCE

## MINUTES

### College Development Committee (CDC) on 17<sup>th</sup> December, 2022

CDC (College Development Committee) meeting was held on 17<sup>th</sup> December, 2022 at 3:00 p.m. in IQAC Room of the College and following members have attended the same.

- |                                |   |                                       |
|--------------------------------|---|---------------------------------------|
| 1. Shri N. Sasidharan          | : | Ex-Officio Chairperson                |
| 2. Dr. Karishma Kasare         | : | HOD, Nominated                        |
| 3. Smt. Jayasree Venkitachalam | : | Elected Teacher Representative        |
| 4. Smt. Naveena Suresh         | : | Elected Teacher Representative        |
| 5. Smt. Sneha Jagdale          | : | Elected Teacher Representative        |
| 6. Dr. Madhu Nair              | : | Nominated from the field of Education |
| 7. Dr. Hinduja Srichand P.     | : | IQAC, Coordinator                     |
| 8. Shri Aditya Ingle           | : | Secretary of Students.                |
| 9. Dr. Ravindran Karathadi     | : | Member Secretary                      |

Shri N. Sasidharan expressed disappointment with non-availability of Management representatives in the meeting and strongly instructed to the member secretary to confirm the availability of all the members before fixing the meeting date and time. Member Secretary, Prin. Dr. Ravindran Karathadi agreed the same and it was decided that from next meeting onwards the due diligent will be given on this.

The meeting began with the welcome note by Prin. Dr. Ravindran Karathadi and introduction of new members of CDC. The following agenda were discussed and decided upon.

- **To read out the minutes of the previous meeting along with action taken report:**

The minutes of the previous meeting were read out by Prin. Dr. Ravindran Karathadi and following decisions were taken upon the staples which came out for discussion during reading of the minutes.

**“RESOLVED that external AAA (Academic and Administrative Audit) for the year 2021-22 will be completed by 31.01.2023 by Dr. Hinduja Srichand with the help of Prin. K. Venkataramani.”**

**“RESOLVED that ISO Certification of the College will be completed by 31.03.2023 by Mrs. Jayasree V ”**

**“RESOLVED that S.N.G. B.Ed. College staff and students can be associated in the project of spreading messages of Sree Narayana Guru by exhibiting skit and documentary on the theme.”**

It was discussed to launch the separate website for SNG Alumni Association. Prin. Dr. Ravindran Karathadi and Mrs. Jayasree V. informed that Mastersoft is ready for the service charges of INR 2,50,000 plus in addition annual charges, however, it was discussed to collect the quotation from other service providers also and design the website at the earliest. Dr. Hinduja Srichand suggested that Google provides one feature which allows to start free website with small quantity of data to be uploaded on it. Shri N. Sasidharan suggested Dr. Hinduja Srichand to help the I.T. Committee for the same and do the best for the launch of Alumni website. It was decided to complete the process in a month time.



It was also discussed and decided to call the Alumni Association Statutory Body meeting and complete the process of election of the members of Association by 28<sup>th</sup> February, 2023. Dr. Karishma Kasare informed that already the meeting is decided to be called on 8<sup>th</sup> January, 2023 for the same. Dr. Madhu Nair suggested to contact newspaper like Lok-Sata or Indian Express for announcement of the election of Alumni Association.

Principal Dr. Ravindran Karathadi informed that the permission for starting the programs of B.A. (Economics), B.Sc. (Data Science) and M.Sc. (Information Technology) was granted by University of Mumbai very late in this Academic year, hence, the admission of few students took place in B.A. (Economics) and B.Sc. (Data Science), however, no student has taken admission in M.Sc. (Information Technology). He also informed that as per university norms, if no student takes admission in newly introduced programs, then again, the permission is to be taken in the next year. Dr. Madhu Nair suggested to inform to university immediately about the status of admission in M.Sc. (Information Technology) and also request them to grant the permission for the next year.

