

\Shikshana Prasaraka Mandali's
Ramnarain Ruia Autonomous College
 Matunga, Mumbai 400019
 Minutes of the 6th meeting of the
Academic Board
 Held on TUESDAY, 2 JUNE, 2020

The 6th meeting of the Academic Board of the Ramnarain Ruia Autonomous College was held on TUESDAY, 2 JUNE, 2020 at 11:00 am, via Zoom online meetings platform.

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. | Prof. Sunil Bhagwat | Professor, Institute of Chemical Technology, |
| 11. | Dr. Manjiri Kamat | Professor, Department of History, University of Mumbai |
| 12. | Dr. Saroj Ghaskadbi | Professor, Department of Zoology, Savitribai Phule Pune University, Pune |
| 13. | Dr. Urmila Moon | Head, Dept. of Commerce |

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|-----|-------------------------|------------------------------------------------------------|
| 14. | Dr. Varsha Malwade | 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. | Dr. Vaibhavi Palsule | 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. Jessy Pius | 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 |

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|-----|---------------------|----------------------------------------------|
| 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 Sixth Academic Board Meeting held on TUESDAY, 2 JUNE 2020 at 11:00 am on Zoom Platform. She started the meeting by welcoming all the members to this very first online Academic Board Meeting.

She then instructed the Member Secretary, Dr. Sujata Suvarnapatki to begin the meeting proceedings.

Since there is no change in Member Council of the Academic Board, the Member Secretary then took the meeting forward with the Agenda points for the day.

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

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

Dr. Sunil Bhagwat suggested that we attach previous MoM with each mail correspondence and invitation for next meeting to ensure that all members are fresh with previously passed Resolutions.

This was unanimously passed by the Board.

Agenda item No.02: To scrutinize and approve the proposals for the year 2020-2021 (Odd Semesters) 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.

The Member Secretary had already sent across Table of Changes in Syllabi, if any, through email. This was once again shared with everyone and questions and queries were welcomed from the members.

It was reiterated that all Departments conducted online Board of Studies Meetings in the month of March-April 2020. Few departments had proposed and passed modifications to their Syllabi as well as proposed few Certificate Courses, details of which were on screen as well as shared through an extensive Excel document with all members.

Members all concurred that each Department must identify relevant and useful SWAYAM, NPTEL Courses.

A major change pertaining Program of Bachelor of Mass Media Course was passing of new nomenclature for the Program. This change of nomenclature and reasoning thereof was discussed and approved in the last Academic Board meeting. Head of Department of BMM, Ms. Priyanka Desai justified the change in nomenclature to widen scope of the Program The new nomenclature for the Program was stated to be Bachelor of Arts in Communication and Media (BACM) – She also informed the Board that this change has been passed by the BoS of their Department as well as that of the University of Mumbai.

This was unanimously passed by the Board.

Dr. Saroj Ghaskadbi rased a query on why there were several additions made to the syllabi of the Program for BSc. Biotechnology which was justified by the Head of the Department Dr. Supriya Kale by stating that the additions were made post feedback from industry to maintain balance in theory and practice.

Dr Bhagwat also queried the change in syallbi of the Program of BA in Marathi where a particular drama titled ‘Jambhul Vyakkyan’ was replaced with another. Head of the deoartment, Dr. Leena Kedare briefly explained that drama and literature revisions to the syllabi are made every three years to ensure that students are abreast with new and upcoming as well as long-established components of literature and performing Arts. She further explained that the topics and themes were selected as per students’ level of understanding with a progression from FY to TY - lighter topics for FY and more interpretative and analytical ones for TY level, thereby assuring systematic growth through art and culture and literature. All this was done only after consultation and feedback with ex-students, industry, peers and current students.

Dr. Bhgwat recommended strongly to consider controversies, political, socio-economic as well as cultural perspectives while revising the syllabi.

Dr. Soman queried if we set Program-Specific Outcomes and Course Outcomes giving due consideration to real time applicability of everything that is taught in classrooms. He reinforced that Change for the sake of Change would not be useful to students.

Principal, Dr Lokur proudly informed the Board that Ruia College was already abreast with the whole and that we had already conducted a Webinar for learning to draw meaningful Learning outcomes and Program-Specific Outcomes keeping in mind current changes that are taking place in academic instruction.

