

**COLLEGE DEVELOPMENT COMMITTEE (CDC) Meeting Minutes 20-9-22**

All members participated in the meeting.

<b>COLLEGE DEVELOPMENT COMMITTEE (CDC)</b>	<b>Statutory</b>	Ms. Philomena Sequeira	Chairperson/President
		Ms. Sabeena Gonsalves	Vice President of the Management
		Dr. Anuradha J. Bakshi	I/C Principal of the College [Member Secretary]
		Ms. Noella Dias	Secretary of the Management
		Ms. Jacqueline Colaco	Coordinator, Internal Quality Assurance Cell (IQAC) of the College
		Ms. Vibha Hasija	Head of Department Nominated by the Principal or the Head of the Institution
		Dr. Pratima Goyal	Teacher in the College or Recognized Institution
		Dr. Kamini Rege	Teacher in the College or Recognized Institution
		Dr. Roopa Rao	Teacher in the College or Recognized Institution
		Dr. Satish Kumar	Local Member Nominated by the Management in Consultation with the Principal
		Prof. Bipin Jojo	Local Member Nominated by the Management in Consultation with the Principal
		Dr. Ronald Yesudhas	Local Member Nominated by the Management in Consultation with the Principal
		Ms. Nidhi Somani	Local Member Nominated by the Management in Consultation with the Principal
Mr. Vijay Almeida	Non-Teaching Employee Elected by Regular Non-Teaching Staff from amongst themselves		



## AGENDA

1. Welcome & greetings
2. Introduction of new participants, new roles
3. Reading of Minutes & ATR; passing the minutes
4. Updates &/or Concerns:
  - a. NIRF Update & suggestions (Ms. Jackie Colaco to briefly present)
  - b. IQAC Update:
    - AQAR submission
    - Ms. Jackie's brief presentation
  - c. Admissions:
    - Status (Dr. Bakshi to share status)
    - Promotional strategies (Dr. Roopa Rao to briefly present)
    - Evaluation & Suggestions; hostel admissions (cost, vacancy, options)
  - d. Transition year
    - Post pandemic
    - New vocational courses: multi-faculty; NEP 2020
    - ERP transition
  - e. Academic calendar related achievements/updates
  - f. FDP for strategic planning: Update
    - Vision, Mission, Goals, Industry-ready Qualities & Graduate Attributes
  - g. Avishkar Update (Dr. Kamini Rege to briefly present)
  - h. Leadership and governance Update (Committees)
  - i. Building Visibility: Update on potential collaboration with HR Rotaract Club
  - j. NEP 2020 related suggestions invited
  - k. RUSA Update
  - l. Formulation of the Ethics Committee
  - m. Recruitment & CAS Update:
    - Staff recruitment update
    - First Professor Update: Prof. Dr. Subhadra Mandalika
    - Other CAS Updates



### 1. Welcome & greetings

The meeting began with a prayer by Dr. Bakshi

Ms. Philomena thanked all the members for being part of College Development Committee . Collaborative help is appreciated by Ms. Philomena.

### 2. Introduction of new participants, new roles

Dr. Bakshi officially congratulated the following members

- Ms. Philomena Sequeira for taking up the role of the President of Nirmala Niketan Institute
- Ms. Sabeena Gonsalves for taking up the role of the new Vice President of Nirmala Niketan Institute
- Dr. Yasmina D Avari for taking up the role of the New Director of Self-Financed courses
- Ms. J. Colaco for taking up the IQAC Convenor from June 2022
- Ms. Cheryl Machado for taking up as Office In charge from February 2022

### 3. Reading of Minutes & ATR; passing the minutes

The minutes of the previous meeting were read and passed.

Ms. Philomena Sequeira suggested that next time the minutes of the previous meeting could be circulated.

### 4. Updates &/or Concerns:

#### Avishkar Update

Dr. Bakshi appreciated the Avishakar Team. Dr. K. Rege presented a brief report.

Dr. K. Rege updated the members about the numerous awards received by the college for the 15<sup>th</sup> and 16<sup>th</sup> Avishkar Inter Collegiate Institute Department Research Convention (2020-2021 & 2021-2022). The Overall Championship Trophies received for each of these years were displayed to the CDC members. The college team was felicitated by the Honorable Vice Chancellor Prof. Pednekar on 5<sup>th</sup> September 2022 at Pherozshah Mehta Bhavan Auditorium, University of Mumbai, Kalina. We are also proud that Dr. Roopa Rao is a Core Committee member at the University Level for Avishkar Research Convention, and Dr. Rege as the Teacher Coordinator, is in-charge of all student research competitions (including Avishkar) at the college level. Currently, we are in the process of preparing for the 17<sup>th</sup> Avishkar Research Convention.

