

Shikshana Prasaraka Mandali's
RamnarainRuia Autonomous College
 Matunga, Mumbai 400019
 Minutes of the 4th meeting of the
Academic Board
 Held on Monday, 18 March, 2019

The 4th meeting of the Academic Board of the Ramnarain Ruia Autonomous College was held on Monday, 18 March, 2019 at 11:00 am, at the Conference Room, Ramnarain Ruia Autonomous College, Matunga, Mumbai-400019.

The following members were present.

Sr. No.	Name of the Person	Designation & Department
1.	Dr. Anushree Lokur	I/C Principal
2.	Dr. Sujata Suvarnapatki	Member Secretary
3.	Dr.Mohsina Mukadam	Principal's Nominee
4.	Dr. Varsha Shukla	Principal's Nominee
5.	Dr. Jessy Pius	IQAC Coordinator
6.	Dr. Sunil Shankhadarwar	Exam In- charge
7.	Prof. S. D. Samant	Former Head, Department of Chemistry, ICT, Mumbai,
8.	Dr. Uday Salunkhe	Director of the Welingkar Institute of Management Development & Research, Mumbai
9.	Dr Hrishikesh Soman	Principal, Symbiosis College of Arts and Commerce, Pune
10.	Dr Uttara Sahasrabuddhe	Professor of International Relations, Department of Civics & Politics, University of Mumbai
11.	Prof. Sunil Bhagwat	Professor, Institute of Chemical Technology,
12.	Dr ManjiriKamat	Professor, Department of History, University of Mumbai
13.	Dr. Urmila Moon	Head, Dept. of Commerce

14.	Dr. Aditi Abhyankar	Head, Dept. of Economics
15.	Dr. Arjun Kharat	Head, Dept. of English
16.	Ms. Anjore Deshpande	Faculty, Dept. of French
17.	Dr. Pravinchandra Bisht	Head, Dept. of Hindi
18.	Dr. Louiza Rodrigues	Head, Dept. of History
19.	Ms. Priyanka Desai	Head, Dept. of Mass Media
20.	Ms. Leena Kedare	Head, Dept. of Marathi
21.	Ms. Vatsala Pai	Head, Dept. of Philosophy and Psychology
22.	Ms. Gayatri Lele	Faculty, Dept. of Political Science
23.	Dr. Vaishali Dabke	Head, Dept. of Sanskrit
24.	Dr. Sachin Palekar	Head, Dept. of Bioanalytical Sciences
25.	Mr. Prashant Masali	Head, Dept. of Biochemistry
26.	Ms. Supriya Kale	Head, Dept. of Biotechnology
27.	Dr. Sucheta Ketkar	Head, Dept. of Statistics
28.	Dr. Sunita Shailajan	Head, Dept. of Botany
29.	Dr. Jyoti Patwardhan	Head, Dept. of Chemistry
30.	Ms. Megha Sawant	Head, Dept. of Computer Science and Information Technology
31.	Dr. Seema Shinde	Head, Dept. of Life Science
32.	Dr. Rajeshwar Andhale	Head, Dept. of Mathematics
33.	Dr. Anushree Lokur	Head, Dept. of Microbiology
34.	Dr. Vijay Mayekar	Head, Dept. of Physics
35.	Dr. Vaishali Phusate	Head, Dept. of Zoology
36.	Dr. Sanchita Chaudhuri	Head, Dept. of Green House Management
37.	Dr. Sasikumar Menon	Head, Dept. of Pharma Analytical

		Sciences
38.	Ms. Amrita Gokhale	Head, Dept. of Tourism and Travel Management
34.	Dr. Himani Chaukar	Chairperson, Foundation Course

I/C Principal, Dr. Anushree Lokur welcomed all the Members to the Fourth Academic Board Meeting held on 18 March, 2019 at 11:00 am. She introduced the Member Secretary Dr. Sujata Suvarnapatki who took the meet forward. She welcomed all members of the Academic Board and briefed the chair on the new composition of the Board, proceeding with introduction of the Members on Board. This was followed by a brief introduction of all the Heads of the 28 Departments in the College.

The meeting proceeded with Dr. Lokur in the Chair. She addressed changes made in the overall functioning and setup of the College post Autonomy highlighting workshops arranged by the IQAC for faculty development and professional growth, in sync with the College philosophy for syllabi revision and quality maintenance of the teaching-learning process. This included varied and technologically progressive practices like using Moodle, Flipped Classrooms, Question paper vetting through blueprint submission along model of Bloom's Taxonomy, introduction of various extra credit Certificate Courses and so forth.

