

BBI Department

Departmental Meeting for the month of June

As on 27th June 2020

Agenda of the Meeting

- Skill Advancement Program
- NET/ SET Crash Course
- Activities for the month of July





Dr. Shirley Pillai
(Head of the BBI Department)

BBI Department

Minutes of the Meeting as on 27th June 2020

- The Skill Advancement- 5 Days Faculty Development Program was successfully conducted and certificates were issued to the participants.
- The 10 days Online Crash Course Program for UGC NET SET JRF (Paper 1) was successfully conducted.
- PBAS forms for the academic year 19-20 to be submitted to the college.

Signatures of Department Members

Sr. No	Name	Signature
1	Dr. Shirley Pillai (Head of the Department)	
2	Prof. Patricia Lemos	

BBI Department

Departmental Meeting for the month of July

As on 25th July 2020

Agenda of the Meeting

- Time Table
- SY/TY student's admission
- Activities for the Month of August
- Commencement of the regular lectures
- Syllabus Planning Form





Dr. Shirley Pillai
(Head of the BBI Department)

BBI Department

Minutes of the Meeting as on 25th July 2020

- Times table for the FYBBI, SYBBI and TYBBI were finalized and the respective professors were informed for the same.
- The visiting faculty were to be informed about the commencement of lectures from the month of August.
- Data of the visiting faculty, subjects and time table had to be coordinated with Edfly.
- Students had to be regularly informed about the online admission process.
- All the full-time faculty and the visiting faculty have to be informed to fill up the Syllabus planning form.

Signatures of Department Members

Sr. No	Name	Signature
1	Dr. Shirley Pillai (Head of the Department)	
2	Prof. Patricia Lemos	

BBI Department
Departmental Meeting for the month of August
As on 29th August 2020

Agenda of the Meeting

- Syllabus Planning Form
- Online Lectures
- Exams related to the TY batch of 2019-20
- Short term Course
- Activities for the month of September





Dr. Shirley Pillai
(Head of the BBI Department)

BBI Department

Minutes of the Meeting as on 29th August 2020

- Time table for the commencement of online lectures were shared with the students.
- Regular online lectures have been scheduled from Edfly platform and any issue related to login was directed to Edfly.
- Few subject names were not displayed on the Edfly platform for which they were contacted and necessary changes were made.
- The visiting faculty were told to fill up data for remuneration for the month of August.
- The visiting faculty were reminded to fill up the syllabus planning form.
- The exams for the TY batch of 2019-20 was to be conducted and the respective faculty were asked to set question papers in MCQ format.
- Preparations had to be made for Online External Viva to be conducted for the TY batch of 2019-20.
- Perspective plan was drafted for initiating a short-term course.

Signatures of Department Members

Sr. No	Name	Signature
1	Dr. Shirley Pillai (Head of the Department)	
2	Prof. Patricia Lemos	

BBI Department

Departmental Meeting for the month of September

As on 26th September 2020

Agenda of the Meeting

- Short term course
- TY (2019-20) batch exams
- Activities for the month of October



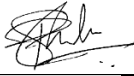

Dr. Shirley Pillai
(Head of the BBI Department)

BBI Department

Minutes of the Meeting as on 26th September 2020

- The TYBBI (2019-20) online external viva was conducted successful.
- The TYBBI (2019-20) faculties were reminded to set and submit the online exam question papers.
- Time table were drafted for the TYBBI (2019-20) exams.
- Information about the short-term course on Design Thinking and Innovation- Virtual Certification Course was designed and details of the same was circulated among the students.
- Guest lecture was to be planned for the topic Hypothesis and Advanced Statistical Techniques.

Signatures of Department Members

Sr. No	Name	Signature
1	Dr. Shirley Pillai (Head of the Department)	
2	Prof. Patricia Lemos	

BBI Department

Departmental Meeting for the month of October

As on 29th October 2020

Agenda of the Meeting

- To take a call on distribution of results of SY and TY (2019-20)
- Activities for the month of November



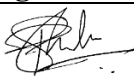

Dr. Shirley Pillai
(Head of the BBI Department)

BBI Department

Minutes of the Meeting as on 29th October 2020

- Results were distributed to the current SYBBI and TYBBI students online.
- A guest lecture was conducted for the TYBBI students by Dr. Sahifa Moosa on “Testing of Hypothesis” on 29 October 2020.
- The faculty had to be informed to fill in the remuneration sheet online.
- The faculty had to be informed that the syllabus of SY and TY has to be completed by first week of December and FY by the end of December.

Signatures of Department Members

Sr. No	Name	Signature
1	Dr. Shirley Pillai (Head of the Department)	
2	Prof. Patricia Lemos	

BBI Department

Departmental Meeting for the month of November

As on 28th November 2020

Agenda of the Meeting

- Internal Exam
- Activities for the Month of December
- Mentoring Session



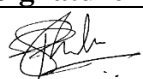

Dr. Shirley Pillai
(Head of the BBI Department)

BBI Department

Minutes of the Meeting as on 28th November 2020

- A guest lecture was conducted by Dr. Sahifa Moosa on “Advanced Statistical Techniques” for the TYBBI students on 5 November 2020.
- A library orientation was conducted by Dr. Sujata Rajpurkar for the FYBBI students on 28 November 2020.
- The visiting faculty were informed about the date of syllabus completion.
- The full time and visiting faculty will be informed that the internal exam has to be conducted and the papers have to be submitted for the same.
- Students were to be informed about their mentoring session that is going to be conducted on 1 December 2021.

Signatures of Department Members

Sr. No	Name	Signature
1	Dr. Shirley Pillai (Head of the Department)	
2	Prof. Patricia Lemos	

BBI Department

Departmental Meeting for the month of December

As on 23rd December 2020

Agenda of the Meeting

- Online external exams
- Activities for the month of January
- Time Table and workload for the next semester.





Dr. Shirley Pillai
(Head of the BBI Department)

BBI Department

Minutes of the Meeting as on 23rd December 2020

- All the internal exams were conducted successfully.
- The faculty were asked to submit the internal marks.
- The FYBBI exams were going to be conducted in the month of January, final reminder of submitting the question papers were given to the faculty.
- Time table and work load for the next semester was worked upon and the concerned faculty were informed about the same.

Signatures of Department Members

Sr. No	Name	Signature
1	Dr. Shirley Pillai (Head of the Department)	
2	Prof. Patricia Lemos	

BBI Department

Departmental Meeting for the month of January

As on 30th January 2021

Agenda of the Meeting

- Syllabus Planning form
- Activities for the Month of February





Dr. Shirley Pillai
(Head of the BBI Department)

BBI Department

Minutes of the Meeting as on 30th January 2021

- The time table of the FY, SY and Ty were circulated among the students.
- Regular lectures for all the three classes were commenced.
- The concerned faculty were asked to fill and submit the syllabus planning form.
- The FY students were facing login issues which was then communicated to Edfly.
- Perspective plan for a Skill Development Program was discussed.
- Perspective plan for a One Day National conference was discussed.

Signatures of Department Members

Sr. No	Name	Signature
1	Dr. Shirley Pillai (Head of the Department)	
2	Prof. Patricia Lemos	

BBI Department

Departmental Meeting for the month of February

As on 25th February 2021

Agenda of the Meeting

- Skill Development Program
- One Day National Conference
- Syllabus Planning Form
- Internal Exam
- Discussion regarding the Short-Term Course





Dr. Shirley Pillai
(Head of the BBI Department)

BBI Department

Minutes of the Meeting as on 25th February 2021

- A five days Skill Development Programme was designed from 1st March to 5th March to be conducted by Dr. Sukhmeet Kalsi on “Critical Thinking and Problem-Solving Skills”
- A One Day National Web Conference was planned to be conducted at the end of March on “Artificial Intelligence, Robotics and Technology in the Banking Sector”.
- Internal exams were to be conducted in the month of March for which the students and the faculty were informed about. Timetables for the same was prepared and circulated.
- It was discussed that this year the short-term course on “Design Thinking and Innovation” will not be conducted as two registrations were received for the same due to the pandemic and the demand of the company was minimum thirty students. Hence it was decided the refund will be processed for the registered students.
- The visiting faculty were given a final reminder about filling the syllabus planning form.