Principal Dr. Ravindran Karathadi opined about the request to be made to University of Mumbai for additional division for B.Sc. (Information Technology) in the next academic year.

Principal Dr. Ravindran also suggested to change the name of the College, as now Arts and Science programs are also started.

***“RESOLVED that the College name to change to Sree Narayana Guru College of Arts, Science and Commerce from next academic year and the application for the same should be made to University of Mumbai”***

Principal Dr. Ravindran Karathadi expressed his dissatisfaction on the admission for the innovative UG Programs of the College which includes B.Com. (Environment Management), B.Com. (Investment Management), B.Com. (Transport Management) and B.Com. (Financial Management). Dr. Madhu Nair shared that lack of Board of Studies, no updation in the syllabus and poor awareness are the main reason for the unpopularity of these programs. He also informed that Autonomous colleges are introducing their own programs which are affecting the admissions of traditional programs. However, he suggested to continue these innovative programs for one more year and then decision can be taken upon for the closure of the same as Principal Dr. Ravindran Karathadi expressed that every year a good amount of money is paid for the continuity of affiliation of these programs.

- **Presentation of activities of IQAC in the Academic Year 2022-23.**

Dr. Hinduja Srichand has read out the activities conducted by IQAC during Odd semester of the A.Y. 2022-23 and informed that 13 new Certificate Courses are already started and few more may be introduced in the remaining months of the Academic Year. He also informed that workshops at University, State and National level have been conducted on Research Methodology, NEP, Cyber Crime and Career guidance for the students have been conducted. He also informed that on 28<sup>th</sup> January, 2023, we are going to organise International Level Conference on “Path towards multi trillion economy with special reference to India” in association with Department of Commerce, University of Mumbai. He further informed that National level and State level workshops and



seminars will be conducted on IPR, Research, Quality improvement measures, etc. in the even semester of academic year.

- **Approval of Receipt & Payment and Income & Expenditure Account till 30<sup>th</sup> September, 2022 of the financial year 2022-23.**

The 6 months Unaudited Receipt and Payment Accounts were presented by Prin. Dr. Ravindran Karathadi and informed that the budgeted amount of some items is more and the expenses made in 6 months are not in proportion with it, Shri N. Sasidharan suggested to make a proposal for expenses to the management showing the budgeted amount and the amount to be spend in actual to the management and get it approved.

- **Infrastructure augmentation for B.Sc. (Data Sciences) and M.Sc. (I.T.) programs.**

Prin. Dr. Ravindran Karathadi informed that the demand for the programs like B.Sc. (Data Science) and M.Sc. (I.T.) is increasing and next year a greater number of students are expected for the same, whence, there is need for establishing the computer labs for 50 students of B.Sc. (Data Science) and for 20 students of M.Sc. (I.T.) in room number 307 and 112 respectively. It was decided to submit the proposal for the same with all the requirements with all justifications and explanations to the management for the final approval and start the work at the earliest.

- **Decision on Solar Panel installation:**

Prin. Dr. Ravindran Karathadi informed that it is always beneficial to have solar panel in the institution to save the financial resources spend on energy bills. He expressed that in previous meeting also it was discussed and it was decided to create separate fund in college account which is already done. Shri N. Sasidharan advised to prepare the Cost Benefit Analysis of installing the solar panel and submit it to the management for the approval.

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

- ❖ A new staff can be appointed at the administrative office as Mr. Janardhanan M.V. is retiring in another 6 months' time. It was decided to appoint the staff and should get training from Mr. Janardhanan M.V. for few months.
- ❖ It was decided to complete the process of conducting the State Level Kabaddi Tournament in time.
- ❖ Dr. Hinduja Srichand informed that lot of clerical and administration work is done by IQAC and there is need for one assistance for the same. He requested to appoint one student under Earn while Learn scheme to get the help. Smt. Naveena Suresh also informed that lot of work is there in library as well which requires one staff. It was decided to appoint one student under Earn while Learn scheme for library also.
- ❖ Principal Dr. Ravindran Karathadi informed to the members that he has verbally spoken to Shri M.I. Damodaran, President, SNMS to appoint Mrs. Jayasree V. and Dr. Hinduja Srichand as Vice Principals of the College which he agreed and informed that in the Board Meeting of Samiti it will be discussed and finalised.
- ❖ Principal Dr. Ravindran Karathadi informed that College is paying salary for 7 Security Staff, however, it is observed that hardly 2 security staff are working for the College. Shri