It was suggested that a separate discussion should be conducted for understanding Program Outcomes once all Departments revise their POs

Dr Samant recommended that we must have a Summary of POs for the next Academic Board meeting

The Member Secretary requested all Heads of Department to make note and minute the same along with any meeting held for discussions regarding designing POs.

Dr Salunkhe reminded everyone to understand the current pandemic situation and its implication in all aspects of life and to ensure that modifications to syllabi reflect the same. He also touched on academic instruction, change in mode of lecture delivery, new teaching-learning practices, online tools that can be used effectively in virtual classrooms, gamification, simulation and much more. He strongly recommended considering these points in designing the POs and its long-term ramifications.

Principal, Dr. Lokur again assured the Board that faculty was being trained in designing and revising POs as per changing global perspectives, through an extensive Workshop for PO designing recently conducted, whereby all departments are now remapping their PO.

A licence for MS Teams has also been acquired and teachers were given training on using the software effectively. Through the last 3 months various software was tested for adaptation to virtual classrooms and the effective ones will be brought into practice for new academic year.

Dr. Kamat congratulated Ruia College's Department of History for conducting a successful Seminar on Epidemics and Migrations thereof, suggesting that many developments in humanities – especially digital humanities can be brought into the coursework for students.

The Member Secretary informed the Board that students of the Dept. of Statistics have undertaken many projects on the pandemic and on different themes relating to it– all depts students working Dr. Varsha Malwade from the Dept. of Economics also spoke about considering impact of pandemic on segments of market, especially local markets which her students were tapping.

Dr. Uday Salunkhe recommended working on a White Paper for long term so that it can be used in policy making with combined insights from all departments leading to an integrated outcome that can be shared with Policy Makers in the Government.

Dr Kamat suggested FDPs for teachers but also orientation and guidance for coping with changing life for nonteaching staff as well as students. Dr. Lokur confirmed that Ruia College had already conducted 2 workshops for nonteaching staff and that student training and orientation was under way.

The detailed list of syllabi changes in various Programs is attached in form of an Excel sheet - Appendix I

The Member Secretary asked the permission of this body to allow these changes in the syllabi and it was resolved that these changes will be implemented from the academic year 2020- 21.

Proposed by: Dr. Jyoti Patwardhan **Seconded by:** Dr. Vatsala Pai

RESOLUTIONS NOS.

AB/II (17-18).3.RUA6 – HISTORY

AB/II (17-18).3.RUA2 – ECONOMICS

AB/II (17-18).3.RUA5 – HINDI

AB/II (17-18).3.RUA11 – SANSKRIT

AB/II (17-18).3.RUA10 – PSYCHOLOGY

AB/II (17-18).3.RUA3 – ENGLISH

AB/II (17-18).3.RUA9 – POLITICAL SCIENCE

AB/II (17-18).3.RUA7 – MARATHI

AB/I(17-18).3.RUA14 – STATISTICS

AB/II (17-18).3.RUA1 – COMMERCE

AB/II (17-18).3.RUA8 – PHILOSOPHY

AB/II (17-18).3.RUA4 – FRENCH

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

RESOLVED THAT the changes in the syllabi of the subjects of all Subjects under Arts Faculty including above 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.

RESOLUTION NOS.:

AB/II (17-18).3.RUS5 – UG CHEMISTRY

AB/II (17-18).3.RPS5 – PG CHEMISTRY

AB/II (17-18).3.RUS10 – UG PHYSICS

AB/II (17-18).3.RUS3 – UG BIOTECHNOLOGY

AB/II (17-18).3.RPS3 – PG BIOTECHNOLOGY

AB/II (17-18).3.RUS9 – UG MICROBIOLOGY

AB/II (17-18).3.RPS9 -PG MICROBIOLOGY

AB/II (17-18).3.RUS2 – UG BIOCHEMISTRY

AB/II (17-18).3.RPS2 – PG BIOCHEMISTRY

AB/II (17-18).3.RUS4 – UG BOTANY

AB/II (17-18).3.RPS4 – PG BOTANY

AB/II (17-18).3.RUS1 – UG BIOANALYTICAL SCIENCES

AB/II (17-18).3.RPS1 – PG BIOANALYTICAL SCIENCES

AB/I(17-18).3.RUA14 – UG STATISTICS

AB/II (17-18).3.RUS7 – UG LIFE SCIENCES

AB/II (17-18).3.RPS8 – PG LIFE SCIENCES

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

AB/II (17-18).3.RPS11 -PG ZOOLOGY

AB/II (17-18).3.RPS6 -PG COMPUTER SCIENCE

AB/II (17-18).3.RPS7 – PG INFORMATION TECHNOLOGY

RESOLVED THAT the changes in syllabi of the subjects of all Subjects under Science Faculty including above 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.