Signatures of Department Members

Sr. No	Name	Signature
1	Dr. Shirley Pillai (Head of the Department)	
2	Prof. Patricia Lemos	

BBI Department

Departmental Meeting for the month of March

As on 27th March 2021

Agenda of the Meeting

- Skill Development Program
- One Day National Conference
- Internal Exam marks



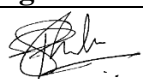

Dr. Shirley Pillai
(Head of the BBI Department)

BBI Department

Minutes of the Meeting as on 27th March 2021

- A 5 days Skill Development Programme was designed from 1st March to 5th March to be conducted successfully by Dr. Sukhmeet Kalsi on “Critical Thinking and Problem-Solving Skills”
- A One Day National Web Conference is scheduled on 30 March 2021 on “Artificial Intelligence, Robotics and Technology in the Banking Sector”. More than 433 registrants with more than 94 colleges were on the list.
- Internal exams marks were to be submitted by the respective faculties.
- The visiting faculties were to be reminded to fill up the remuneration sheet for the month end.

Signatures of Department Members

Sr. No	Name	Signature
1	Dr. Shirley Pillai (Head of the Department)	
2	Prof. Patricia Lemos	

ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE

Bandra (West), Mumbai – 400 050

DEPARTMENT OF ACCOUNTANCY

MINUTES

Minutes of the **First** meeting of the Department of Accountancy for the Academic Year 2020-2021 held on Thursday, 19 November 2020 at 4.00 P.M. over an audio WhatsApp call. This meeting was held during the Covid-19 lockdown hence could not be conducted in person by the department members.

FACULTY MEMBERS PRESENT ONLINE:

1. Professor CA Kevin M. Miranda – Assistant Professor - Head of Department (HOD)
2. Professor Dr. Jyoti Bhatia – Assistant Professor – Faculty Member
3. Professor CA Rachel George – Assistant Professor – Faculty Member

- 1) **Introduction:** Professor CA Kevin M. Miranda initiated the audio WhatsApp conference call and welcomed the department members to the online meeting.
- 2) **Previous Minutes:** The Minutes of the previous meeting held on 11 May 2020 was read out and approved by all the members without any changes. The minutes were proposed by Professor CA Kevin M. Miranda and seconded by Professor CA Rachel George.
- 3) **Syllabi completion for Semesters I, III and V of 2020-21:** The department members discussed the status of the completion of the syllabi for semesters I, III and V. It was also discussed that exam dates would be declared soon by the College Exam Committee since University of Mumbai has instructed all examinations for semesters I, III and V to be completed by 31 December 2020.
- 4) **Discussion on the conduct of the activities of the Accountancy Association for the academic year 2020-21:** The members discussed the Proposed Activities of the Accountancy Association for the academic year 2020-2021 which was emailed to the Principal on 14 May 2020 by the HOD.

On account of the pandemic, this was a novel year for the teaching faculties and the students, wherein lectures were conducted online instead of in class. Faculties' time resources were spent preparing materials and lectures in the online mode. Due to this, Accountancy Department activities took a back seat and none of the proposed activities could be conducted till the meeting date.

Professor Dr. Jyoti Bhatia took the initiative to get students to give their comments & opinions on Accounting, Finance, and Taxation related articles from the newspapers. The department agreed to take up this activity as there was pressure to complete portion on the faculties and students would also not be comfortable now since exam dates were looming near with added pressure of it being in an online mode.

The department unanimously agreed to conduct the rest of the activities such as the Presentation on Union Budget Analysis, Career Guidance Session and the 30 hours GST Certificate Course, in the next semester.

- 5) **AOB:** There were no additional points to be discussed

- 6) **Vote of Thanks:** There being no other Agenda, the meeting concluded with vote of thanks.

Professor CA Kevin Miranda,
Assistant Professor,
Head of Department,

Professor Dr. Jyoti Bhatia
Assistant Professor,
Faculty Member,

Professor CA Rachel George
Assistant Professor,
Faculty Member,

Date: 20 November, 2020

ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE

Bandra (West), Mumbai – 400 050

DEPARTMENT OF ACCOUNTANCY

MINUTES

Minutes of the **Second** meeting of the Department of Accountancy for the academic year 2020-21 held on Monday, 26 April 2021 at 4.00 P.M. over a Zoom meeting. This meeting was held during the Covid-19 lockdown hence could not be conducted in person by the department members.

FACULTY MEMBERS PRESENT ONLINE:

1. Professor CA Kevin M. Miranda – Assistant Professor - Head of Department (HOD)
2. Professor Dr. Jyoti Bhatia – Assistant Professor – Faculty Member
3. Professor CA Rachel George – Assistant Professor – Faculty Member

- 1) **Introduction:** Professor CA Kevin M. Miranda initiated the Zoom meeting and welcomed the department members to the online meeting. The department members expressed solidarity about the year gone which has been very stressful for people due to the pandemic and that it needs to be dealt with courage and care.
- 2) **Previous Minutes:** The minutes of the previous meeting held on 19 November 2020 was read out and approved by all the members with some minor changes. The minutes were proposed by Professor Dr. Jyoti Bhatia and seconded by Professor CA Rachel George.
- 3) **Review of online lectures and Syllabi completion for Semesters II, IV and VI for academic year 2020-21:** The department members unanimously agreed that though at the start of the online lectures, the faculties were apprehensive of this new mode of teaching-learning, slowly realization dawned that there are many positive points to online method of teaching. Example, there is minimum wastage of time due to which the portion progresses at a faster pace.

The department members confirmed that the syllabi for all the classes and divisions had been completed by the final date fixed by college which was 05 April 2021. The necessary signatures for syllabi completion had been obtained from the regular students and the syllabi completion form has been emailed to the college authorities.

- 4) **Review of the activities conducted by the department in the academic year 2020-21:** The report of the activities of the Accountancy Association for 2020-21 prepared by the department members was discussed. The department members passed this report since all the activities conducted in the academic year 2020-21 has been captured in the report correctly.
- 5) **Discussion on the conduct of the activities of the Accountancy Association for the academic year 2021-22 and Workload:** The department members discussed the proposed activities of the Accountancy Association for the academic year 2021-22 and decided to continue with the same activities of academic year 2020-21. Due to the prevailing pandemic circumstances and an uncertain future, members expressed that it would not be appropriate at the moment to try something novel this year and any new activity thought of during the intervening period would be taken up for discussion at the meeting to be held at the start of the next academic year. The department members also expressed concern that due to the pandemic many of our student's family members would have either lost their jobs or worse still their loved ones. We have to deal with tremendous compassion with our students.

Prof. CA Kevin Miranda informed the department members that the workload of the department will continue to be the same 20 lectures per week per member, totalling to 60 lectures per week for the full department.

- 6) **Feedback on setting of question papers for online exams and review status of assessment of the internal assessment if any:** Prof CA Kevin Miranda informed the department members that while setting different sets of question papers for the same subject, questions should not be repeated. For MCQs, not more than 5 MCQs should be repeated in any of the sets. The department members also agreed that setting MCQs for Accountancy subject papers is quite challenging. Prof. Dr. Jyoti Bhatia added that solving 50 MCQs in one hour was a good format of testing the students.

Prof CA Kevin Miranda also informed department members that there were two SYBCOM internal assessment that had to be done, which has been completed by him & emailed to the college examination committee.

- 7) **Department Data 2020-21 to be sent to IQAC/Criteria for NAAC:** The department members were advised by Prof CA Kevin Miranda that whenever data is requested by IQAC/Criteria for NAAC, it must be sent as soon as possible without any delay.

