SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

(An Autonomous College under Savitribai Phule Pune University)

Senapati Bapat Road, Pune 411004.

ACM 2018/2

Minutes of the Academic Council Meeting held on 18th April 2018

The second meeting of the Academic Council was held on Wednesday, 18th April 2018 at 3.00 p.m. in Conference Room, Room No. 206. The following members were present:

Sr.No.	Name	Designation
1	Dr. Hrishikesh Soman	Principal & Chairman
2	Dr. Bhama Venkataramani	Governing Body Nominee
3	Lt. Gen. M.A. Tutakne	Governing Body Nominee
4	Dr. Satish Thigale	Governing Body Nominee
5	Dr. Prashant Sathe	University Nominee
6	Dr.SunayiniParchure	Vice-Principal and Head, Dept. of
7	Dr.ShirishLimaye	Head, Dept. of Accountancy
8	Ms. Jasmina Kumar	Head, Dept. of Bus. Practices
9	Dr. Vijay Behere	Head, Dept. of Business
10	Ms. KetkiKher	Head, Dept. of Mathematics
11	Dr. Marcelle Samuel	Head, Department of Banking
12	Dr.AartiWani	Head, Dept. of English
13	Dr.TessyThadathil	Head, Dept. of Costing
14	Ms. Neha Agashe	Teacher, Political Science
15	Mrs. Sandhya Taide	Head, Dept. of Hindi
16	Dr.Alpana Vaidya	Head, Dept. of Psychology
17	Dr. Hilda David	Teacher Representative
18	Dr. Sheena Mathews	Teacher Representative
19	Dr. Mrs. Yogini Chiplunkar	Teacher Representative
20	Dr.Neelofar Raina	Teacher Representative
21	Dr. Mrs. ShubhadaTamhankar	Co-opted Member

22	Mr. Anil Adagale	Member Secretary

The following members expressed their inability to attend the meeting.

1	Mr. Prashant Girbane	Governing Body Nominee
2	Dr. Manohar J. Jadhav	University Nominee
3	Prof.ShrutiTambe	University Nominee
4	Mrs.Swati Dixit	Head, Dept. of Geography
5	Mrs. MeenakshiSengupta	Head, Dept. of French

Dr. Hrishikesh Soman, Principal Symbiosis College of Arts and Commerce called the meeting to order and the following business was transacted.

Item No: 1 [ACM/2018/2/1]

Confirmation of the minutes of the meeting held on Tuesday 12th December 2017

Copy of the minutes of meeting held on Tuesday, 12th December 2017 was sent to members alongwith agenda of meeting. The Chairman enquired about suggestions, if any, in the circulated minutes of meeting. There were no suggestions and minutes of meeting held on 12th December 2017 were unanimously approved.

RESOLUTION
[No.: ACM/2018/2/1]

UNANIMOUSLY RESOLVED THAT the minutes of Academic Council Meeting held on 12th December 2017 were hereby confirmed.

Item No: 2 [ACM/2018/2/2]

Action Taken Report

Mr. Anil Adagale, Secretary presented the Action Taken Report as follows:

1. As per the recommendation of Prof. Shruti Tambe, the Academic Council nominees have been changed and one academician has been appointed on Board of Studies in Humanities.

2. The revised curriculum for 2nd year B.A. and B.Com. approved by the Academic Council was implemented from June 2018.

3. As discussed in the last Academic Council, the Examination Rule book was modified, approved by the Examination Committee and the same was presented for approval in this meeting.

4. The Committee for Choice Based Credit System (CBCS) headed by Dr. Aarti Wani submitted the report for approval in this meeting for the implementation of CBCS.

5. Principal Dr. Soman informed that the College has applied for the extension of Autonomous Status for the Second Cycle and the College will receive the communication from University Grant Commission (UGC) by the end of April 2018.

a. **Implementation of e-Learning modules.**

Dr. Soman informed that the basic framework of 35 modules is ready however the work is on hold due to changes in the syllabus.

b. **Seven courses to be introduced under Skill Development Center.**

Dr. Raina informed that out of seven only two courses were started and are running successfully. The remaining will be started from this academic year.

c. **The status of course – 'Healing the Mind through Knowing the Mind' of Psychology Department.**

Dr. Soman informed that as per the instructions received from Dr. Vidya Yeravdekar, college is keeping this as pending and will not be implementing this course.

Dr Bhama suggested that Action Taken Report should be put up along with the Resolutions passed in earlier meeting.(check the audio)

Item No: 3 [ACM/2018/2/3]

To discuss Choice Based Credit System (CBCS)

Dr. Aarti Wani, Head of CBCS Committee explained the practical difficulties faced while implementing CBCS system namely number of students, number of teachers, number of hours etc. She showed the Committee members the details of courses for B.A., B.Com. (Regular) and B.A., B.Com. (Honours) courses.

