

SREE NARAYANA GURU COLLEGE OF COMMERCE

Minutes of CDC meeting held on 9th March, 2024

The meeting of College Development Committee (CDC) was held on 9th March, 2024 at 11:00 a.m. in Room no. 101 of New Building. The following members had attended the same.

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| • Shri N. Sasidharan | Chairman |
| • Shri O. K. Prasad | Secretary of the Management |
| • Shri N. Mohandas | Special Invitee |
| • Dr. Karishma Kasare | HOD, Nominated |
| • Smt. Naveena Suresh | Elected Teacher Representative |
| • Smt. Sneha Jagdale | Elected Teacher Representative |
| • Shri Rajesh Appa Khaire | Elected Representative of Non-Teaching Staff |
| • Dr. Madhu Nair | Nominated from the field of Education |
| • Mr. Md. Jabir | Special Invitee |
| • Shri Belwal Chandan Harish | Secretary of Students. |
| • Dr. Hinduja Srichand P. | IQAC, Coordinator |
| • Dr. Ravindran Karathadi | Member Secretary |

Dr. Ravindran Karathadi welcomed the present members and requested Shri N. Sasidharan to preside the meeting. Shri N. Sasidharan addressed the importance of CDC meeting and also informed that from next meeting the care should be taken for the presence of all the CDC members for the meeting. The following were the agenda which were discussed and decided upon.

1. Reading and approving the previous meeting minutes along with the action taken report:

The minutes of the previous meeting were read out by Dr. Ravindran Karathadi and the following matters came for the discussion.

- Mr. Md. Jabir was asked about the status of Placement Brochure Printing process. He informed that the request letter has been given to samiti's manager and Shri O.K.Prasad confirmed that the request has been received and Mr. Vishnu M Prasannan has been assigned to finalize the design of the brochure and to get it printed.
- Mrs. Reshma Jinwal who has been given the charge of Alumni Committee was called to give the update about Alumni activities. She informed that the number of registered members so far are 7,165 since, 2010. Dr. Ravindran Karathadi opined to re-check the number. Shri N. Sasidharan asked about the status of reaching out alumni through social media which was suggested in the previous CDC meeting, however, the satisfactory answer was not received as the data



regarding number of followers was not clear. Mrs. Reshma Jinwal informed that in Master Software of our College has the provision of LMS (Learning Management System) which will play a role of platform where the alumni can share the vacancies in their respective organization which will help out current students to get the opportunity for the same, also alumni can share the other updates at the same platform. Shri N. Sasidharan opined that there is no considerable improvement and suggested that the committee should be more active and also opined that there may be some capable alumni who may be interested to participate in alumni activities and may help financially also. Mrs. Reshma Jinwal informed that the meeting of Alumni Executive Committee with CDC Chairman is fixed on 14th March, 2024 at 11:00 a.m.

- Shri N. Sasidharan expressed dissatisfaction on the progress of Certificate Course on German Language. He insisted to guide and sensitize students once again through mentor leaders and class representatives as there is very good scope of job opportunities in German. Dr. Madhu Nair suggested even French language also can be introduced.

“Resolved that students will be sensitized about foreign language certificate courses and to start it from the year 2024-25”

2. Reviewing the Receipts and Payments Accounts for the year upto 31.01.2024:

The receipt and payment accounts upto 31.01.2024 were presented by Dr. Ravindran Karathadi and same were passed by the members subject to audit.

“Resolved that the Receipts and Payments Accounts of Sree Narayana Guru College, Aided, Self Finance and Post Graduate upto 31.01.2024 were passed by the members subject to the audit”.

3. Presenting and finalizing the budget for the year 2024-25:

The budget for the year 2024-25 was presented by Dr. Ravindran Karathadi and the following suggestions were given by the members for the same.

- To make a provision of Rs.10,00,000 for the Skill Development Programmes.
- To make a provision of Rs.1,00,000 for Placement Cell expenses.
- To make a provision of Rs.3,00,000 for the Faculty Development Programmes.