The Member Secretary then took the meeting forward with the Agenda for the day.

Agenda item No.01: To confirm the minutes of the previous Academic Board Meeting held on 6th July 2018

Before confirming the minutes of the previous meeting, Dr. Sujata Suvarnapatki briefly spoke on amendments made to the process of conducting Board of Studies meeting for each department, highlighting that post the previous meeting and suggestions thereof, this years Board of Studies meetings for all departments were held simultaneously on predesignated dates and times and the entire activity was smoothly and efficiently carried out.

The Minutes of the last meeting, 6 July, 2018, were placed before the members and resolutions passed therewith were reiterated.

Agenda item No.02: To scrutinize and approve the proposals for the year 2018-19 with or without modifications made by the subject boards with regards to courses of studies, academic regulations, curricula, syllabi and modifications thereof, any instructional and valuation methods, procedures relevant thereto, etc.

Dr.Suvarnapatki explained that many departments had recomposed their BoS this year and suggestions of previous members as well as those of parents and students, modalities for assessments, review of Question papers and introduction of supplementary Certificate Courses, were all incorporated in the Agendas and unanimously passed by the new BoS. Syllabi for most departments had been passed in the last meeting. Some departments made minor changes, additions / omissions from their syllabi as per suggestions from members given during the previous meeting, as well as to align the syllabi with industry and academic requirements. The details of the same are given in below table:

List of departments (UG/PG)			
No change		Change	
Arts	Science	Arts	Science
Philosophy	Pharma Analytical Sciences	Economics	Biotechnology
Foundation Course	Information Technology	History	Bioanalytical Sciences
Tourism and Travel Management		Commerce	Chemistry
		Political Science	Botany
		English	Computer Science
		French	Physics
		Psychology	Biochemistry
		Sanskrit	Life Science
		Mass Media	Zoology
			Microbiology
			Mathematics
			Green House Management

Dr. Salunkhe requested to know the criterias for changing syllabi which was justified by the Member Secretary by briefing th Board on changes in syllabi in terms of introduction of new units, reshuffling of the existing Units based on weightage of the topics as also to bridge gaps between industry requirements and academics. Dr. Lokur added that the changes were governed by percentage and not simply made to effect change. A limit of 20% of gradual change to the syllabi was accepted by every BoS. She also stated the demography of students was a major contention and criteria for effecting changes in syllabi whereby, internships, project-based assessments have now been added as core components of the teaching-learning process. All these changes have been brought into effect only after due consultation with industry experts and alumni.

Dr. Kamat also suggested to adopt an inter-disciplinary approach and transfer of credits at Third Year level. However, the Board agreed that Choice-based subject offering would be difficult at the present juncture but the same was offered for Applied Component and is working successfully.

The Credit system for all the Programmes was briefly explained to the members. It was suggested by Dr. Hrishikesh Soman to send a short version of the syllabi to the members of the Academic Board before the meeting so as to give them all a brief idea on the agenda. He also encouraged self-learning in form of E-modules, online resources that could be shared with students. Since this was the College's second year of autonomy, Dr. Soman also reiterated the importance of understanding and following new NAAC guidelines which lay stress on well-defined programme outcomes, further division of subject outcomes and finally syllabi outcomes. He emphasized on the importance of documentation of all activities conducted by the College. Dr. Samant and Dr. Salunkhe seconded the above by stating that every year minimum 02 BoS review meetings should be held for the same.

The members were then given a brief idea of the novel changes and best practices of various departments after autonomy and syllabi revision viz. Chemistry Department's novel approach to conducting internal assessments via online applications accessible through mobile phones, Pharma Analytical Sciences' 60% weightage given to skill based and hand-on internal assessments as well as introduction of Research Methodology, blogging and many other effective assessment techniques.

The Member Secretary asked the permission of this body to allow these changes in the syllabus and it was resolved that these changes will be implemented from the academic year 2019- 20.

Proposed by:Dr. Sasi Menon **Seconded by:**Mrs. Vatsala Pai

Resolution Nos.