N. Sasidharan instructed Principal to immediately inform to Mr. Harindran about the same and also inform that this will create the problem of Security Danger for students and staff. He also suggested to draw the attention of management on this matter and resolve this issue by giving priority.

- ❖ Shri N. Sasidharan instructed Principal Dr. Ravindran Karathadi about the reminding the Management about the revised base salary of senior faculties and do the needful.
- ❖ Shri N. Sasidharan pointed out that the results of First Year students are poor and it requires to strengthen the quality teaching. He also agreed that the results might have gone down due to shortage of time, weak students and may the lack of motivation among teachers. He promised that he will be taking initiatives to bring back the annual increment percentage like earlier years. He also suggested that regular monitoring on students is required by the teachers by giving some assignments or projects and to evaluate the same and informing the students about their performances, so that students can prepare well for the next examination. He also requested that the teachers should give their best to the students and Result Improvement Committee should take a serious note on this.
- ❖ It was discussed and decided that the CC TV cameras should be made in working conditions as at many places these cameras are not working. Shri N. Sasidharan suggested that CC TV cameras will help to maintain discipline in the campus and the action also can be taken against the students who are caught misbehaving on cameras.
- ❖ Principal Dr. Ravindran Karathadi informed lot of work is needed to apply for the approval of eligible teachers from University of Mumbai. It was decided to complete the process.
- ❖ Dr. Hinduja Srichand was asked about the NAAC preparation, he informed that management has appointed one experienced mentor, Dr. M.P. Rajan and also informed that Dr. M.P. Rajan has taken three sessions on how to improve the performance by focusing specific areas from NAAC point of view. Principal Dr. Ravindran Karathadi opined that staff and coordinator are working on it and Dr. M.P. Rajan can be called once in two months for the guidance. It was also discussed that Dr. M.P. Rajan will be giving guidance for AQAR also. Shri N. Sasidharan suggested to make maximum use of consultancy and since the consultant is appointed by management, Shri N. Sasidharan may not be much involved in the NAAC processes to avoid overlapping for the same. All the members requested to Shri N. Sasidharan to continue mentoring on NAAC processes, Shri N. Sasidharan expressed that it may create a kind of confusion when two or more people are involved for the same work.
- ❖ Principal Dr. Ravindran Karathadi informed that sound of music for school programs and the practice of school band is creating lot of problem for college. He also informed that students who got center in our college also complained about the same during examination of Sem. V. of various programs. He also informed that class rooms are in shortage. It was decided to present these issues to management.
- ❖ Shri N. Sasidharan suggested to take the guidance from Research Advisory Committee for completing departmental projects. Dr. Madhu Nair suggested the name of Dr. Punam



Kakkade to be added in Research Advisory Committee along with Dr. Sangeeta Pawar. It was decided to contact Dr. Punam Kakkade for the same.

- ❖ Mrs. Naveena Suresh requested to motivate the faculties for getting the research paper published in UGC Care Listed journal and it was discussed and decided.

*“RESOLVED that faculties will be provided an incentive of Cash INR 1,500 for every publication in UGC Care Listed Journals”*

Mrs. Naveena Suresh also requested that if in-house faculty is invited as resource person for the sessions/workshops/seminars should be paid some cash incentives. It was discussed and decided.