Shri N. Sasidharan suggested to get the approval of the budget from the management and whenever expenditure proposal is given to management for sanction, a copy of the approved budget may be sent for the reference, with a detailed note that the amount



budgeted for that head, amount spent already in that head and the balance approved budget availability. Shri N. Mohandas suggested to take the prior appointment with office bearers and get the budget approved in their meeting. Shri N. Sasidharan and Shri N. Mohandas both were of the opinion to utilize the budgeted amount at the optimum level for the benefit of the students and institution at large.

Shri N. Sasidharan also opined that there is need for more CCTV cameras, specially in all the class rooms for the safety of the infrastructure and asked to put separate budget for CCTV cameras and Internet connectivity.

“Resolved that the budget for the year 2024-25 was passed by the CDC subject to modifications”

4. Presenting the perspective plan 2024-2029:

The perspective plan 2024-2029 was presented by Dr. Hinduja Srichand P. and following observations and suggestions have been given for the further improvement.

- Shri N. Sasidharan expressed that the Perspective Plan is inadequate and requires modification in it. He and Shri N. Mohandas suggested to add the column of expected expenditure and the source of revenue for each and every item mentioned in the perspective plan. Shri N. Sasidharan suggested to add about plan of achieving academic excellence, cultural & sports targets in the form of number of participation and number of winnings, and contribution by alumni can be added in the perspective plan.
- Shri N. Sasidharan suggested to make a plan of making all the class rooms with smart boards in phases and start with the plan of 50% of total class rooms with smart boards. Dr. Ravindran Karathadi informed that there is need for 44 class rooms for all the current programmes and new programmes to be introduced in the year 2024-25, however, he also expressed that from next year we can go in batch system by applying the reasonable and logical approach of segregation.
- Shri N. Sasidharan suggested to form a committee for collaborations with the industry specially with logistics industry who will help us in getting good jobs for our students. Shri O.K.Prasad suggested that all the Programme Coordinators can be the members under the headship of Smt. Naveena Suresh with one mentor from management side for guidance. It was suggested to add 2 students also in the committee.



“Resolved that an Industry Collaborations Committee to be formed for the year 2024-25 under the headship of Smt. Naveena Suresh, with all the Programme Coordinators and 2 students as member with mentor from Sree Narayana Mandira Samiti”.

- Dr. Madhu Nair shared his view on implication of NEP 2020 for the affiliated colleges from 2024-25 is challenging for the University of Mumbai. However, he suggested to make a survey from students regarding what type of programmes they are looking for, he also suggested that the same technique can be used before introducing 30 hours certificate course.
- Shri N. Sasidharan advised to identify the areas in the perspective plan which are purely related to Autonomy for the College and group it together. He also suggested that our College functions based on philosophy of Sree Narayana Guru, hence, some certificate courses can be added in the perspective plan on human values, philosophy, sympathy etc.
- It was suggested to make the yearly plan for the easy reference with the action plan to achieve the targeted goals.

It was decided to present the modified perspective plan in the next meeting.

5. Reviewing on performance appraisal of the staff:

Dr. Hinduja Srichand informed that the feedback from students has been collected for each and every teacher in subject wise, class wise and program wise which will be the part of performance evaluation of the staff. He further informed that a format of Self Appraisal form was presented in IQAC meeting and with the help of suggestions given in the meeting, necessary modifications have been made and the same will be collected from the staff before 31.03.2024. He added that as per suggestion given by Shri N. Sasidharan, after the evaluation of the form by the Programme Coordinator, the report will be shown to the respective faculty to give one more chance of explanation if the evaluation is not satisfactory.