- 8) **Contribution/Activities if any done by department members during Lockdown period:**

Prof. CA Kevin Miranda:

Date	Activity	Organized by
June 27, 2020	Participated in a National Level webinar on “Mumbai rainwater & Corona”	IQAC and Student Development cell of Royal College of Arts, Science & Commerce, Mira Road
July 3, 2020	Participated in a webinar “Supercharge your Life”	NSS of MMK College of Commerce & Economics, Bandra (West) in association with Board of Industry – Academia Partnerships
January 4-8, 2021	Participated in a five day online Faculty Development Programme entitled ‘Empower & Enrich – A Faculty Development Programme for New Age Educators	Staff Advancement Committee of St. Andrew’s College of Arts, Science & commerce, Bandra (West)
March 23, 2021	Participated in a National Webinar on “Contribution of Shaheed Bhagat Singh to India’s Freedom Movement and his Contemporary Significance”	Guru Naka Khalsa College of Arts, Science and Commerce (Autonomous), Matunga in Collaboration with BUCTU

Prof. Dr. Jyoti Bhatia:

Date	Activity	Organized by
January 4-8, 2021	Participated in a five day online Faculty Development Programme entitled ‘Empower & Enrich – A Faculty Development Programme for New Age Educators	Staff Advancement Committee of St. Andrew’s College of Arts, Science & commerce, Bandra (West)

Prof. CA Rachel George:

Date	Activity	Organized by
January 4-8, 2021	Participated in a five day online Faculty Development Programme entitled 'Empower & Enrich – A Faculty Development Programme for New Age Educators	Staff Advancement Committee of St. Andrew's College of Arts, Science & commerce, Bandra (West)
4 to 16 February 2021	Refresher Course in Commerce	UGC HRDC, University of Mumbai sponsored by RUSA

9) **AOB:** Paper presentation to be done at the Staff Seminar scheduled in May 2021 was discussed. It was agreed that if possible and if time permitted to do the paper presentation

10) **Vote of Thanks:** There being no other Agenda, the meeting concluded with vote of thanks.

Professor CA Kevin Miranda,
Assistant Professor,
Head of Department,

Professor Dr. Jyoti Bhatia
Assistant Professor,
Faculty Member,

Professor CA Rachel George
Assistant Professor,
Faculty Member,

Date: 27 April, 2021

Department of Economics Meeting
Date: 27 February 2021
Time: 11.15 a.m.
Platform: WhatsApp Conference Call

- (1) TYBA projects: Requirements :
 - complete all requirements by 15 March 2021.
 - collect soft copy - have viva - submit marks list (15 marks for hard copy + 5 marks for the viva / presentation)
 - H. Ambrose. reported on TYBA Eco paper VI
 - V. Fernandes: reported on TYBA Eco paper IX
- (2) Syllabus coverage: All should complete the syllabus by 30 March 2021
- (3) It was agreed that all of us should start working on questions for the exams so that there is no rush at the end. The excel format for questions would be sent to H. Ambrose.
- (4) Skills course: H. Ambrose reported on the course. 50% of the course has been completed. One test taken. A certificate has to be designed for it. Feedback would be taken on Google form by K. Mody. Dr. Salazar appreciated the skill course being conducted by H. Ambrose.
- (5) Syllabus planning has been done earlier.
- (6) Syllabus completion forms will have to be done by all. Soft copy will be shared with all.
- (7) Peer reviews to be done for H. Ambrose and V. Fernandes by K. Mody. Asked them to share timetables for the same.
- (8) Department Conference: As recommended by Prin. Ma'am we will have a conference rather than two/three guest lectures; somewhere in the third week of March.
K. Mody suggested that we institute the conference title as "On The Frontiers of Economics." This year it would be "On The Frontiers of Economics - Edition 2021"
The idea would be to take the most happening topics in theory and the real economy. Focus on and present an eclectic mix to students. Dr. Salazar said that the title would ensure continuity and relevance.
K. Mody mentioned she was in touch with MDAE to arrange speakers on Experimental Economics and Big Data Analytics. Was hoping to get a discussion on Farm Laws with S. Prabhu. A fourth topic needed to be introduced. Dr. Salazar suggested having the Big Data Analytics session broken up into two parts - one to cover theoretical aspects another the application.
It was decided to charge students Rs.50/- for registration. Students would be given participation certificates.

Ms. Hannah Ambrose

Ms. Vinita Fernandes

Dr. H. Salazar

Dr. K. P. Mody
I/C Head of Dept.

Agenda for the Staff Meeting of the Degree College to be held on
28 April 2020

1. Prayer – We begin by a short prayer
2. Appeal by Government for one day's salary
3. NAAC Requirements – Formation of two important bodies
4. Department Activities
5. Zero Hour to be continued
6. Staff Qualifications
7. AQAR – Report to be prepared
8. Student Seminar
9. Presentations by Criteria Heads I-VII



Ramandes
Principal

ST. ANDREW'S COLLEGE
MUMBAI- 400050

MINUTES OF THE STAFF MEETING of 28 APRIL 2020

1. Prayer

- The meeting began with a prayer offered by Prof. Janine Coehlo.

2. Appeal by Government for one day's salary.

- The Principal asked the Staff for their consent via an email confirming the cut in one-day salary. Dr. Amelia Correa requested the Principal to forward the respective circular in this regard to which she willingly agreed.

3. NAAC Requirement: Formation of 2 important bodies

- As per the NAAC Requirement the Principal officially announced members of the 2 bodies which are as follows:
 - a. Staff Council
Principal
Vice Principals
Heads of Departments
Coordinators
 - b. Planning and Evaluation Committee
Dr. Kashmira Mody
Dr. Susan Lobo
Ms. Sharmila Dhote
Dr. Jyoti Bhatia

4. Department Activities

- With regard to planning and implementing various Department activities, the Principal discussed at length the following points to be strictly adhered to by every staff member.
 - a. Notice: To be sent 2 weeks in advance
 - b. Minutes: To be maintained and signatures of members present to be taken
 - c. Plan Sessions: Only on the following :-
Gender, Environment & Sustainability, Human Values, Professional Ethics _OR
Capacity Development / Skill Advancement.
 - d. Inter-Department Seminars and Joint Research Projects (STRIDE)
 - e. Budget: To be approved by the Planning and Evaluation Committee.
 - f. Action Taken Report: This is the follow up to the meeting.
 - g. Photographs: To be Geo-tagged
 - h. Design Content: For Bridge and Remedial Classes and for Advanced Learners
 - i. On-line Teaching: Canvas (Harvard) Call Pool, Moodle, Google Classroom.
 - j. Solving Doubts: Set aside a time every week. Calendly.com
 - k. On-line Assessment: G-Suite
 - l. Workload: To be submitted by 15 May 2020
 - m. Syllabus Plan: To be kept ready

Ms. Sarvani informed that planning entire work load of the department is not possible due to the uncertainty about visiting faculty's availability post lock down. Principal suggested that the department can plan for only full timers' work load.

- The Principal stated that the Departments should schedule Online meetings by 15 May 2020
- The Principal reconfirmed the following Format for Department activities with Prof. Sharmila Dhote to be included in the Academic Calendar.

FORMAT FOR DEPARTMENT ACTIVITIES

DEPARTMENT:

PROFS IN-CHARGE:

ACADEMIC YEAR :

Sr. No.	DATE OF ACTIVITY	DURATION OF ACTIVITY	TOTAL STUDENTS PRESENT	TYPE OF ACTIVITY	OUTCOMES /BENEFITS/ LEARNING

5. Zero Hour

- Weighing the success of the implementation of the Zero Hour (Thursday 10.20 to 12.00 noon) during the academic year 2019-20, the Principal decided to continue with the same. Ms. Coelho repeated her request to that the Inter Religious Diploma course should be listed alongside the Certificate courses on the Web-Page, so that it becomes clear that the course is conducted during the zero hour. The zero hour was suggested by the Cardinal Paul Poupard team especially for the course but unfortunately, because of its separate listing, students were left confused. Alternatively, a separate time slot can be allocated for the Inter religious course. The Principal refuted the possibility of a separate time-slot but told the Vice Principal Dr. D Gonsalves to incorporate the changes for inclusion.

6. Staff Qualifications

- The Principal stressed on the need to upgrade the Staff Qualifications (registration for PhD.) for Senior as well as Junior faculty members, as part of one of the requirements of the NAAC criteria.

7. AQAR

- Report to be prepared

Ms. S Malhotra pointed out that it would be difficult to prepare the report due to the lockdown, since most of the documents needed were in college. However she would go through the entire report and send in details which could be filled in .

- RUSA Funding

Ms. S. Malhotra said that she had consulted Dr. Vinay Joshi about the Rusa funding to which he replied that temporarily they have halted the funding. But as soon as they reopen the funding, it would be intimated via email to the principals of all colleges and would be accessible to them only.