*“RESOLVED that the in-house faculties will be paid INR 500 per hour for delivering the sessions/keynote address on workshops and seminars for in-house programs.”*

- ❖ It was discussed that some motivational incentives can be provided for completion of Ph.D. to the faculties, Dr. Hinduja Srichand and Mrs. Jayasree V. informed that Self Finance Section teachers are getting an increment of INR 5,000 in the salary, however, Aided Staff do not get even letter of appreciation. It was decided to give one-time monetary incentives to the Aided staff also, even to the Ph.Ds. who have completed in earlier years during service in the College.
- ❖ It was discussed and decided to appoint one Placement Officer for the student’s placement at various posts.
- ❖ Dr. Karishma Kasare informed that department of Banking and Insurance intends to start 30 hours Certificate Course on Mutual Fund by charging a nominal fees of INR 300 for meeting the expenses and remuneration to the faculties. The members have agreed upon it after observing the syllabus contents.
- ❖ Shri Aditya Ingle, student representative expressed that canteen facility is not satisfactory due to lack of cleanliness, taste, seating place etc. He also informed that students find the prices are bit high and even the choice is limited for the dishes in menu card. He added that the water cooler on 4<sup>th</sup> floor is not working and the gym equipments are also very old and rusted which requires repairment. Principal Dr. Ravindran Karathadi informed to the members that all these issues will be taken up and solved at the priority level.
- ❖ It was decided to inform about the minutes to management.

*“RESOLVED that the minutes of CDC meeting along with the decisions taken will be shared with management with covering letter highlighting the important discussions and decisions taken”*



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



PRINCIPAL

Members:

## **ACTION TAKEN REPORT**

- ***“RESOLVED that external AAA (Academic and Administrative Audit) for the year 2021-22 will be completed by 31.01.2023 by Dr. Hinduja Srichand with the help of Prin. K. Venkataramani.”***

The report format was received little late from Prin. K. Venkataramani, however, the work of filling the format is already started and before 31.03.2023 the entire process will be completed.

- ***“RESOLVED that ISO Certification of the College will be completed by 31.03.2023 by Mrs. Jayasree V ”***

The necessary details have been collected and the process of application will be completed soon.

- ***“RESOLVED that S.N.G. B.Ed. College staff and students can be associated in the project of spreading messages of Sree Narayana Guru by exhibiting skit and documentary on the theme.”***

The exhibition of the theme was done by our students by giving them proper training and the effectiveness of the same was quite visible during the PPT competition on the theme.

- **Website Design:**

Separate committee under the chair of Mrs. Jayasree V has been appointed with two members and the committee has already started the process of seeing the websites of other colleges and contacting the website developer for the same.

- **Informing to University about the no admissions in M.Sc. (I.T.) and application for the new division for B.Sc. (I.T.)**

The University has been informed and the application for the second division of B.Sc. I.T. was made online. The inspection process of the same is also over.

- ***“RESOLVED that the College name to change to Sree Narayana Guru College of Arts, Science and Commerce from next academic year and the application for the same should be made to University of Mumbai”***

No Action has been taken so far.

- **To make a proposal for expenses to the management showing the budgeted amount and the amount to be spend in actual to the management and get it approved.**

The minutes of the meeting has been sent to the management along with all the explanations.

- **Proposal for Infrastructure Augmentation:**

The proposal for the same has been given to management.

- **Decision on solar panel installation:**

Since, the new building has the provisions of 3 additional floors which will be constructed, the installation of solar panel on current 7<sup>th</sup> floor is not possible and the another factor for not installing is the leakage in the building. The idea for the same has been dropped for the time being.

- **A new staff can be appointed at the administrative office as Mr. Janaradhanan M.V. is retiring in another 6 months' time.**

No appointment so far is made.





- **To complete the process of conducting the State Level Kabaddi Tournament in time.**

The proposal was sent to the management which was not approved and after IQAC meeting and as per suggestions given by Shri N. Mohandas, Chairman, SNMS, the proposal will be sent again with more details of revenue and the funds available. Since, the examinations will be starting with all the universities in the month of March and April, the tournaments can be held only after the examinations. The proposal for the same will be resent before 15<sup>th</sup> of March, 2023 to the management.