AB/II (17-18).3.RUA1

AB/II (17-18).3.RUA2

AB/II (17-18).3.RUA3

AB/II (17-18).3.RUA4

AB/II (17-18).3.RUA9

AB/II (17-18).3.RUA10

AB/II (17-18).3.RUA11

AB/II (17-18).3.RUM

RESOLVED THAT the changes in the syllabi of the subjects of all Subjects under Arts Faculty including following subjects whereby changes in syllabi were reflected, as recommended by the respective Subject Boards are approved with the requisite credits and corresponding number of lectures.

Name of the Subject	Proposed by	Seconded by
Economics	Dr. MohsinaMukadam	Dr. Urmila Moon
History	Dr. Aditi Abhyankar	Dr. RajeshwarAndhale
Commerce	Dr. Pravinchandra Bisht	Dr. Jyoti Patwardhan
Political Science	Dr. Sucheta Ketkar	Dr Vaishali Dabke
English	Dr. Pravinchandra Bisht	Ms. Megha Sawant
French	Dr HimaniChaukar	Dr. Vaishali Phusate
Psychology	Ms. Supriya Kale	MsAnjor Deshpande
Sanskrit	Dr. Arjun Kharat	Dr. SachinPalekar
Mass Media	Ms. Leena Kedare	Mr. Prashant Masali
Economics	Dr Vaishali Dabke	Dr. Vijay Mayekar

Resolution Nos.:

AB/II (17-18).3.RUS1

AB/II (17-18).3.RUS2

AB/II (17-18).3.RUS3

AB/II (17-18).3.RUS4

AB/II (17-18).3.RUS5

AB/II (17-18).3.RUS6

AB/II (17-18).3.RUS7

AB/II (17-18).3.RUS8

AB/II (17-18).3.RUS10

AB/II (17-18).3.RUS12

RESOLVED THAT the changes in syllabiof the subjects of all Subjects under Science Faculty including following subjects whereby changes in syllabi were reflected, as recommended by the respective Subject Boardsare approved with the requisite credits and corresponding number of lectures.

Name of the Subject	Proposed by	Seconded by
Bio-Analytical Sciences	Mr. Vijay Mayekar	Dr. Louiza Rodrigues
Bio-Chemistry	Dr. Jyoti Patwardhan	Dr. Sasikumar Menon
Biotechnology	Mr. Prashant Masali	Ms. Supriya Kale
Botany	Dr. Varsha Shukla	Ms. Sucheta Ketkar
Chemistry	Ms. Sucheta Ketkar	Dr. RajeshwarAndhale
Computer Science	Dr. Seema Shinde	Dr. Sunita Shailajan
Life Science	Dr. SachinPalekar	Dr.Urmila Moon
Bio-Analytical Sciences	Dr. Vaishali Phusate	Ms. Priyanka Desai
Bio-Chemistry	Ms. Megha Sawant	Dr HimaniChaukar
Physics	Ms. Supriya Kale	Dr. Vatsala Pai
Zoology	Dr. Seema Shinde	Dr. Pravinchandra Bisht

Resolution No.:**AB/II (17-18).3.RUV1****AB/II (17-18).3.RUV2****AB/II (17-18).3.RUV3**

RESOLVED THAT the changes in the syllabi of all subjects unde B. Vocational Programme including the subject of Green House Management whereby changes in syllabi were reflected, as recommended by the respective Subject Boardsare approved with the requisite credits and corresponding number of lectures.

Name of the Subject	Proposed by	Seconded by
Green House Management	Ms. Amrita Gokhale	Dr. Sasikumar Menon

Agenda item No.03: To frame rules for the conduct of examinations, rules of students' evaluation

The Exam In-charge apprised the members of the last meetings amendments and recommendations, explaining the 60 external/ 40 internal evaluation pattern. The member secretary then presented the proposal for Separate Passing scores for Internal and External examinations for all Programmes, justifying the same so as to assure quality skill development and assessment of students. It was further observed through the last academic year that combined passing led to rise of overall percentage of students passing, however there was steady fall in the Grades of the students passing in each grade category.

The members deliberated the idea and proposed Gracing as a viable consideration. Attendance of students was also emphasized as an important criterion for ATKT along with counselling of those students who under-performed. Dr. Samant and Dr. Soman both suggested altering the practice of revaluatioun and providing photocopy of the answer booklets to students. However, they recommended verifying the rules laid down by the High Court for the same before effecting the change in the new year.