An outstanding achievement for the college was that the Department of Students' Development, University of Mumbai, invited us to host and collaboratively organise the Workshop for Zone 1 Mumbai 1 for training and orientation of the Zone 1 teacher coordinators and student participants for the 17<sup>th</sup> Inter-collegiate/Institute/Department Avishkar Research Convention, on 23<sup>rd</sup> July 2022.

#### IQAC Update: AQAR submission

AQAR submission – Dr. Bakshi informed the members that AQAR of 2020-21 was submitted on 9<sup>th</sup> May 2022. There was some editing in the data to be done hence the AQAR was reopened for editing on 12<sup>th</sup> May 2022. It was successfully edited and resubmitted on 19<sup>th</sup> May 2022 and approved on 20<sup>th</sup> May 2022.



AQAR 2021-2022 – Dr. Bakshi informed the members that Dr. Pratima Goyal is spearheading the process for preparing and uploading the AQAR 2021-2022. The new teams will work with Dr. Goyal as the IQAC teams have been changed.

Reconstitution of the IQAC – Dr. Bakshi informed the members that in the new academic year, the new IQAC was constituted. The new teams will work with Dr. Goyal for the AQAR 2021-2022 except that Dr. Goyal and Ms. Colaco will switch roles for Criterion VI.

Concern: Alumni Association

One area of repeated concern in the AQAR was that of Alumni participation & registration of the Alumni Association. Dr. Bakshi brought this up. Regrettably, the Alumni body was not yet registered despite repeated inquiries and requests. Dr. Pratima said that she had spoken with the partner of M.D. Shah and Company regarding the registration of Alumni. Ms. Vibha and Dr. Pratima will do the follow-up with M.D. Shah and company.

Dr. Ronald mentioned that the College of Social Work Nirmala Niketan has a registered Alumni body but change reports are not filed. Professor Jojo mentioned that TISS has many Alumni registered bodies. Plus there is one Alumni body which oversees the activities of all the multiple Alumni registered bodies. Dr. Satish said that the Alumni Cell is important for conducting activities. Ms. Vibha mentioned that the Alumni Association of the college was an active body. But it is not formalized as it is not a registered body. Dr. Bakshi observed that the Alumni of College of Home Science Nirmala Niketan appears to have allegiance to the department rather than to the College. Sr. Philomena said that that too was helpful. College alumni help as resource persons and as placement recruiters.

Suggestions received were: To have college digital media accounts and not just department digital media accounts.

Update: Academic Calendar

Academic calendar - The teaching terms and dates – Dr. Bakshi mentioned that for the first time in many years the College had started TY. B.Sc lectures from 20<sup>th</sup> June 2022. The College this year has adopted a proactive approach to the Teaching terms.

Concern & Update: MoUs

MoUs were mentioned in the last College Development Committee. Dr. Bakshi mentioned that several MoUs are in the pipeline.

HR Policy document Update: The College has reconstituted the IQAC and the various Committees. The Committees comprises new staff and student members. The Convenor of each committee is to be given the guidelines for that committee.

Update: Placements

Dr. Roopa Rao updated the members about the activities and efforts of the college Employment Placement Cell.

Concern: BOS

The Ad Hoc Board of Studies for Home Science needs to be reconstituted at the University Level.



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### Concern: Students' Financial Difficulties

The College has experienced Financial difficulties since great number of students are paying instalments.

Quick update of RUSA – received and utilized 1 crore. The government had asked RUSA to make presentations about the utilization of the first crore before releasing the second crore. We had furnished information multiple times. We are awaiting the second crore to be released. The second crore is needed for the upgradation of the labs, including the 4<sup>th</sup> floor food laboratory (multi-purpose lab.) which had recently had flooding.

### NIRF Update & Analysis: Improving the Perception of our College

Ms. Jackie presented comparative analysis of our performance on NIRF. The College will have to work on “perception”. Dr. Bakshi said that we need to create a brand image at national and international levels. Dr. Satish shared that visual media helps in creating more publicity of the College. A video showcasing the structure and infrastructure of the College needs to be created. Dr. Ronald mentioned that both the Colleges were known better as Nirmala Niketan rather than College of Home Science or College of Social Work. Dr. Bakshi mentioned that NIRF data capturing asks for the various names of the College but whether these are used when the external assessment of publications and perception are done is not known.

Also: We are niche area college which also means that everyone may not know about us. Although, in the National Education Policy 2020, single faculty colleges are to be phased out. Single faculty colleges are to transform into Multidisciplinary colleges. Unaided will become more and more common. Collaborations are the need of the hour. Ms. Vibha spoke of Inter departmental webinars for lay people, which may improve our visibility.

Dr. Rege – Criteria III grade is good. We have good research.