6. Any other matter with the permission of the Chair:

- Shri N. Sasidharan asked Dr. Hinduja Srichand for the NAAC preparation for the 4th Cycle. Dr. Hinduja Srichand informed that NAAC has come out with a Notice on 17th January, 2024 and announced that after 4 months the evaluation of the Higher Education Institutions will be Binary Accreditation System where the Institutions will be either Accredited or Non-Accredited, however, he




expressed that hopefully our College will be going through the old method of grading from A to C as we are going to submit IIQA (Institutional Information for Quality Assessment) in the month of June, 2024 where the IIQA will be belonging to old format and the SSR (Self Study Report) also will be in the old format. He added that the Criteria Heads are in the process of preparation of SSR by gathering the information and documents for previous 5 years and simultaneously scanning the documents and making it in the soft copy forms also.

- It was observed that Shri Saurabh Shinde, member, Alumni is not attending the CDC meeting and this was the 3rd consecutive meeting, hence, it was decided to remove his name from the members list and to add Mr. Jafar Shaikh who is current president of SNG Alumni Association.
- There was no other matter to be discussed.

The meeting was concluded at 2:00 p.m. with vote of thanks by Smt. Naveena Suresh.

Member Secretary


Principal
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SREE NARAYANA GURU COLLEGE OF COMMERCE

Minutes of College Development Committee meeting held on 23.12.2023

The College Development Committee (CDC) meeting was held on 23rd December, 2023 at 12:15 p.m. in IQAC room and the following members were present for the same.

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| 1. Shri N. Sasidharan | : | Chairman |
| 2. Shri M. I. Damodaran | : | Special Invitee |
| 3. Shri O.K. Prasad | : | Secretary of the Management. |
| 4. Dr. Karishma Kasare | : | HOD, Nominated |
| 5. Dr. Jayasree V. | : | Elected Teacher Representative |
| 6. Smt. Naveena Suresh | : | Elected Teacher Representative |
| 7. Smt. Sneha Jagdale | : | Elected Teacher Representative |
| 8. Shri Rajesh Khaire | : | 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. Shri Chandan Belwal | : | Secretary of the Students. |
| 12. Dr. Hinduja Srichand | : | IQAC Coordinator |
| 13. Dr. Ravindran Karathadi | : | Member Secretary |

The following agenda were discussed and decided upon. ‘

- 1. Reading and approving the previous meeting minutes along with action taken report:**
- 2. Discuss on the status of Certificate Course on German Language.**
- 3. Discussing the perspective plan 2024-2029.**
- 4. Discussion of the methodology of performance appraisal of faculties.**
- 5. Presenting the progress report on the Project on Literature of Sree Narayana Guru.**
- 6. Any other matter with the permission of the chair.**

The minutes of the previous meeting were read out by Dr. Ravindran Karathadi and the following points were discussed.



- Shri N. Sasidharan opined that the Alumni Committee should take appropriate measures to strengthen the contribution of the alumni. The number of registration can be increased by taking correct steps. Shri Pradeep Kumar suggested that the alumni can be connected through a chain of alumni. He also suggested that the social media and a simple google form can be used as the mechanism for the collection of the information about the alumni.
- Shri N. Sasidharan expressed the dissatisfaction on the slow progress of start of Foreign Language certificate course and suggested that IQAC can be involved and should take care of the same.
- Dr. Madhu Nair clarified that he suggested SIES College, Sion in the last meeting for visiting and observing the facilities for physically challenged students. Dr. Ravindran Karathadi informed that we have sufficient infrastructure for physically challenged students as one of the First Year Data Science student is physically challenged and by using ramp and lift, comfortably attends the lectures. Smt. Naveena Suresh further informed that alumni of BTM (B.Com. in Transport Management) are going to donate one wheel chair to the College for physically challenged students.
- Dr. Pradeep Kumar suggested that the professionals can be given the charge for making brochure for the College for placement cell. He promised that he will give the contacts of some professionals and management representatives also expressed their willingness to pay for making an effective and impressive brochure for the placement cell.
- While presenting the perspective plan for 2024-2029, Shri N. Sasidharan suggested that the plan should be based on specific goal and objectives. He suggested to add the column for the goal for that the plan is prepared. He also suggested that there should be separate meeting for discussing for the same. It was decided to call a separate meeting for the perspective plan with necessary changes into it.
- Dr. Hinduja Srichand informed that there will be re-implementation of the old method of taking feedback from the students about faculty, where the specific attributes have to be replied by the students related to teaching methodology by the teachers.
- Smt. Naveena Suresh presented the PPT. on the progress of the Sponsored Project on Literature of Sree Narayana Guru, Dr. Pradeep Kumar informed that as on 23.12.2023 1,66,427 pages are digitized and the fine tuning work is going on. He informed that