RESOLUTION NO.:

AB/II (17-18).3.RUV1 – UG GREEN HOUSE MANAGEMENT

AB/II (17-18).3.RUV2 – UG PHARMA-ANALYTICAL SCIENCES

RESOLVED THAT the changes in the syllabi of all subjects under B. Vocational Programme whereby changes in syllabi were reflected, as recommended by the respective Subject Boards are approved with the requisite credits and corresponding number of lectures.

Agenda item No.03: To institute and recommend to the Board of Management proposals of new programmes/ Certificate courses/ Diploma courses/Swayam NPTEL/MOOC Courses of studies.

It was reiterated that these Additional Certificate courses are not part of syllabi.

Dr. Bhagwat reminded the members that we need to do value addition to the Certificate Courses otherwise will not be different from those offered in other institutes. It was also deliberated by Principal, Dr. Lokur on conducting assessment separately at the end of these Courses. Dr Sachin Palekar, In charge of Certificate Course Administration suggested that experts could be called after course completion to see application of the course in real time in addition to internal college faculty who would act as mentor to students.

Dr. Kamat also suggested new courses for Humanities in terms of online changes, museum engagement and virtual tours can be considered as viable options for new types of Certificate Courses.

Dr. Saroj Ghaskadbi brought forth the point of credit transfer after completion of Certificate Courses of SVYAM but it was informed to the Board that at the moment that was not possible as all regular Programs were 120 credits Programs along with 12 additional credits from certificate courses / SIP Work with NGOs. The CGPA was calculated as per 120 credits and the extra credits were simply noted down on marksheets.

Dr. Uday Salunkhe repeated that these Courses must add value to students' overall skill development and their resumes and not just be completed for the sake of earning extra credits. He raised the question of credibility and quality of Courses suggested to students through NPTEL SVYAM. The Principal supported his concerns but assured the Board that all suggested courses were first being vetted by internal faculty before recommending them to students. But these courses being a requisite for NAAC, the college has to continue encouraging students to undertake them.

The Member Secretary also took this opportunity to mention Ruia College's tie with Course called 'Coursera For Campus' whereby more than 300 Coursera Course Certificates have been made available to students and faculty of Ruia College.

Dr. Samant recommended to the Principal that a separate Committee must be formed to monitor Certificate courses and guidelines for which courses should be suggested to students should be communicated to the Board and all members by the next Academic Board meeting.

The Member Secretary took this opportunity to mention the novel **“Contact Tracing Program” in association with HACC, (Harrisburg Area Community College, Harrisburg, PA, USA).** In accordance with guidance from the Centers for Disease Control and Prevention, as well as the PA Department of Health, HACC is providing a 4-week (45 hours) Contact Tracer Training Program (CTTP). Training will be presented in a blended format including instructor-led classes conducted remotely via Zoom Technology as well as other virtual/online components

Dr. Samant requested to know the Course Objectives for introduction of this new course and how it would benefit the students. Principal Dr. Lokur addressed this query by stating that the Course provided basic information about Contact Tracing which was required as per Arogya Setu policy app of the Central Govt. of India. Any student can opt for the course however since many components of its structure were core science and biology based it would be appropriate for students of Biological Sciences especially in terms of those wanting to work in epidemiology work in the world after the pandemic.

Dr Varsha Shukla from the Dept. of Microbiology opined that their students had undertaken voluntary work for health services and workers in the last few months – this course would help in bettering volunteering skills in health sector as well.

It was RESOLVED THAT institution of above listed Certificate Courses needs further deliberation necessary further action to be passed through circulation before the next Academic Board meeting.