- **Appointment of students under earn while learn scheme for library and IQAC.**

One student has been appointed under the scheme for library and for IQAC so far no one has been appointed, however, the necessary assistance is provided by the faculties.

- **Security Issues:**

7 security staff is provided to college.

- **Reminding the Management about the revised base salary of senior faculties and do the needful.**

The information for the same was sent to Shri M.I.Damodaran, however, the same was not accepted.

- ***“RESOLVED that faculties will be provided an incentive of Cash INR 1,500 for every publication in UGC Care Listed Journals”***

The same has been discussed, however the research advisory committee suggested to go for teacher-college contribution equally for the research publication, in this case the cost to be borne by the teacher would be high, hence, during the meeting with Dr. M.P. Rajan, it was decided to pay the 100% re-imburement for the publication to the teachers at least for this year and next year as maximum publications are required. The roughly cost per paper per teacher comes as Rs.5,000 (Publication and incentives) which was agreed upon by the management.

- ***“RESOLVED that the in-house faculties will be paid INR 500 per hour for delivering the sessions/keynote address on workshops and seminars for in-house programs.”***

The same has been started.

- **Motivation and incentives for Ph.D during service tenure in the College**

So far no action taken for aided teachers who have completed Ph.D during the service tenure in the College. Self-finance teachers are already getting the benefit.

- **Appointment of Placement Officer:**

The committee of the placement has been appointed under the chair of Ms. Shankari Iyer with two members i.e. Ms. Rishita Shukla and Mrs. Naveena Suresh.

- **Certificate Course by department of B.B.I.**

The course has been started.

- **Student Feedback on infrastructure repairment:**

The report of the same has been submitted to the management.



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



**MINUTES OF COLLEGE DEVELOPMENT COMMITTEE (CDC) MEETING HELD ON  
11<sup>th</sup> March, 2023**

The College Development Committee (CDC) meeting was held on 11<sup>th</sup> March, 2023 at 11:30 a.m. in room number 101, New Building. The following members were present for the same.

- |                                |   |  |
|--------------------------------|---|--|
| 1. Shri N. Sasidharan          | : | Ex-Officio Chairperson                       |
| 2. Shri O.K.Prasad             | : | Secretary of the Management                  |
| 3. Shri N. Mohandas            | : | Special Invitee.                             |
| 4. Dr. Karishma Kasare         | : | HOD, Nominated                               |
| 5. Smt. Jayasree Venkitachalam | : | Elected Teacher Representative               |
| 6. Smt. Naveena Suresh         | : | Elected Teacher Representative               |
| 7. Smt. Sneha Jagdale          | : | Elected Teacher Representative               |
| 8. Shri Janardhanan M.V.       | : | Elected Representative of Non-Teaching staff |
| 9. Dr. Madhu Nair              | : | Nominated from the field of Education        |
| 10. Dr. Pradeep Kumar          | : | Nominated from the field of Research         |
| 11. Dr. Hinduja Srichand P.    | : | IQAC, Coordinator                            |
| 12. Shri Aditya Ingle          | : | Secretary of Students.                       |
| 13. Dr. Ravindran Karathadi    | : | Member Secretary                             |

Principal, Dr. Ravindran Karathadi welcomed all the present members and requested Shri N. Sasidharan, Chairman, CDC, to preside over the meeting. Shri N. Sasidharan presided over the meeting and the following agenda were discussed and decided upon.

- **To read and approve the minutes of the previous meeting along with action taken report:**
  - Principal Dr. Ravindran Karathadi informed to the members that as decided in the previous meeting to conduct the External AAA (Academic and Administrative Audit) under the chairmanship of Prin. K. Venkataramani, the committee will be visiting the College on 21<sup>st</sup> March, 2023 for the Audit purpose. He also informed that Dr. Hinduja Srichand P. is in the process of preparation of the report.
  - Mrs. Jayasree V. informed that she has collected some quotations from the website developers, however, the demonstration done by one of the developer was not satisfactory. She also informed that this week itself she will contact other website developers and complete the work of designing and developing the College website at the earliest. Prin. Dr. Ravindran Karathadi requested to Dr. Pradeep Kumar to help in finding





out the good developer for the College website which he agreed and it was decided to complete the process of finalization of same by 31.03.2023.