8. Student Seminar

- The Principal informed that the Topic for Student Seminar for the new academic year would be '**Covid 19 / Plague. How it has impacted our lives**' keeping in mind the on-going Pandemic which has severely disrupted lives, economies and institutions across the globe.

9. Presentation by Criteria Heads I – VII

Criteria I (presented by Dr.Vatika Sibal)

Curricular Aspects-

- To update on the Add-on/ Certificate courses
A list of Add-On and Certificates was displayed.
Ms. Coelho clarified along with Dr. Sibal, that most of the certified courses held in 2019-20 would be counted in Criteria 5. Criteria 1 requires only university approved courses and those pertaining to Sustainability, Gender and Environment
- UGC provides 9 lakhs for Add-on courses and up to 25 lakhs for Innovative courses.
The Principal encouraged the staff to design new courses in view of this grant.
- To update on Academic flexibility and Curriculum design
She pointed out that as we have insignificant role in curriculum designing and development, still we can put forth our views to the BOS members and in the workshops where syllabus is planned. Nevertheless in few subjects there are electives where a choice can be made depending on the interest of our students. We also are supplemented by Add-on courses- inter religious, Elective courses, Certified courses and Short term courses. Internships and Add-on/certificate courses can be counted only if taught by the faculty 80 percent. 20 percent can be taught by an outside experts. **Curriculum Enrichment we supplement by Dept. activities, Talks / Workshops, Documentaries dealing with gender, environment, sustainability-COVID 19, Value education / Life skills / SOP.**
- Instructions to Heads/ Coordinators and teachers who are in-charge of Life Skills/ Value Education/ SOP/FOC
She read out an exhaustive list about Instructions for HOD's and Coordinators.
- To update on Feedback system- ONFEES
She further mentioned that as its Online, ONFEES can give the analysis. Learning effectiveness can be determined through it. Analysis can be determined subject wise. This will help the procedures to be streamlined.

Criteria II (presented by Prof. Sharmila Dhote)

Teaching-learning and Evaluation

1. To notify about the NEW FORMATS prepared regarding:
 - Composite data-base of teachers
 - Record of Ph.D. Degrees of teachers
 - Result Analysis with a defined trend line
 - PALS (PARTICIPATIVE ACADEMIC LEARNING SCHEME) Document for the 'Buddy Project'
- Mentor-Mentee system of the institution
 - a. Approved Mentor List
 - b. Approved Mentor-Mentee List
 - c. Mentor Report
- Academic Calendar modifications
- Template for ICT usage by teachers
- Student Satisfaction Survey Orientation PPT Sample slides.

Ms. S. Dhote informed the staff members that her team had prepared 10 formats pertaining to different NAAC requirements in Criteria 2 which were elaborately presented and discussed in the IQAC meeting held on 18th April 2020.

S. Dhote thanked Dr. D. Gonsalves for coining the acronym PALS (PARTICIPATIVE ACADEMIC LEARNING SCHEME) for the Buddy project.

S.Dhote thanked Dr.K. Mody for her contribution to depicting the Trend-line Analysis of the TY results. She inquired whether it could be feasible to have such an analysis subject-wise. Dr K. Mody replied that it would be very difficult to do Ms.S.Dhote said that all formats would be emailed to the staff in due course.

Ms so since the University presented an overall result data. The Principal said that we can have a comparative analysis of results at the college level with other colleges or within the college itself.. But since it was not a requirement of the NAAC, Dr K.Mody and Prof S. Malhotra opined that it could be put on hold as of now.

S. Dhote informed that henceforth the Academic Calendar would include The Examination details, The IQAC activity details and the activities conducted and would be finalised only after the lockdown.

2. To clarify the concepts of POs, PSOs and COs.
S. Dhote clarified the concepts of Programme Outcomes, Programme Specific Outcomes and Course Outcomes as specifically defined in Criteria 1.
3. PALS – (PARTICIPATIVE ACADEMIC LEARNING SCHEME)
S.Dhote informed the staff the need to design material for Bridge courses, Remedial teaching and Advanced Learners.
4. To orient students about MENTORING and conduct special Training for staff to be MENTORS.
S.Dhote informed the staff that a Special Mentoring Orientation Broadcast would be conducted in all classes to create an awareness among the students about the significance of Mentoring. Also her team would be researching more different mentoring systems and that plans for having Online workshops for the staff members to be Mentors were already being formulated and that the dates would be informed in due course of time.
5. To introduce as part of Life Skill Development special courses on Emotional and Spiritual Development.
S.Dhote also pressed the need to conduct Emotional ad Spiritual development courses for overall Life Skill Development.

Criteria III (presented by Dr. Sharon Gonsalves)

Research, Innovations and Extension

1. To draft a plan to encourage students and faculty members to conduct research under the STRIDE scheme.
 - Dr. Sharon Gonsalves Durham gave an update on STRIDE.
IQAC head Ms. S. Malhotra suggested that a power point presentation be emailed to Principal so that it could be forwarded by various co-ordinators to their student
2. To give an update on revenue obtained by sale of food items from Hospitality Department.
 - An update on the revenue obtained by the sale of food items from the hospitality department was also given. A profit of Rs. 700 was made but there was no proof of the same as informed to criteria 3 by Ms. S. Giri. And Mr, Ritesh stated that the DLLE made a profit of Rs. 2,200 which has been documented. Dr. D. Gonsalves suggested that the hospitality department could consider making and selling food products like jams etc.

3. To invite suggestions for collaborations with NGOs working in the area of student welfare and development.
 - St. Andrew's College has collaborated with Red Dot Foundation for the Women's Development Cell. Our College is in the process of signing MOUs with NGOs for the Social Outreach Program (Self Financed Courses) as informed by Ms. M.D'Souza to Criteria 3.
4. An update of the new format of criteria 3 and documents to be scanned was communicated.

Criteria IV (presented by Prof. Sarvani)

Ms. Sarvani informed that planning entire work load of the department is not possible due to the uncertainty about visiting faculty's availability post lock down. Principal suggested that the department can plan for only full timers' work load.

Infrastructure and Learning Resources

1. Finance Software Tools used for Research Study – Bloomberg.
Ms. Sarvani informed that their team has contacted Mr. Derek , who has offered help to get Bloomberg terminal's subscription. He has quoted that it comes at a high cost and he is trying to find low cost deal with the same and the team is waiting for his further inputs. Principal has asked Prof. Jyoti Bhatia , the team member, to find out if there are any other low cost finance software for academic and research purposes
2. Tools for Learning Management Systems like Canvas (Harvard), Google Classroom , Call Pool and Moodle. G-suite (Assessment) and Calendly com (Solving doubts) and staff sessions.
 - Ms. Sarvani informed that her team member Prof. Abhishek Sood has offered to give a demo for live streaming lecture on you tube , in the meeting itself. At the end of the meeting , Principal has given him permission and he has demonstrated live streaming his lecture on his you tube channel.
3. Hardware that supports LMS and online teaching to be purchased. Gymkhana Renovation
 - Regarding online teaching, Ms. Sarvani reiterated Principal's opinion on the necessity of LMS tools and supporting ICT tools and also mentioned some IQAC members' quote that NAAC is allowing only 25% of online teaching. Principal has expressed opinion that this scenario may change in the wake of COVID-19 lock down.
 - Ms. Sarvani has informed about the recommendations from Cri-IV to increase the indoor/ outdoor games facilities.
Regarding the renovation of college gymnasium, Ms. Sarvani informed that the new vendor VS Fitness, has given their quotation to college and is waiting for a written official contract and an advance payment from the college. Mr. More has received some quotations to sell the old equipment of gym before getting the new ones as per the college's decision. All this is stalled due to lock down situation.