Proposed by: Dr. Sunil Shankhadarwar **Seconded by:** Dr. Vaibhavi Palsule

Agenda item No. 04

To approve the rules for the conduct of examinations, rules of students’ evaluation.

The Vice Principal, Dr. Sucheta Ketkar appraised the Board of the status of exams in College before COVID19 and declaration of Lockdown, stating that the College is awaiting an official circular for TY and PG examinations.

Status of Exams on 18.3.2020

| Sr. No. | Semester | Semester End Theory Examination Conducted | Semester End Practical Examination Conducted |
|---------|----------|-------------------------------------------|----------------------------------------------|
| 1 | II | NO | NO |
| 2 | IV | PARTIALLY | YES |
| 3 | VI | PARTIALLY | NO |
| 4 | VIII | NO | NO |
| 5 | X | NO | NO |

She informed the Board that the College had unanimously decided to not conduct any online examinations since not all students have access to internet connectivity as well as other challenges in terms of software, supervision and assessment.

She also informed all members that a University Circular was issued stating uncontested promotion of all FY and SY students of academic year 2019-20 to the next Academic year.

Those students who were not admitted in 2019-20 also were to be allowed to take admission for the coming Academic year. Grade cards were to be issued only to those who have cleared the exams as per below mentioned revised grading scheme.

An ATKT exam is to be conducted within 120 days of reopening of the Colleges and those students who clear the same would then be awarded Grade Cards.

The Vice Principal explained in detail the revised grading scheme which is provided in Appendix II below.

She also mentioned that an Improvement Exam was to be conducted after releasing results if student were not satisfied with their grades.

The discussion was then open for deliberating on the proposed grading scheme.

Dr. Saroj Ghaskadbi raised the question of why 10marks were allotted in both External as well as internal components which was justified by stating that the University and UGC guidelines required colleges to follow the 50-50% marking for both components.

The next point for discussion was the Admissions for the coming Academic year.

Admissions for FY were to be conducted only after HSC result declaration and on the basis of merit, following the reservation policy of State Govt.

For MSc. Admissions it was proposed that the College will conduct an Entrance Test of 50 MCQS, total 100 marks for the duration of 1 hour.

Bioanalytical Sciences Program which has been conducting an Entrance Test since its inception, would conduct their separate Entrance test with a merit list and 50 % weightage to marks scored in the Entrance and 50% for Semester 5 marks. It was also justified that it would be unfair to consider marks scored through Semesters 1 to 5 since many students performed better post Semester 3 and it would reduce overall aggregate if marks for all semesters were considered.

Dr. Saroj Ghaskadbi queried on why admissions could not be done only on basis of entrance test to which most faculties responded that students fare better in routine tests rather than entrance tests, therefore the 50-50 weightage would be suitable.

Dr. Samant deliberated that usually 60% marks were considered for eligibility to MSc. Courses with variations in grading and evaluation in different colleges

Dr. Seema from the Dept. of Life Sciences justified the 50-50 weightage scheme by stating that many applicants come from varied streams of Sciences therefore it would be fair to give 50-50

weightage to semester 5 grades and the entrance test marks. She furthermore stated that many seats went vacant in previous years due to minute regulations for admissions which was not ideal to promote MSc. Studies.

Principal, Dr. Lokur however strongly reiterated that Program quality needed to be top priority therefore College must be strict with the intake regulations.

Dr. Bhagwat wanted to know what fraction of students are scored above 60% but Dr. Lokur informed him that percentile calculation was different for every college so no standard was established and generally no admission to students below 60% was given.

It was finally decided that 50% in the subject in Semesters 1 to 5 for reserved categories and 55% for general categories was to be the eligibility criteria for the MSc programs.

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

Dr. Samant suggested trying new software like Bluebutton, Bodhitree and more for new virtual teaching-learning process.

He also asked for decisions of Academic Board to be communicated to respective BoS in form of circulars to every Department.

Dr. Lokur says asked all departments to immediately share MoM of Academic Board with their respective BoS' and to keep the Academic Dean in CC for all email correspondence with BoS.

Dr. Bhagwat also made an important point regarding orientation of final year students of the 2020 batch to mentally sound and prepare them for a new job market and novel working ideas in the coming future. He emphasized the need for counselling students to deal with the changing work scenarios and overall lifestyle.