- Mrs. Naveena Suresh informed about the project on teachings of Sree Narayana Guru in detail and also informed that as per suggestions of CDC members, in the next Academic Year, the faculties and students of B.Ed. College also will be involved in the project.
- Dr. Karishma Kasare informed to that the meeting of Alumni Association was called and the elections of the Governing Body was done on the basis of voting by 200 members present on that meeting. It was decided to call the meeting of Alumni Association members with the management members on 17.03.2023 at evening time and the same to be arranged by Mrs. Vandana Gupta.
- Principal Dr. Ravindran Karathadi informed that the letter for no admission in M.Sc. (I.T.) in the AY. 2022-23 was informed to the University of Mumbai. He also informed that the application for additional division for B.Sc. (I.T.) was made to the University of Mumbai, the visit of University officials for the same is also over. He informed that now we are waiting for the further communication from University.
- The application for the change of name of the College to Sree Narayana Guru College of Arts, Science & Commerce has not been sent to the University so far, as the formats were not available on the University Website, Dr. Madhu Nair informed that there is no time line for submission of the same, however, it was decided to complete the process of applying to University before the next CDC meeting.
- Prin. Dr. Ravindran Karathadi informed that for the 4 innovative programs we don't have demand so it is suggested to close them. Dr. Madhu Nair and Shri N. Sasidharan expressed their view on giving one more try to continue at least B.Com. (Transport Management) as there is demand in logistic industries. It was discussed to call the industry experts from logistics and to address the students of H.S.C. to create the awareness of the said program and also suggested to call Shri. M.I.Damodaran, President, SNMS to address the students and to inform about the job opportunities available after graduating from program of B.Com. (Transport Management)

***“Resolved that industry experts and Shri M.I.Damodaran be invited to address the students of HSC before the admission process of AY 2023-24 to create awareness about the job opportunities in B.Com. (Transport Management), however, the other3***



*programs i.e. B.Com. in Environment Management, Finance Management and Investment Management to close from AY 2024-25.”*

- **To review the updated IQAC activities for the year 2022-23:**

Dr. Hinduja Srichand P. have explained that to improve the quality of the academic and research, 10 workshops/seminars/conferences have taken place. He also informed that IQAC is functioning as per the guidelines issued by NAAC from time to time and all the measures are taken to improve the quality with utmost care. Shri N. Sasidharan suggested to present the activities of IQAC in the detail and the summary of the same can be presented in the next meeting. It was decided to submit the summary of the activities of the IQAC to all the CDC members from next meeting.

- **To present and approve the budget for the year 2023-24:**

The budget for the year 2023-24 was presented before the members, however, from the next Academic Year there will be increase in the number of teaching staff due to new programs and natural growth, there are chances of modifications of certain items of the budget. However, in principles the members of CDC have passed the budget for the year 2023-24. It was discussed and decided to submit the same along with the minutes of the CDC meeting to the Management.

- **To discuss and decide upon the staff requirement and appointment for the year 2023-24:**

Principal Dr. Ravindran Karathadi informed that based on the number of programs (Old and New) and the courses allotted to the teaching faculties, there is need for 20 more faculties from the next Academic Year. The members have agreed and informed the Principal to do the needful for appointing the staff.