However, our NIRF assessment for research is also low. NIRF uses an external body evaluation for Research and Publications as well and this will be through the name of the college appearing in the way that NIRF recognises it when the teacher or student publishes their work. On the other hand, NAAC requests a list of publications from the college and the external body works to approve or reject items from that list. However, in this latter case, at least all publications are made available to NAAC.

The staff are encouraged to put their profile along with the College name. All teachers must make their ORCID and Vidwan Ids.

Dr. Ronald suggested that the staff need to be guided to write in Web of Science and Scopus journals.

Perception – we need to widen coverage outside Mumbai. The College needs to possibly to organised and conduct a refresher course. Perhaps enlist the help of Brand-building professionals.

Ms. Vibha Hasija suggested that we write to Wikipedia.

Mr. Vijay spoke of publicity through newspaper. Dr. Satish suggested that various language papers (i.e. Hindi, English and Marathi) could be utilized for publicity. Prof Jojo mentioned that faculty must go for conferences and interact with more professionals across the country.



Alumni members need to be contacted. Even the Parents of students can help. We need to update our various activities on the college website. The college website should be attractive. Dr. Satish said that email signatures of all faculty should have complete details including the college name, their ORCID and Vidwan identities

Concern, linked to Perception and Visibility: Admission Status & related suggestions  
Dr. Bakshi said that we are not meeting our intake capacity at some levels.

(Dr. Bakshi welcomed Ms. Nidhi Somani.)

Admissions is a major concern. First at our JC level, which is the feeder unit of the senior college. JC has an intake capacity of 160 at FY JC (XI standard) and SY JC (XII standard) level, and originally at senior college also we had an intake capacity of 160 at FYBSc. This year only 83 students graduated from SY JC as opposed to higher numbers several years ago; last year 118 graduated. Therefore, the drop in JC admissions began in 2019-2020, with 118 graduating in 2020-2021 from XIIth standard. This worsened in 2020-2021, with 83 graduating in 2021-2022 from XIIth standard.

Originally at senior college also we had an intake capacity of 160 at FYBSc, but Principal Dr. Perpetua Machado got approval from UoM to increase this intake to 200 as some students leave the college after taking admission when the NEET results are out. She had reasoned that after these students leave, we could be 160 instead of starting out with 160 and then dropping below 160.

In the current year, 60 students from the 83 of our JC had taken admission in senior college and the remaining 100+ students are not from our JC. The drop in admissions is largely from our feeder unit, whereas we have more students this year from outside the college.

Dr. Bakshi also shared about the JC Sanchya Manayata problem. The School Board does not recognize two divisions and therefore at the JC we have one instead of two divisions at each level, and in the School Board's view, we are over-staffed. Staff retrenchment remains a very serious concern at the JC level.

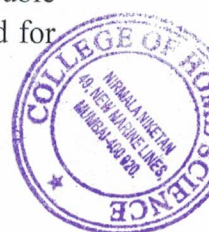
Intake is also a concern for MSc in Textile and Fashion Technology, MSc in Sports Nutrition, and also the intake capacity was not optimised for the newly transitioned UoM affiliated certificate and diploma courses of the erstwhile Nirmala Niketan Polytechnic; the lowest intake is of the Certificate in Home Science course, with 5 students enrolled against an intake of 25 students.

Dr. Satish reiterated that we needed to start an MA or MSc in Psychology.

For the JC, our students are not eligible for engineering or medicine as there is no Maths or Physics in the curriculum. Ms. Vibha Hasija and Dr. Bakshi suggested exploring having unaided section of Maths and Physics, or private Maths and Physics. One obstacle there is that for Physics, the student has to use a laboratory facility.

It was mentioned that NEP 2020 recommends that JC be merged into schools rather than colleges. Goa and Maharashtra are the only two states having Junior Colleges.

We lost students due to the cost of our Hostel facilities being much higher, for example, double that of SNTD University. Several potential MSc TFT students stated that they had opted for SNTD University (Juhu) as because of the lower hostel fees.



Several B.Sc. and M.Sc. Level students withdrew their admission after being denied the hostel facilities. The hostel facilities are being offered to students from other colleges as well, and some of our own college students have been denied the hostel facilities on grounds on non-availability.

Suggestions: Scholarships to be provided for students for hostel fees. Dr. Pratima – Scholarships from CSR if possible. Dr. Ronald – Project based funding is possible. Dr. Kamini Rege – we need to identify other options of staying.

Ms. Jacqueline Colaco mentioned that we need to check places with proper security.

Dr. Roopa Rao also mentioned that we have done it.

Other developments/matters

We have a substantial demand for PhD enrolment. Therefore, we are completing our application for an increase in seats for PhD.

We finally got the Child Development subject approved by Board for the XIth standard.