Dr. Lokur responded by saying that we were already doing the same and that all Heads of Departments were taking mentoring sessions with students- along with activities both academic and non-academic for mindfulness, yoga were being conducted.

It was reemphasized that we need to Learn new methods of learning to deal with new challenges.

Dr. Sasi Menon queried if those students who had undergone TY exams will get grades as per those assessments. But the Board was informed that this will not be possible due to the University circular clearly stating that no mention of any students appearing for exams has to be made on the final grade card. After improvement exam a new marksheet would be issued with new issuance date and earlier marksheet will be taken back. Improvement marks will be considered only if there is an increase of 10% marks after Improvement Test.

It was also deliberated that maybe a footnote can be added mentioning that students have appeared and cleared the theory exams. However, this remains to be decided as per University regulations.

The Academic Calendar for the year 2020-21 was presented to all the members. This was unanimously passed by the Board.

As there was no further business the meeting ended with a Vote of Thanks by Dean closing at 12:45 pm IST.

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

Minutes Approved by

Dr. Anushree Lokur
I/C Principal, Chairwoman, Academic Board

Appendix I:

**Please refer to attached EXCEL SHEET for detailed syllabi modifications for
aforementioned resolutions.**

P.T.O.

Appendix II:

Semester II (Theory) F.Y.B.A./B.Sc.

| F.Y.B.A. /B.Sc. October 2019 Grade card | | | |
|------------------------------------------------------------------------|------------------|------------------|----------------|
| Subject | Internal (40) | External (60) | Total (100) |
| Sub . 1 | 30 | 35 | 65 |
| Sub . 2 | 32 | 37 | 69 |
| Sub. 3 | 33 | 40 | 70 |
| Sub . 4 | 35 | 41 | 76 |
| Sub. 5 | 28 | 39 | 67 |
| Total 350 / 500 : $350 \div 500 \times 100 = 70 \div 2 = 35$ | | | |

| F.Y.B.A./B.Sc. April 2020 Grade card | | | |
|-------------------------------------------------|------------------|------------------|----------------|
| Subject | Internal (40) | External (60) | Total (100) |
| | | 10 + 50 | |
| Sub 1 | 30 | 8+ 35=43 | 73 |
| Sub 2 | 32 | 8+ 35= 43 | 75 |
| Sub 3 | 33 | 8+ 35=43 | 73 |
| Sub 4 | 35 | 9+ 35 =44 | 79 |
| Sub 5 | 28 | 7+35= 42 | 70 |
| $30 \div 40 \times 10 = 7.5 / 8 = 30+8+35 = 73$ | | | |

Internal Exam 50 % marks + Previous Sem. 50% marks = **Sem II Result**

Practical Internal exam 50% + previous Sem Practical 50%

Grade cards only for students who pass

Semester IV (Theory) SY.B.A./B.Sc .

| OCT S.Y.BSC /BA 2019 Grade card | | | |
|--------------------------------------------------------------------------------|---------------|---------------|-------------|
| Subject | Internal (40) | External (60) | Total (100) |
| Sub . 1 | 30 | 35 | 65 |
| Sub . 2 | 32 | 37 | 69 |
| Sub. 3 | 33 | 40 | 70 |
| Sub . 4 | 35 | 41 | 76 |
| Sub. 5 | 28 | 39 | 67 |
| Total 350 / 500 : $350 \div 500 \times 100 = 70 \div 2 = 35$ | | | |

| April S.Y.BA/ BSc 2020 Grade card | | | |
|-------------------------------------------------------------------|---------------|---------------|-------------|
| Subject | Internal (40) | External (60) | Total (100) |
| | | 10 + 50 | |
| Sub .1 | 30 | 8+ 35=43 | 73 |
| Sub .2 | 32 | 8+ 35= 43 | 75 |
| Sub .3 | 33 | 8+ 35=43 | 73 |
| Sub.4 | 35 | 9+ 35 =44 | 79 |
| Sub .5 | 28 | 7+35= 42 | 70 |
| $30 \div 40 \times 10 = 7.5 / 8 = 30+8+35 = 73$ | | | |

Internal 50% marks + Previous Sem 50% marks exam = **Sem IV result**

OR Internal marks + Sem IV (after Assessment of papers marks) = **Sem IV Result**
 whichever higher should be accepted by students