It was also made clear by the Exam In-charge that students were permitted to appear for Additional exams only in case of missing regular exams on medical grounds or College representation for Sports, that too at discretion of the Principal. Dr. Salunkhe also propped taking an official, notarized Undertaking from students at the start of the Term and agreed to shared the template used at his Institute.

The number of attempts for ATKT exams was reiterated to be **03 (03 Semesters)**, immediately after attempting regular examination.

Further suggestions by Dr. Soman included maintaining digital copies of marksheets indefinitely, with physical hard copies of both answer sheets and marksheets being destroyed every FIVE years.

The above changes were unanimously passed by the Board.

Proposed by:Dr. Sasi Menon **Seconded by:**Ms. Sucheta Ketkar

Agenda item No.04: To institute and recommend to the Board of Management proposals of new programmes/Certificate Courses/Diploma Courses of Studies.

Dr. Sujata Suvarnapatki placed the Certificate Courses structure before the Board, explaining that each course open to all in-house students, irrespective of department to which the belonged, worth 02 Additional Credits and charged separately.

The list of Certificate Courses proposed by the Arts departments is as below:

Duration: **30 Hours Each**

Credits: **2**

Sr No	Name of the Department	Name/s of the Certificate Course/s Proposed
1	Commerce	Certificate course in Introduction to Financial Accounting
2	Economics	Certificate course in Applied Economics
3	English	Certificate course in Effective Writing in English
4	French	Certificate course in Conversational Class in French : Intermediate level
5	History	1) Certificate course in Heritage of Mumbai 2) Certificate course in Introduction to U.P.S.C. Examination
6	Philosophy	Certificate course in Critical thinking
7	Political Science	Certificate course in Films-a language of Politics
8	Psychology	Certificate course in Child psychology
9	Sanskrit	Certificate course in Basic Sanskrit

The list of Certificate Courses proposed by the Science departments is as below:

Duration: **30 Hours Each**

Credits: **2**

Sr. No	Name of the Department	Name/s of the Certificate Course/s Proposed
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1	Bioanalytical Sciences	<ol style="list-style-type: none"> 1. Certificate Course in Pharmacovigilance 2. Certificate course in Pharmacognosy & Phytochemistry, 3. Hands on training Certificate course on Introductory Bioanalysis
2	Biochemistry	Certificate Course in Food Science & Quality Control-Level 1, 2, 3
3	Biotechnology	Certificate Course in Bioenergy
4	Botany	<ol style="list-style-type: none"> 1. Certificate Course in Aquascaping and Interior scaping: Botany and GHM department in association with Urban Landscaping, Mumbai. 2. Certificate Course in Applications of chromatography and Method Validation: Botany and Anchrom India Pvt. Ltd. 3. Certificate Course in Hands on training on Chromatography and pre-clinical studies: Botany and PAS department.

The Board deliberated on the structure of the Courses, their respective syllabi, the in-take capacity of these programmes and the fee structure to be recommended for the same.

Dr. Soman, suggested increasing the Credits to 03 as that would be in sync with international weightage for such courses.

Dr. Kamatsuggested reviewing the UPSC course and modalities of offering the same as a Credited Certificate Course.

Dr. Bagwat recommended Technical writing especially for the field of Sciences in addition to Communication Skills for better writing and research presentation. Another suggestion by Dr. Soman was to grade the courses rather than only offering Credits and discuss the assessment pattern with the College Exam Cell.

It was RESOLVED THAT institution of a new programmes as listed above and as given in the proposals forwarded by the respective departments, is recommended to the Board of Management for approval and necessary further action to be passed through circulation before the next Academic Board meeting.

Proposed by: Dr. Sunita Shailajan, **Seconded by:** Dr. Sucheta Ketkar

Agenda item No.05: Any other matter with the permission of the Chair.

Dr. Hrishikesh Soman, with agreement of the entire Board, emphasized on an inter-disciplinary approach among the Arts and Sciences allowing for real holistic growth of students and application of the duties and powers of entailing educational autonomy awarded to institutions.

As there was no further business the meeting ended with a Vote of Thanks by the Member Secretary to the Chair.

The meeting closed at 12:45 pm IST

Dr. Sujata Suvarnapatki
Dean, Academic Affairs and Member Secretary, Academic Board

Minutes Approved by

Dr. AnushreeLokur
I/C Principal, Chairwoman, Academic Board