regular meetings are taking place at Bombay IIT for the same and the further progress can be presented in the next meeting.

- In other matters, Shri M.I.Damodaran asked Shri Chandan Belwal who is Secretary of the students regarding the issues and challenges faced by the students and also asked about the feedback on the teachers. Chandan Belwal replied that some of the students loses their confidence after getting unsuccessful in the odd semester examinations so they stop coming to College. It was decided by the management to have a separate meeting with all the class representative on 26.12.2023.
- The meeting was concluded at 1:30 p.m.

Member Secretary.



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SREE NARAYANA GURU COLLEGE OF COMMERCE

MINUTES OF CDC (COLLEGE DEVELOPMENT COMMITTEE) MEETING

HELD ON 29.09.2023

The College Development Committee Meeting was held on 29.09.2023 at 11:00 a.m. in IQAC room. The following members were presented for the same.

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

Dr. Ravindran Karathadi welcomed the present members and requested Shri N. Sasidharan to preside over the meeting. Shri N. Sasidharan expressed his view on the presence of the outside representatives and instructed to confirm their convenience before fixing the date of meeting and make sure that they are attending the meeting in time. He also suggested that the General Secretary of Students 'Council should be present in all such important meetings without fail.

The following were the agenda of the meeting.

1. Reading and approving the previous meeting minutes along with the action taken report.
2. Reviewing of New College Website.
3. Perspective Plan for the year 2024-2029.
4. Approval of syllabus of Certificate Courses offered by the departments.
5. Reviewing the activities of Placement Cell of the College.
6. Any other matter with the permission of the chair.

Dr. Ravindran Karathadi requested Dr. Hinduja Srichand to read out the minutes of previous meeting and action taken report and to go ahead with the agenda.

- Shri N Sasidharan asked about the alumni records publication on the college website and also suggested to take a serious care for the alumni activities. Furthermore, the data of the alumni should be published with all the details on college website.



- About foreign language courses, Smt. Sneha Jagdale explained that students are not ready to pay even the fees of Rs.4,500, Shri N Sasidharan instructed Sneha to collect the draft MoU and documents related to course from concerned department. He suggested to counsel the students and make them understand about the significance of the course.
- Shri N Sasidharan suggested that from next time all the information in action taken report should be with exact data and numbers for the clarification of the members.
- Smt. Naveena Suresh informed that 50,000 plus pages are scanned for the digitization of literature on Sree Narayana Guru as the part of the major project on the same. Shri N Sasidharan asked her to collect the exact plan and plan of action of the project and to present the same in the next meeting. He also suggested to present status of the Sree Narayana Guru project should be also included in the relevant report. The plan details should also include the content information (index), mode of publication, and the provision for access by users.
- It was discussed and decided that the departmental projects i.e., by department of B.Com. (Banking & Insurance), B.Com. (Accounting & Finance), B.M.S. and M.Com. can be published and at least 3 research papers from each project should be published in UGC Care listed journal or with ISBN/ISSN by respective departments by 31.12.2023 and the report of the same can be presented in the next CDC meeting.
- Dr. Madhu Nair suggested that if the institution does not have any visually challenged students, then there is no point of purchasing the software for the same. He suggested that faculties can visit SIES College, Nerul, where the facilities are available and a plan can made for the same. Shri N. Sasidharan suggested that infrastructure issues shall be more closely followed up with the Samiti management.
- Shri O.K. Prasad suggested that Placement cell should be very active and the brochure of the same should be completed on urgent basis.
- Shri N Sasidharan suggested that the students' council meetings should be conducted regularly and the report of the same can be presented in the next meeting.
- It was decided that department wise report of the attendance of the students should be sent to Shri O.K. Prasad by 15.10.2023 and the meeting of Shri Prasad can be fixed with Attendance committee soon.
- It was discussed and decided to publish the magazine on 2022-23 on college website by 15.10.2023 and the prints of the same also should be made and be distributed among the students within the reasonable time.