Appreciation:

All of the previous Polytechnic programmes have been transferred to UoM affiliated certificate, diploma and advanced diploma programmes. As a result all the courses come under one leadership. Dr. Bakshi thanked the Management, especially Ms. Noella, for this excellent strategy.

Building Visibility: Update on potential collaboration with HR Rotaract Club

Dr. Bakshi briefed the members about the potential collaboration with the HR Rotaract Club and the possible benefits with regard to visibility & perception.

Ms. Philomena said that it will be discussed in the Governing Body meeting.

Concern: Need for reformulating the Ethics Committee (needed by our PhD students)

Dr. Satish suggested that an Institutional Ethics Committee be formulated. It could be a revenue earning for all. ICMR Guidelines need to be followed for constituting the Ethics Committee. The Committee will be in the name of Nirmala Niketan Institute. Dr. Satish said that the Chairperson of the Ethics Committee has to be an independent person and cannot be from the college.

Concern & Appreciation: Staffing and Recruitment against vacancies

Dr. Bakshi informed that there are more vacancies in teaching staff due to retirement. Dr. Bakshi thanked the Management for three Full-time staff for the FPP/SN MSc programmes and the PG Dietetics and Applied Nutrition programme, one full-time teacher for the teacher who is on maternity leave and the numerous CHB appointments. Dr. Bakshi mentioned that Faculty retention is essential or we may lose them due to less payment.

Dr. Bakshi informed that we need to revise the fees for Self-financed programmes in order to offer better remuneration to the Visiting Faculty and the full-time appointments for self-financed programmes.



CAS UPDATES – The College of Home Science is proud to announce its First Professor – Professor Dr. S.Mandalika w.e.f on 26<sup>th</sup> February 2022.

CAS Updates – 4 cases for Promotion are in process

- 1) Dr. Anuradha J. Bakshi from Associate Professor to Professor
- 2) Dr. Vishaka Karnad from Associate Professor to Professor
- 3) Dr. Kamini Rege from Associate Professor to Professor
- 4) Dr. Ritu Madhan from Assistant Professor to Associate Professor.

Dr. Bakshi visited University, Fort Campus, for CAS applications several times.

IPR (ATR)

Dr. Ronald spoke of Patents and Copyrights. We need to work on policy documents. Dr. Yasmina spoke of the tie -up with Godrej for Internship of ID students. The furniture is made by our students. Dr. Yasmina informed the members that the Graphic Design team will contact Borosil Company for internship and collaboration. Their designs are original – Through NSP we need to pay/ give credit.

Concern: MSc CRM

Although in our Perspective Plan for multiple NAAC cycles, we do not have an MSc CRM academic programme yet. The permission was refused earlier. Ms. Sabeena Gonsalves, Vice-President, asked for clarification and Dr. Bakshi mentioned about the refusal letter received from the government stating lack of infrastructure and lack of OC for the college building.

Dr. Bakshi stated that at the time, three MScs were sent up for approval to start at the same time: An MSc in Ergonomics and Resource Management, and two in Textile and Fashion Technology. It may now be best to send only MSc in CRM up for approval, and to start afresh by having an MSc in Community Resource Management with Ergonomics as a subject rather than Ergonomics in the title of the academic programme. This was agreed upon.

IQAC Update: Strategic Planning

Ms. Jackie informed about strategic planning session. The industry-ready, the graduate attributes and so on were worked in draft form during the sessions. Those absent have also given their suggestions later. A core team is to work on finalising these.

Any Other Matter: Students’ Wearing Religious Costumes: Dr. Rege requested the discussion of this point.

Response: The College and Institution guidelines have to be clear regarding dress code in the College, for college activities. Dr. Ronald said the in College of Social Work there are guidelines for fieldwork. The rida (Bohri Muslim attire) discussion will have to be at the Institution level.

Concluding Remarks by the President/Chairperson

Ms. Philomena Sequiera placed on record Dr. Magy’s contributions. Her contribution towards growth of the college.

Ms. Philomena asked for clarification regarding the College name not featuring on Junior College Online Admission portal.





She was disappointed about hostel facilities. Deposit could be taken to protect the seats.

The Pros and cons of having the College used for the event conducted by HR Rotract Club on 2<sup>nd</sup> and 3<sup>rd</sup> December 2022 was discussed at length. The management will see to this matter later.

Good Teachers – Ms. Philomena encouraged the teachers to rise higher. To be active contributor sto the Institution.

Revision of the fees – Ms. Philomena mentioned that the fees of some courses needs to be revised.

Dr. Ronald – Multi-disciplinary guidelines. We need to work to get 3000 students to retain both the Colleges. Ms. Noella Dias said that the Management is having two meetings.

Thanks was proffered to all members for their contributions in the meeting, and for their time.

The meeting ended at 5.30 p.m. with the vote of thanks of Chair