*“Resolved that from Academic Year 2023-24, for the Self Finance Section, the Sanctioned Teaching Faculties will be 42 and the selection procedure for the same be completed before the start of AY 2023-24.”*

- **To discuss about the progress in Learning Infrastructure augmentation for B.Sc. (Data Sciences) and M.Sc. (I.T.) programs and to speed up the implementation of the same:**

Principal Dr. Ravindran Karathadi informed to the members that the proposal for new computer labs for B.Sc. (Data Science) and M.Sc. (Information Technology) in room no. 307 and 112 respectively with installation of 50 and 20 new computers in the labs was sent and already approved by the management. He also informed that INR 38 lacs are



earmarked in the budget for the same. Shri N. Sasidharan expressed his concern for the available I.T. infrastructure and suggested to look for some mechanism to take care of current facilities. Shri O.K.Prasad pointed out the already the sanction has been given to appoint one Lab. Attendant and one Lab. Assistant.

- **Any other matter with the permission of the chair:**
  - Principal Dr. Ravindran reminded the members that Mr. Janardhanan M.V., Senior Clerk is getting retired in the month of May, 2023 and there are less chances of getting NOC from Government to appoint the new staff at the place of retiring staff. He suggested to appoint Mr. Janardhanan for one more year (Based on payment by management) and also to appoint one staff member who should get the training under Mr. Janardhanan M.V. The members agreed upon it and it was decided to appoint the staff to get training under Mr. Janardhanan M.V. during his extended period of one year.
  - It was suggested to grant the incentives of INR 5,000 per month for the additional duties to the Vice Principals of the College.
  - Shri N. Sasidharan opined that the demotivated teachers will not perform better, hence, he suggested that teaching staff should always be encouraged with incentives which they deserve to get from management. He added that teachers are also having the responsibility to see that the overall personality of the students are grooming along with the good academic performance. He suggested that the Result Improvement Committee should be more vibrant and also should come out with some mechanism for the academic performance of the weak students as the Covid period and online teaching has badly affected them. Shri N. Mohandas informed that this year is already over, but the next year the care of increment in the salary will be taken care.
  - Shri N. Sasidharan expressed that the CC TV cameras are now working but the internet connectivity can be improved with leased line internet services. He suggested that the College should make a proposal and send to management for the same.
  - It was discussed that the frequent visits for Dr. M.P.Rajan are not serving the purpose, however, frequency of the same can be reduced so that the teachers can work accordingly without affecting the teaching days.
  - There was ambiguity on the incentive of Rs.1,500 to be given to the teachers for every publication in UGC Care listed Journals, as in one of the subsequent meeting with



management, it was decided to give the amount of registration for the conference which comes around Rs.1,500 and the UGC publication for the same in conference proceedings which comes around Rs.3,500, will be given to the teachers. Principal Dr. Ravindran Karathadi clearly explained that if any teacher is getting the research paper publication by his/her own directly in the UGC Care journal (without any conference) then the incentive of Rs.1,500 apart from publication charges will be given to the teacher.

- Principal Dr. Ravindran Karathadi informed to the members that due to the new programs and the extension of current programs, there is need to go for batch wise classes. He opined to have the first batch from 7:30 a.m. to 11:30 a.m. and the second batch from 11:30 a.m. to 3:30 p.m. The members have agreed upon it, however, the final schedule of programs can be decided by the Principal by calling the staff meeting to discuss this as agenda of the meeting.
- Shri N. Sasidharan asked about the decision taken in the last meeting of giving one time cash incentive to the aided staff for completing Ph.D. during service, Principal said nothing has been done so far. Shri N. Mohandas rejected the proposal of giving the one time cash incentive for completing Ph.D. during service, however, monthly increment of Rs.5,000 after completion of Ph.D. to the self-finance teachers will be continued.
- Dr. Karishma Kasare informed that the certificate course on Mutual Fund has not been started yet, however, she expressed that the B.B.I. department intends to start the same before the end of current academic year.
- Shri O.K. Prasad suggested that the College should go for Annual maintenance contract for the gymkhana equipments.
- Principal Dr. Ravindran Karathadi informed that since, our College is having 3 PG programs, there is need for more number of full time teachers for the same. He suggested to give 3 subjects of M.Com. (All programs) to Mrs. Naveena Suresh and few subjects of UG level. The members have agreed upon it and it was decided to go ahead with it.
- Shri N. Sasidharan opined that College can have more number of smart boards/intelligent panels and at the current time there are many brands who supply the same at the reasonable rates. He suggested to send the separate proposal for smart boards/ intelligent panel to the management.