Criteria V (presented by Prof. Janine Coehlo)

Student Support and Progression

a) Government Scholarships:

Ms. Janine Coelho informed the staff that the Criteria 5 team and Mr. J. Dalvi would provide detailed information to students eligible for scholarships. She requested the staff, especially class teachers and co-ordinators, to help identify bring low income students those from the Reserved category and those requiring financial help to the Criteria 5 team's notice.

b) Capacity building and Skill enhancement

Ms. Coelho encouraged the staff to Aim to have Programmes / Courses that are (i) Soft Skills, (ii) Language and Communication, (iii) Life Skills such as Yoga, Physical Fitness, Health and Hygiene and (iv) ICT and Computing skills based

Information required: Name of the programme, year of implementation, number of students enrolled, contact details of agency involved

Documents required: Circular/ brochure/ report, geotagged photos, student attendance (we would recommend participants signatures for attendance), certificates awarded (e-copy/or photocopy)

c) Student Progression:

Copy of their I cards/ Certificate/ Course Receipt Rule applies for students asking for Recommendations for further studies: Ms Coelho intimated the staff that the Criteria 5 team will form a group of student volunteers to help collate this data as the revised NAAC requirement is for actual e-copies of I-Cards/ Certificates/fee receipts to be used as proof. The old system of calculating Student Progression using Transfer Certificates, Migration Certificates and Transcripts is no longer accepted. Once again the staff members were asked to lend their help by forwarding information of any ex-students who are currently/have completed any post-graduate courses.

d) Student Awards / medals for Sports and Cultural Items at University, State, National and International level:

Ms. Coelho requested the staff and sports department to inform the Criteria 5 team if any of their students win awards in the above categories. Below are the details of the information required.

Information required: Year, Name of Award, Level, Individual or Team, Sports or Cultural, Name of the Student, Class, Roll no.

Documents Required: E-copy of award certificate/letter.

e) Number of Sports/Cultural Events/Competitions participated

and organized. (Events organized by us where our own students participate and events held by other (colleges / institution)

Ms. Coelho clarified that the Staff in charge of cultural events and those hosting/sending students for cultural/sports events need to encourage different students to participate as NAAC lays emphasis on more students gaining the opportunity to participate. The following information needs to be maintained for these events

Information required: Name of the Event, Cultural/Literary/Sports, Organized by, Number of students participating, Name of Student Participants.

a) Documents required: Report of event, photos with captions, circular/brochure scanned copy of participation certificates. Similar details to be recorded by the Sports director for sporting events.

Ms. Coelho also requested the staff in charge of the Grievance Cell, Placement, Civil Service Cell and anybody that has student members to please contact the Criteria 5 team so we can provide specific suggestions.

Ms. Coelho inquired as to the staff member in charge of Student Grievances, to which Dr. Amelia Correa responded that she was the Professor in charge.

Criteria VI (presented by Dr.Susan Lobo)

Governance, Leadership and Management

1. To explain the Perspective Plans of the institution
Dr.S.Lobo prepared a very detailed, elaborate and comprehensive report of the Perspective plans of the institution.
2. To display the Organogram
Dr.S.Lobo also constructed the Organogram of the College. Dr. D.Gonsalves offered to reconstruct the Organogram and incorporate certain crucial changes.
3. To report on the implementation of e-governance in various areas of operation.

Criteria VII (presented by Dr. Harmeet Kaur)

Institutional Values and Best Practices

1. To provide an update on the functioning of the Waste Management in the campus.
 - Dr.H.Kaur gave an update of the record kept by Robert in handling waste management and compost produced
 - She informed that the team have looked up a company called ECORECO which has E-Waste bins (drop points) at multiple locations. Also informed that a PDF which gives an information about drop point for E- waste by the ECORECO was already mailed to the Principal.
 - She informed that they would like to approach them for installing a drop point at college but there was no response. (probably due to lockdown). Her team would subsequently follow it up.
2. To suggest Energy Conservation measures in the college campus
 - Dr. H. Kaur presented some suggestions regarding the importance of Green campus initiative for the criteria for eg. Use of LED Lamps, sensors in elevators, installation of solar panels, electronic chokes, energy saving devices, rechargeable batteries etc. She also asked the staff to put forward their suggestions in this regard. She also mentioned about the Bore well as there needs to be a documentation regarding how the waste water is being recycled.
3. To provide a report on the E-waste disposal drive
 - Dr. H. Kaur proposed a need for installation of solar panels and also agreed that only management can take a call on this. The college governing body needs to think about it as this becomes the main energy conservation measure which can be implemented.
Ms. Coelho updated the staff that she had spoken to Mr.Asif Zakaria, representative of HWest Ward who indicated the BMC's willingness to help with e-waste collection once institutions re-open.
4. To initiate the process of preparing a handbook of the Code of Conduct
 - Dr. H. Kaur informed that an outline sketch is prepared for framing the handbook of code of conduct. The following sites were referred by her while making the suggestions.
 - ILS law college handbook of code of conduct
 - MMCC code of conduct
 - Tamil Nadu act
 - UGC safety of students guidelines
 - Taki Government college
 - Maharashtra public universities act 2016
 - A word document was already mailed to the Principal which gives the suggestions and outline for a code of conduct handbook. The suggestion framework was to be further processed and finalized by the authorities.
 - Dr. Harmeet also requested to look into the need of a committee to monitor the Code of Conduct as required by the NAAC .

The meeting ended with the demonstration of the live screening of the lectures of Mr. A. Sood on you tube channel.

Staff Secretary



Heunandes
Principal
ST. ANDREW'S COLLEGE
MUMBAI- 400050

Agenda for the Co-ordinators' Meeting to be held on 08 June 2020

1. Prayer
2. To take up exam related work
3. Discuss on online lectures
4. Date of commencement of lectures in accordance to notice issued by the University
5. Edfly finalized as the platform to be used for online teaching
6. Attendance
7. Prepare the timetable, workload, syllabus plan, proposed activities and proposed budget for the academic year 2020-21



Remandes
Principal

**ST. ANDREW'S COLLEGE
MUMBAI- 400050**

MINUTES OF THE COORDINATORS' MEETING

A virtual meeting of all the Coordinators of the Self-financed courses was held on Monday, 8 June 2020 at 4 p.m. via zoom.

MEMBERS PRESENT:

Dr. Marie Fernandes (Principal)

Mrs. Melanie Dsouza (Vice Principal)

Mrs. Saudamini Bhagwat

Mrs. A. N. S. Sarvani

Mr. Abhishek Sood

Mrs. Savina Shenoy

Mrs. Savita Giri

- Dr. Shirley Pillai was absent for the meeting.
- Mrs. M. Dsouza presented the issue of the assessed and unassessed internal answer booklets being in college and the faculty members in containment zones and visiting faculty members being unable to access them. Mrs. S. Bhagwat stated that all the departments need to come to a common consensus and pass a resolution if we need to conduct the internal exams again over online platforms. Mr. A. Sood mentioned that in the university exam webinar that he attended it was mentioned that if internal papers are unassessed or inaccessible, the marks of the subject with the same code in the previous semester must be carried forward. Mrs. S. Shenoy inquired if the students could be marked on the basis of presentations already taken. The Principal suggested that all Coordinators could consult with the Chairperson of their respective Board of Studies. Mr. A. Sood stressed that the words of the university official at the webinar was sufficient proof for the future course of action. He also mentioned that ATKT internals and externals are to be conducted within 120 days of the college reopening. The Principal announced that Mr. A. Sood would take over as examination committee in-charge for SFC and asked him to coordinate and ensure that all the marks of internal assessments for FY, SY, TY be completed by 18 June 2020. He will send an email to all coordinators explaining how these marks have to be calculated and other relevant details w.r.t. examination.
- The Principal expressed her concerns about record keeping of online lectures taken by visiting faculty members. She mentioned that if the visiting faculty member takes lectures online on the Edfly platform of the college they would be paid for the same. With regards to the online lectures already taken by the visiting faculty members, Mrs. M. Dsouza was asked to collate the details of all departments along with documentary evidence and submit the same to the Principal, who will then consider. Mr. A. Sood recommended that all full-time faculty members could complete the syllabus online and later the visiting faculty members could take continuous lectures once college reopens. Mrs. M. Dsouza mentioned that this was not a feasible alternative since visiting faculty members come from industry and allot only specific time slots to the college. The

Principal firmly stated that no lectures for the next academic year are to be taken online until further instruction.