- Shri O.K. Prasad informed that as per suggestion given by Dr. Sarbani Banerjee, college can make the Living Lab, which a new concept of storing the data related to health of the local community in tie up with nearby hospitals and also informed that Dr. Sarbani will be visiting to Vellur for the same, the information for the same can be gathered from her and the progress of the same can be presented in the next CDC meeting.
- The committee was formed for preparing the Perspective plan for 2024-2029 with Dr. Ravindran Karathadi as the Chairman and Dr. Jayasree V, Dr. Hinduja Srichand, Smt. Naveena Suresh and Mr. Alwyn Carvalho as member for the same. It was decided to present the perspective plan in tabular form by referring the previous comprehensive plan for comparison and the things which could not take place can be made as the part of new perspective plan. Shri N Sasidharan also suggested to modify the vision and mission of the institution.
- The syllabus for the certificate courses on Capital Market, Ethics in Business, Banking Competitive Exams, Mutual Fund and on Staff Selection Commission was discussed. It was suggested to make the necessary changes in the syllabus of Staff Selection Commission by keeping in mind the maximum benefits to the students and start the same by 20.10.2023. Shri N. Sasidharan suggested suitable courses should be devised by the college for more active participation in the Swayam Platform.
- Dr. Madhu Nair opined that the junior faculties can be involved actively in all the functions and should be made accountable for the same. Shri N. Sasidharan also opined that involvement of all Junior staff should be ensured in all important projects so that they gain experience and will be able to handle them effectively by themselves in the future.
- Dr. Madhu Nair also suggested that the junior faculties can be rewarded with some incentives (Monitory or Non monitory) for the exceptional work. He also suggested to keep this as one of the parameters in performance appraisal.
- During demonstration of college new website, the following suggestions were given
 1. Website content should be more college-specific. The content should be thoroughly revised to include historical developments and past achievements (college and various depts.). The website should be a dynamic one and the presentation should employ the latest technologies.
 2. Change of font style of the College name and to bring it in one line. Also, Linguistic Minority should be added in the title.
 3. The Campus tab from the infrastructure section should come first.
 4. Certificate courses should be displayed under program.



5. Reports should be attached along with photos for all the activities.
6. Junior College Should be removed from the website and a separate website should be developed for Junior College.
7. The About Guru Page should be added to the About Us tab.
8. Suggested to form a new website committee.

The meeting was concluded at 2:15 p.m.

Member Secretary.



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SREE NARAYANA GURU COLLEGE OF COMMERCE

Minutes of CDC (College Development Committee) Meeting of 19th June, 2023

College Development Committee (CDC) Meeting was held on 19.06.2023 in Room No. 101, College Building at 11:00 a.m. The following members were present for the same.

Members Present:

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| 1. Shri N. Sasidharan | Ex-Officio Chairman |
| 2. Shri O.K. Prasad | Management Representative |
| 3. Dr. Karishma Kasare | HOD, Nominated |
| 4. Mrs. Jayasree V. | Elected Teacher Representative |
| 5. Mrs. Naveena Suresh | Elected Teacher Representative |
| 6. Mrs. Sneha Jagdale | Elected Teacher Representative |
| 7. Dr. Madhu Nair | Nominated from the field of Education |
| 8. Dr. Pradeep Kumar | Nominated from the field of Research |
| 9. Dr. Hinduja Srichand P. | IQAC Coordinator |
| 10. Dr. Ravindran Karathadi | Member Secretary |

The meeting began with welcome address by Dr. Ravindran Karathadi and request to Shri N. Sasidharan to preside the meeting. The following agenda were discussed and decided upon.