- Dr. Hinduja Srichand P. informed that the magazine work is not completed, it was decided that Principal will form an editorial board and by taking help of some experts from the professional field can be appointed to complete the work in time.
- Mrs. Jayasree V. opined that in this year an amount of Rs.3,00,000 was sanctioned for advertisement of our programs for publicity and the whole charge was given to Mrs. Avleen Mehra, however, there was no impact of the same. She expressed that before sanctioning of such heavy amount and giving the charge to the new faculties should be avoided to get the benefit of the same. All the members agreed upon it.

The meeting was concluded with the formal vote of thanks by Mrs. Sneha Jagdale at 2:30 p.m.



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



Action Taken Report on decisions taken in CDC meeting held on 11.03.2023

Agenda/Decision Taken	Action Taken
AAA to be conducted on 21.03.23.	AAA got successfully over on 21.03.2023 under the chair of Prin. K. Venkataramani and Prof. Dr. Moushumi Datta as member. The report of the same also has been received, the recommendations given by the team are well observed and very helpful.
College Website.	Committee has been appointed under the chair of Mrs.Jayasree V. The quotations have been collected from various website developers and based on the performance and quality of the site, Mastersoft has been shortlisted. The work of designing and developing the same also has been started and most probably from the end of the June, 2023 the new website of the College will be operational.
Alumni Association meeting with management members.	The meeting of SNG Alumni Association has been held on 18.04.2023 with Management members.
Application to University for change of name of College to “Sree Narayana Guru College of Arts, Science & Commerce.”	The application for change of the name has been submitted to University of Mumbai in the required format along with the required documents.
Industry experts and Shri M.I.Damodaran be invited to address the students of HSC before the admission process of AY 2023-24 to create awareness about the job opportunities in B.Com. (Transport Management)	Shri M.I.Damodaran was out of country when the marksheets of 12 <sup>th</sup> standard were supposed to be given to the students, one orientation about the various programs offered by the College was given to all the students who have cleared H.S.C. from Sree Narayana Guru Junior College on 6 <sup>th</sup> June, 2023. All the program coordinators have given presentations about various aspects of the program to convince the students and special focus was given on B.Com. in Transport Management, B.Sc. Data Sciences, B.A. (Economics).
To submit the budget for the year 2023-24 along with the minutes of	The Budget has been sent to Management along with the minutes of the CDC meeting.





the CDC meeting to the Management.	
To grant the incentives of INR 5,000 per month for the additional duties to the Vice Principals of the College.	The proposal for the same has been accepted by the management and the letters of appointment as Vice-Principals of Administration and Academics were issued to Mrs. Jayasree V. and Dr. Hinduja Srichand P. The letter is stating that the appointment is effective from 1 <sup>st</sup> June, 2023 with remuneration of Rs.5,000 in addition to the salary will be given to both the Vice Principals by the College.
frequency of visit of Dr. M.P. Rajan can be reduced so that the teachers can work accordingly without affecting the teaching days.	The recent meeting was held on 31 <sup>st</sup> March and 1 <sup>st</sup> April, 2023. The next meeting is scheduled on 23 <sup>rd</sup> and 24 <sup>th</sup> June, 2023.
Calling students in two shifts from next AY 2023-24	The decision was taken and the faculties have been informed about the same.
Annual maintenance contract for the gymkhana equipments.	The contract for maintenance of gymkhana equipments has not been made so far, however, sports instructor Mrs. Poonam Pathan have been informed to collect the quotations for the same.
separate proposal for smart boards/ intelligent panel to the management.	The proposal for the same has been sent to Management by the Principal.
Formation of an editorial board and by taking help of some experts from the professional field can be appointed to complete the work in time.	The editorial committee has been appointed as Mrs. Vandana Gupta as incharge, but no further progress or updation is available.



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