- Details of the dates of commencement of lectures will be announced in accordance with notices issued by the University. The Principal asked the staff members to wait for intimation from the University and encouraged them to be engaged in internal assessment and preparation of e-content in the meanwhile. Incase lectures would be taken in the online mode; it will follow the time slots as regular college time slots i.e. from 7.30 a.m.
- Edfly has been finalized as the platform to be used for online teaching. Mr. A. Sood expressed his concerns over protection of IPRs of teachers and recommended that a monetary deterrent be added in the agreement with Onfees to ensure that they do not share the recorded content without the permission of the teacher. He also requested that the teaching faculty members be permitted to use any online platform of their choice for teaching. The Principal declined the request stating that the Edfly platform is integrated with college records. Mrs. A. Sarvani reminded the Principal that she had sent her an email with points that she gained from the Xavier Board workshop that she attended on LMS and suggested that those be incorporated in the Edfly platform for better productivity. The Principal asked her to collate all the recommendations to improve the Edfly platform and send the same to her. This includes Mr. A. Sood's concerns, Mrs. M. Dsouza's question on royalty and a means to devise a way to verify lectures taken by visiting faculty members.
- The Principal shared that we will need to sensitively respond to the situation given the pandemic and overlook attendance for the coming semester.
- The Principal reminded the Coordinators' to send the timetable, workload, syllabus plan, proposed activities, and proposed budget for the academic year 2020-21 and department expense details for the academic year 2019-20 as required by the Planning and Evaluation Committee. She stated that the non-teaching staff members are reporting to college and may now be able to help with data regarding expenses of the department of the previous year.
- Any other matter with the permission of the Principal:
 - Mrs. M. Dsouza presented the idea of signing an MoU with Coursera so that our staff and students could benefit from the same. Mrs. S. Shenoy mentioned that she knows of a particular college that has had this tie-up. The Principal asked her to find out more details and send the same to her.
 - The Principal thanked Mrs. S. Bhagwat for her services to the college for 18 years and for serving well as the former Vice Principal of SFC. All the Coordinators thanked Mrs. S. Bhagwat and bid her farewell with good wishes.



Neeraj
Principal
ST. ANDREW'S COLLEGE
MUMBAI- 400050

Agenda for the Staff Meeting of the Degree College

11 November 2020

1. Prayer

Attitude of Gratitude: Each staff member to express gratitude for one thing.

2. Term Dates:

Diwali Holidays: 12 November 2020 - 18 Nov 2020

Exams: 1-26 January 2021

2nd Semester: 27 January 2021

Lectures until: 25 May 2021

Exams: 26 May 2021 to 25 June 2021

Next Academic Year: 2 August 2021

3. NAAC

a. **IQAC Head-** Prof. S. Malhotra to report on targets achieved and plan of action.

b. **Criteria Heads** – To provide an account of status of work done and to be done

c. **Parent-Teacher Association** to be formed

d. **Programme for Non-Teaching Staff.** To be arranged

e. **Mentoring:** Prof. Sharmila Dhote to stress importance.

4. Examinations: Dr. Mody to provide highlights.

5. Conferences and Seminars: Heads of Departments / Coordinators to mention plans.

6. Scholarship update: Prof. Janine to brief the staff. Government / Grenville Solomon and Mavis Dias

7. Add on Courses: Prof. Ritesh to provide update on different courses.

8. Student Council: Dr. Susan Lobo to inform the staff about composition and plans ahead.

9. Mosaic: Dr. Charmaine Braganza to apprise the staff about schedule and programme.

10. Website Update:

11. Department / Committee Meetings and Celebration of National Days.

12. Peer Assessment:

13. Student Seminar: 'Covid 19 / Plague. How it has impacted our lives'

Prof. Samira Nadkarni to give us a new date.

14. Alumni: Dr. Charmaine to provide update of what has been done and plans ahead.

Website to be updated with members and reports

15. UGC Schemes: WS, Equal Opportunities Cell, Remedial Coaching.

Find out source of funding.

16. Highlights of the National Education Policy 2020

17. Vote of thanks:



Sanandis
Principal
ST. ANDREW'S COLLEGE
MUMBAI- 400050

Minutes of the Meeting of the Degree College 11 November 2020

1. Prayer

Attitude of Gratitude: Each staff member to express gratitude for one thing.

The meeting began with a prayer.

The Principal thanked the staff for all they have done during the year.

2. Term Dates:

Diwali Holidays: 12 November 2020 - 18 Nov 2020

Exams: 1-26 January 2021

2nd Semester: 27 January 2021

Lectures until: 25 May 2021

Exams: 26 May 2021 to 25 June 2021

Next Academic Year: 2 August 2021

3. NAAC

a. **IQAC Head-** Prof. S. Malhotra to report on targets achieved and plan of action.

b. **Criteria Heads** – To report on status of work done and to be done

c. **Parent-Teacher Association** to be formed. Try and meet online after Diwali holidays.

d. **Programme for Non-Teaching Staff.** To be arranged

e. **Mentoring:** Prof. Sharmila Dhote to stress importance.

4. **Examinations:** Dr. Mody to provide highlights.

5. **Conferences and Seminars:** Heads of Departments / Coordinators to mention plans.

6. **Scholarship update:** Prof. Janine to brief the staff.

7. **Add on Courses:** Prof. Ritesh to provide update on different courses.

8. **Student Council:** Dr. Susan Lobo to inform the staff about composition and plans ahead.

9. **Mosaic:** Dr. Charmaine Braganza to apprise the staff about schedule and programme.

10. Website Update:

Department / Association Update: Heads of Departments and Committees and Coordinators to ensure that to ensure all the major activities – Conferences, Workshops, Guest Lectures and other activities of the Department with photographs to be updated and sent to the PR Team latest by 18 November.

11. **Department / Committee Meetings:** Meetings to be held and minutes to be recorded. Departments to celebrate **National Days** as per their subject. Discuss and send the day you have chosen and how you plan to celebrate it.

12. Peer Assessment: To begin as soon as we reopen. To be done online.

13. Student Seminar: This year it will be on "Effects of Covid 19"
Prof. Samira Nadkarni to give us a new date.

14. Alumni: Dr. Charmaine to provide update of what has been done and plans ahead.
Website to be updated with members and reports

15. UGC Schemes: WS, Equal Opportunities Cell, Remedial Coaching.
Find out source of funding

16. Vote of thanks: As there was no other business the meeting ended with a
Vote of thanks to the Chair.

Staff Secretary



Heunandes
Principal
ST. ANDREW'S COLLEGE
MUMBAI- 400050

Agenda for the Staff Meeting to be held on 17 December 2020

1. Prayer

2. End of term and re-opening: 11 January 2020

3. Focus on completion of SSR: Deadline 15 January 2021

Ms. Shubda Malhotra to provide inputs.

As I examined the Repository I noticed that many documents were missing for each year in the respective sections. This should not happen as this will adversely impact the Grade we get.

It is important that we create folders for each year using 2018-19 as a model.

Where to get documents? Fix a date and come to college to collect information.

DVV Committee: To check Records section and requirement.

4. Complete all major activities by 15 January 2021

5. NIRF Ranking

6. Grenville Solomon Scholarships for Brilliant students; Coordinators of Commerce stream to encourage students to apply.

PR team to prepare an attractive notice for website and give publicity in press once students have been shortlisted.

7. Financial Aid for Deserving students by Grenville Solomon – update

8. UGC funds for Research Projects

9. Plans for Civil Service training: Neeraj Shukla to give us a brief.

10. Faculty Development Programme: Dr. Susan Lobo to inform the staff.

11. Social Outreach Programme: CA Kevin to provide an update

12. IQAC Meeting – 2 Jan 2021, CDC 9 Jan 2021

13. No Christmas holidays. Kindly complete work given

Merry Christmas ! Happy New Year



Heimander
Principal
ST. ANDREW'S COLLEGE
MUMBAI- 400050

Agenda for Department Meeting
via Zoom platform on 28 December 2020

1. To read and confirm the Minute of the Meeting held on 7 September 2020.
2. Matters arising from Item 1.
3. To welcome the new member Ms. Shruti Warriar to the Department.
4. To request Ms. Shruti Warriar to be Recording Secretary for the meeting.
5. To discuss the mandate given by the IQAC
Each department is to prepare a programme / course to train students to develop skills in their specific discipline. Approx 10 hours.
Outline the programme.
Define the number of hours
Schedule date and time for the programme.
6. To list the activities conducted by the Department for the first term and fill in the form prepared by the Planning and Evaluation Committee.
Department members please fill up the Google Form if you have arranged any lecture / activity for the Department / College.