Agenda:

- 1. Reading and approving the minutes and action taken report of the previous CDC meeting.**

Discussion Points:

- Dr. Hinduja informed that an Academic and Administrative Audit (AAA) was conducted on 21.03.2023, and the suggestions given by the team will be implemented in the upcoming academic year 2023-24.
- Mrs. Jayasree V. informed that the new college website is almost complete, and the new photos need to be uploaded. Dr. Pradeep Kumar suggested hiring a photographer to capture the college premises and infrastructure. Shri N. Sasidharan suggested showing a demo of the new website in the next meeting.
- Dr. Karishma informed that the SNG Alumni Association conducted a meeting on 18.04.2023, and based on the discussions, alumni activities will be conducted. Shri N.



Sasidharan suggested publishing the names of all registered members on the college website and inviting the alumni in-charge to the next meeting.

- It was proposed to change the name of the college to Sree Narayana Guru College of Arts, Science, Commerce & Management.
- Shri O.K. Prasad suggested organizing combined cultural and sports activities for junior and degree college students to encourage them to learn more about the degree college, which could boost in-house admissions.
- The issue of computers being shifted from one place to another whenever needed was discussed, and it was decided to inform the management to resolve this problem.
- Shri N. Sasidharan suggested that Smt. Jayasree draft a proposal for purchasing more smart boards and submit it to the management.
- The progress of the college magazine work was discussed, and Mrs. Vandana Gupta was asked to provide an explanation for the delay. She was assigned the responsibility of completing the magazine work on time.

2. Reviewing new faculties appointments.

The next agenda was to review the appointment of new faculty members. Dr. Ravindran Karathadi informed that out of the 11 vacancies, 8 were filled through formal interviews, but only 5 have joined. A walk-in interview was scheduled for 21.06.2023, and it was decided to urgently appoint suitable and eligible faculty members. Smt. Jayasree suggested conducting exit interviews with departing employees, and Shri N. Sasidharan suggested having an agreement at the time of appointment.

3. Reviewing the development of a proposal for constructing new computer labs.

The development proposal for constructing new computer labs was reviewed. Smt. Jayasree V. was assigned to follow up on all IT support and maintenance issues, as well as oversee the construction of the new computer labs. Shri O.K. Prasad was requested to stay updated on infrastructure issues and promised to resolve them promptly.

4. Discussing the strengthening of the Placement Cell of the College.

Strengthening the placement cell of the college was discussed. Shri O.K. Prasad suggested seeking assistance from TISS (Tata Institute of Social Sciences) and arranging a meeting between Mr. Jabir, the placement cell in-charge, and TISS placement in-charge. Dr. Pradeep Kumar also suggested sending Mr. Jabir for training as the placement in-charge. Dr. Pradeep Kumar offered to provide contacts for starting certificate courses on language improvement. Shri N. Sasidharan suggested organizing



a special session on skill and language improvement. The schedule of workshops and seminars by the placement cell will be presented in the next meeting.

5. Any other matter with the permission of the chair:

Shri N. Sasidharan expressed dissatisfaction with the results of final year students. Dr. Ravindran Karathadi explained that plans have been made to improve the results by implementing a teaching plan, mentoring reports, strict attendance, and systematic follow-up. He also mentioned that the lack of practice in writing due to online examinations in the past two years was a contributing factor to the decline in results in 2022-23. Dr. Pradeep Kumar suggested introducing a course under NPTEL (National Programme on Technology Enhanced Learning) and offered to help connect with a contact person from IIT Bombay for the same. Dr. Pradeep Kumar also provided an update on the ongoing project on digitization of literature on Sree Narayana Guru, stating that 50,000 pages have already been scanned, and the metadata processing is in progress.

The meeting was concluded at 1:30 p.m. with a vote of thanks by Mrs. Naveena Suresh.

Member Secretary



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