<https://forms.gle/3aVbz2tEbk5q3uD19>
7. To plan the activities for the next term.
8. To discuss the status of Mentoring and schedule meetings with students.
9. To discuss the status of the Buddy Project.
10. To bid adieu to Ms. Samira Nadkarni
11. Any Other Business

Agenda for English Department Meeting 19 May 2020

1. Department Activities

- a. Revision Lectures to be arranged
- b. Plan Sessions: Only on the following :-
Gender, Environment & Sustainability, Human Values, Professional Ethics _OR Capacity Development / Skill Advancement.
- c. Seminar to be planned.
- d. Budget: To be approved by the Planning and Evaluation Committee.
- e. Action Taken Report: This is the follow up to the meeting.
- f. Photographs: To be Geo-tagged
- g. Design Content: For Bridge and Remedial Classes and for Advanced Learners
- h. On-line Teaching: Canvas (Harvard) Call Pool, Moodle, Google Classroom.
- i. Solving Doubts: Set aside a time every week. Calendly.com
- j. On-line Assessment: G-Suite
- k. Syllabus Plan: To be kept ready

FORMAT FOR DEPARTMENT ACTIVITIES

DEPARTMENT:

PROFS IN-CHARGE:

ACADEMIC YEAR :

Sr. No.	DATE OF ACTIVITY	DURATION OF ACTIVITY	TOTAL STUDENTS PRESENT	TYPE OF ACTIVITY	OUTCOMES /BENEFITS/ LEARNING

Agenda for the English Department Meeting to be held on 4 February 2021

1. To read and confirm the Minutes of the meeting held on 29 December 2020
2. Matters arising:
 - a. To set the date for the Short Term Course and enroll students
 - b. To encourage students to speak about Coursera to other students
 - c. To commence screening documentaries for the Film Week
 - d. To invite Alumni to speak to students
 - e. To evaluate the progress of Mentoring
 - f. To record the success of the Buddy Project.
3. Any Other Business

Agenda for the Staff Meeting to be held on 15 April 2021

- 1. Prayer**
- 2. Report of progression of SSR data:** IQAC Coordinator and Criteria Heads to report.
- 3. Department Activities:** Heads / Coordinators to report on Skill Courses organized for academic year 2020-2021
 - a. Activities conducted for 2020-2021 to be filled in form designed by Planning and Evaluation Committee.
 - b. Meetings to be held Minutes to be maintained and recorded
 - c. Plan Sessions: On the following :- Criteria 1,3 and 5
Gender, Environment & Sustainability, Human Values, Professional Ethics_OR Capacity Development / Skill Advancement.
 - d. Inter-Department Seminars and Joint Research Projects (STRIDE)
 - e. Budget: To be approved by the Planning and Evaluation Committee.
 - f. Action Taken Report: This is the follow up to the meeting.
 - g. Design Content: For Bridge and Remedial Classes and for Advanced Learners
 - h. Remedial Classes / Solving Doubts: Set aside a time every week.
Calendly.com
- 4. Change of Syllabus:** Get in touch with your Board of Studies Chairperson and find out if syllabus has been revised. The English syllabus for FYBA and SYBA are likely to be revised.
- 5. Workload to be prepared:** Heads / Coordinators to send it by 30 April 2021
- 6. Zero Hour :** To be continued (Thursday 10.20 to 12.00 noon)
- 7. Student Research and Seminar**

The Topic for Student Seminar for the new academic year would be ‘**Covid 19 / Plague. How it has impacted our lives**’ keeping in mind the on-going Pandemic which has severely disrupted lives, economy and institutions across the globe.
- 8. Magazine:** Reports of Individual / Department / Committee to be sent by 5 May 2021
- 9. Any Other Business.**

Agenda for the Staff Meeting of the Degree College

11 November 2020

1. Prayer

Attitude of Gratitude: Each staff member to express gratitude for one thing.

2. Term Dates:

3. NAAC

- a. **IQAC Head-** Prof. S. Malhotra to report on targets achieved and plan of action.
- b. **Criteria Heads** – To provide an account of status of work done and to be done
- c. **Parent-Teacher Association** to be formed
- d. **Programme for Non-Teaching Staff.** To be arranged
- e. **Mentoring:** Prof. Sharmila Dhote to stress importance.

4. Examinations: Dr. Mody to provide highlights.

5. Conferences and Seminars: Heads of Departments / Coordinators to mention plans.

6. Scholarship update: Prof. Janine to brief the staff.

7. Add on Courses: Prof. Ritesh to provide update on different courses.

8. Student Council: Dr. Susan Lobo to inform the staff about composition and plans ahead.

9. Mosaic: Dr. Charmaine Braganza to apprise the staff about schedule and programme.

10. Website Update:

11. Department / Committee Meetings and Celebration of National Days.

12. Peer Assessment:

13. **Student Seminar:** Prof. Samira Nadkarni to give us a new date.

14. **Alumni:** Dr. Charmaine to provide update of what has been done and plans ahead. Website to be updated with members and reports

15. **UGC Schemes:** WS, Equal Opportunities Cell, Remedial Coaching.
Find out source of funding

16. **Vote of thanks:**

Agenda for the Staff Meeting to be held on 17 December 2020

- 1. Prayer**
- 2. End of term and re-opening: 11 January 2020**
- 3. Focus on completion of SSR: Deadline 15 January 2021**

Ms. Shubda Malhotra to provide inputs.

As I examined the Repository I noticed that many documents were missing for each year in the respective sections. This should not happen as this will adversely impact the Grade we get.

It is important that we create folders for each year using 2018-19 as a model.

Where to get documents? Fix a date and come to college to collect information.

DVV Committee: To check Records section and requirement.

- 4. Complete all major activities by 15 January 2021**
- 5. NIRF Ranking**
- 6. Grenville Solomon Scholarships** for Brilliant students; Coordinators of Commerce stream to encourage students to apply.
PR team to prepare an attractive notice for website and give publicity in press once students have been shortlisted.
- 7. Financial Aid for Deserving students by Grenville Solomon – update**
- 8. UGC funds for Research Projects**
- 9. Plans for Civil Service training:** Neeraj Shukla to give us a brief.
- 10. Faculty Development Programme:** Dr. Susan Lobo to inform the staff.
- 11. Social Outreach Programme:** CA Kevin to provide an update
- 12. IQAC Meeting – 2 Jan 2021, CDC 9 Jan 2021**
- 13. No Christmas holidays. Kindly complete work given**

Merry Christmas ! Happy New Year

MINUTES OF THE MEETING OF HOSPITALITY STUDIES

Date: 14/10/2020

Start Time: 02:30pm

End Time: 03:00pm

Hosted by: Prof. Savita Giri (Course coordinator)

Participants: Prof. Kulbushan Mundhe
Prof. Curie Fernandes
Prof. Allan Fernandes
Prof. Delia Lester

Agenda of the meeting:

- To conduct Online practical session for all the subject
- Departmental Issues if any
- Workshops & Webinar
- Syllabus completion Feedback

- 1) We had discussed about how can we start with basic part of practical especially for Food & Beverage & Food Production Subject in reply following details are shared by the faculty member for their respective subject.

Prof. Kulbhushan: (TY-THEORY/PRACTICAL) & SY PRACTICAL

- Collected and prepared content for T.Y.
- Unit1 practical for semester V is completed
- Unit 2 practical has started.
- Collected and prepared content for S.Y.
- Started with the practical's for S.Y.
- Strength of the class is poor.

Prof. Delia: (FY-PRACTICAL /TEORY & SY THEORY

- Collected and prepared content for F.Y.
- Showing video clips and explaining the same.
- Did live practicals in terms of unit1 for F.Y.

Prof Curie (TY-PRACTICAL/THEORY) & SY (PRACTICAL /THEORY)

- Completing Theory portion first so when we will open up the college we can focus more on practical part.
- Showing online videos during lecture in terms of the topic and subject.

Prof Allan: (FY-PRACTICAL/THEORY) FPP & HK

- Covering entire theory portion first.
 - Sauces and stocks videos have been shown to them and explained as well.
-
2. Live sessions are advisable if we don't reopen in November we can plan accordingly for costing.
 - 3 All the faculties are requested to organize online workshop or guest lecture for their respective subject as a part of activity
 - 4 Motivate students to improve attendance.

MINUTES OF THE MEETING OF HOSPITALITY STUDIES

Date: 26/02/2020

Start Time: 02:30pm

End Time: 03:30pm

Hosted by: Prof. Savita Giri (Course coordinator)

Participants: Prof. Kulbushan Mundhe
Prof. Sahil Naik

Agenda of the meeting:

- Research & Methodology project completion

Please note the following points:-

1. The college started for Research Methodology subject from Monday 11 January 2021 onwards as prescribed by the University of Mumbai. Kindly note that this is an important part of semester 4 as this is a replacement of your Industrial training.

2. All the second-year students are expected to attend all the lectures as this Research work carries total 1000 Marks

3. Please note the following points which has been covered till 26 Feb 2021 by each team guide-

a) First two weeks the subject teacher already explained you all and given outline of the Research project.

b) During the first week, the student was selected a topic for the research project from core area or management subject and finalized with his/her subject in charge

c) The guide for each group guided on how to go ahead with the research survey on selected topic, read the findings, record it and make a final report.

d) Here the role of an in charge guide is guiding you for the topic selected by you for that attendance is compulsory in each lecture.

4. Please note the following points which are expected by each student of second year-

a) Each student is expected to submit your assignment for research work to your guide as per the date prescribed by your guide marks will be given for that by each guide as per university guidelines

b) Those were failed to submit their work will not be eligible for this marks

c) You will do thorough research work and submit the Research project to your teacher by March first week (Date guide can confirm)

d) Make sure all the work you carry out should be authentic; no COPY work (plagiarism) to be done by somebody else otherwise the action would be taken.

e) You will have to do the presentation (Keep your PPT ready for the same) and the Viva would be conducted by an external examiner as part of Final examination.

5) This is also to inform you all that students those who are not attending, remaining absent or not submitting their work (assignment) on time, will not get promoted to the next Academic year 2021-2022

Prof. Savita Giri
Course Coordinator/Asst. Professor
Department Of Hospitality
Date: 26 Feb 2021

Minutes of the B.Sc.-I.T. Department meeting on 1st April 2021

The department meeting of B.Sc.-I.T. was held on 1st april 2021 The meeting was conducted online due to COVID-19 situation. It was hosted by department Coordinator Ms.A.N.S.Sarvani. all faculty members , full-time and visiting as well , attended the meeting. I was held on zoom online meeting platform.

In the view of the upcoming examinations the below points were discussed and decided by the members. :

1. Coordinator , Ms. A.N.S.Sarvani conveyed to members about the dates given by examination committee on the previous day.

Semester-II and semester-IV theory examination : 22nd April 2021

Semester-VI theory examinations : 10th May 2021

End date for practical examinations of semester-II & IV : 15th April 2021

End date for practical examinations of semester-VI : 20th April 2021

- Syllabus completion dates are extended till the last date of the practicals.
 - All practicals and project viva exams are to be conducted online. (we can follow the previous semesters' format)
2. All faculty members have discussed and decided the below points regarding the practical examinations.
 - Marks bifurcation : viva(10) + journal(10) + practical(30) [for practical , we may give them questions to answer or programs to execute and get output etc. which has to be done live during the practical session. proof of this work shall be submitted by the student immediately within the given time.]
 - All students must follow the below given format for the practical journal. (*see next page*)
 - Marksheet and que.paper formats are the same as in the previous semester.
 - Records/proofs of attendance and performance of all examinations should be maintained.(journal , ans.sheet , attendance through edfly-zoom / goolge classroom)
 - 20 students per session should be taken for evaluation.
 - No attendance rules. Class performance marks are on faculty's discretion.
 - Kindly use the same google classroom which we have used for internal examinations (linked to bscit.andrews@gmail.com) to collect practical journals and practical answer sheets.
 3. Ms. Sarvani asked each member to inform their available dates to conduct practical exam in their respective subject , so that the department can confirm and inform the practical schedule to students by the next day. All members agreed and responded positively on that note.
 4. AOB : NIL

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Minutes of the B.Sc.-I.T. Department meeting on 28th December 2020

The department meeting of B.Sc.-I.T. was held on 28th December 2020. The meeting was conducted online due to COVID-19 situation. It was hosted by department Coordinator Ms.A.N.S.Sarvani. The other two full time faculty members Mr. Neeraj Shukla and Mr. Rachel Shinde were present.

Points discussed were as below :

1. Planning 10Hr.s course as per principal's instruction :
Coordinator Ms. A.N.S.Sarvani had asked members to provide their inputs regarding any skill development courses that can be conducted by the department as per the suggestion from the principal.
Members conveyed that they will search for any suitable resource persons in the topics that are much helpful for the IT students. They also queried about the norms and conditions like remuneration for the resource persons , students fee , level of the students , in-house/out-house etc.
Ms. Sarvani said she will convey these points in the upcoming staff meeting
2. Next semester timetable.
Members confirmed their subjects and lecture slots for the upcoming semester's timetable.
3. Planning to conduct any events / course for students during staff FTP. (Nathan's offer)
Ms. Sarvani shared an email from IT alumni Mr.Nathan D'penha which says about his offer to conduct various seminars / courses for the current IT students of the department. Members responded very positively and felt that the department should welcome such offers. They also suggested that the dept should check the possibility of running above mentioned (point 1) courses through him.
4. Reminder about syllabus plans / syllabus completion forms.
Ms. Sarvani reminded members to send syllabus plans and syllabus completion forms as asked by the iqac/criteria heads.
5. FY marksheet submission.
Ms. Sarvani also reminded the members to fillup and submit Semester-I marksheets by the deadline date.
6. Any Other Business. : NIL

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MINUTES OF THE B.M.S DEPARTMENT MEETING HELD ON 14th SEPTEMBER 2020.

A virtual Department meeting was held on Monday 14th September 2020 at 1.10 pm via Zoom

The following members were present:

Mrs. Melanie Dsouza (Co-ordinator / Vice Principal)
Dr. (Mrs.) Sharon GonsalvesDurham
Mrs. Roshani Bhatu
Ms. Ruth Sequeira

AGENDA

- To discuss the online exams, TY Vivas and FY orientation

❖ Examination:

1. External Vivas:

- Vivas will be conducted on zoom and must be recorded
- In case the student cannot connect on zoom, it will be done on a normal call, however it must be recorded
- We have to schedule the zoom meeting
- We also have to ensure there is a smooth flow throughout
- We also have to be present during the viva and record the meeting

2. TY Exams:

- Nationals is our lead college
- There will be different whatsapp groups for each subject
- The cluster colleges together have to come up with 250 questions
- University stated the questions should be only from the syllabus completed up to 13th March
- Mention in the cluster college group the syllabus you have completed and in case you have not covered a topic mention that to
- Once the lead college compiles the 250 questions, they will send it back to us and then we send it to onfees
- MCQs need to be sent to onfees module wise
- 25 questions per module
- The question bank must not be sent to the students
- All colleges withing the cluster will have the same timetable
- Questions should be set in the format Ms. Kashmira sent

- Also go through the document Mr. Ritesh sent on the group
- Lead college will reply about the seat numbers of the SFC students
- We will have a mock test on Thursday
- Please inform the students there will be no revaluation

3. ATKT Exams:

- We set the paper
- Mrs. Melanie will let us know if our subject is there after speaking to Jean ma'am
- We have to send this paper by 18th September
- Ms. Jean will give the list of ATKT students, this is only for the TY batch 2019-20

❖ **Announcements:**

- FY orientation was held today at 11.30 am. We as full-time faculties have to be strict with them right from the start
- We also need to plan an orientation for the FY students, maybe next week, date has to be decided after coordinating with the SY and TY students too
- Mrs. Melanie will send us an email with revised department duties, after which we will have another meeting

The above Minutes have been commonly agreed upon by the members of the B.M.S Department.

SIGNATURES

Mrs. Melanie Dsouza (Co-ordinator / Vice Principal)	
Dr. (Mrs.) SharonGonsalves Durham	
Mrs. Roshani Bhatu	
Ms. Ruth Sequeira	