- College is implementing CBCS system for F.Y.B.A. and F.Y.B.Com. from the academic year 2018-2019.
- The overall credits will increase by 7 credits to 132 credits for B.A. and B.Com. course (Regular) and by 1 credit for Honours credits culminating into 148 credits.
- Institute has evolved a system / policy about Extra Curricular Activities / Cultural activities / Sports / NCC / NSS / related courses/Skill development courses etc.
- Wherever there is a practical there will be no tutorial and vice versa.
- Credits will be given after evaluating / conducting viva of the students.

Dr. Aarti Wani explained credits given and areas for value addition in CBCS to the committee members.

Credits for Value Addition

➢ The students will enroll for earning these credits at the beginning of each Academic Year i.e. from July to August for any one of the following curricular/co-curricular/extra-curricular options as seven credits during the period of three years.

➢ In the first year the student will have to earn three credits and in the next two years he/ she will have to earn two credits each.

➢ If the student fails to earn seven credits during the period of graduation, he/she is not entitled for the award of respective degree.

The list of the areas where students can earn for Value Addition Credits

1. Certificates and Diplomas (Approved by College)

- SCLA
- CSD
- Course from any Institute recognized by Government and approved by College

2. 'MOOC' or 'SWAYAM' Certificate Courses

3. Sports (Zonal, National & International)

4. National Service Scheme (NSS)

5. National Cadet Corps (NCC)

6. Cultural – (Dance, Drama, Music, Fine Arts, Performance and Participation) formal education or training

7. Summer school or Winter School

8. Extension/ Outreach Programme. (Participation in various social Initiatives of Government or NGO)

9. Credits for value additions are not valid for any professional courses like CA/CS/CWA etc.

Dr. Bhama Venkataramani suggested preparing credit structure on the basis of which the credits will be given to the students. She expressed the concern about students and thereby reflection in the reputation of Symbiosis. She asked to put the same in the prospectus, inform the students. Dr. Soman informed that these 7 credits will not be counted in CGPA. However, the same will reflect in transcript of the student after taking confirmation from the Savitribai Phule Pune University authorities. Student has to perform well in this extra-curriculum activity though it is not counted in CGPA. Dr. Limaye suggest to consider the professional courses like CA /CS/ ICWA etc.

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RESOLUTION

[No.: ACM/2018/2/2]

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UNANIMOUSLY RESOLVED THAT the proposal to of implementing Choice Based Credit System (CBCS) is approved and further RESOLVED THAT the Principal should take necessary action for the same. The proposal should be sent for the approval of Governing Body.

Item No: 4 [ACM/2018/2/4]

To discuss the integration of ACCA into B.Com. Programme

Dr. Tessy Thadathil put the proposal of B.Com. with specialization in Accounting and Finance as a new undergraduate programme in Commerce integrating with ACCA (Association of Chartered Certified Accountants) The detailed proposal is as follows:

The curriculum of all 13 papers are proposed to be covered (at least 80%) over the period of 3 years. Out of these, for the first 6 papers, evaluation will be only in college as 40 marks MCQ (mid-term) and 60 marks (semester end). For the remaining 7 papers, evaluation will be both in college as 40 marks MCQ (mid-term) and 60 marks (semester end) as well as ACCA exams for 100 marks each

The papers are as follows:

ACCA Papers	Remarks	Evaluation by

F1 – Accountant in Business	Exemption (Replaces Accounts Sem 1)	College
F2 – Management Accounting	Exemption (Replaces GA1 Sem 1)	College
F3 – Financial Accounting	Exemption (Replaces GA2 Sem 1)	College
F4 – Corporate & Business Law	Exemption (Replaces Accounts Sem 2)	College
F5 – Performance Management	Exemption (Replaces GA1 Sem 2)	College
F6 - Taxation	Exemption (Replaces GA2 Sem 2)	College
F7 – Financial Reporting	No Exemption	College & ACCA
F8 – Audit & Assurance	No Exemption	College & ACCA
F9 – Financial Management	No Exemption	College & ACCA
Strategic Business Leader	No Exemption	College & ACCA
Strategic Business Reporting	No Exemption	College & ACCA
Any TWO of the following:		
Advanced Financial Management	No Exemption	College & ACCA
Advanced Performance Management	No Exemption	College & ACCA
Advanced Taxation	No Exemption	College & ACCA
Advanced Audit & Assurance	No Exemption	College & ACCA

The integrated program is proposed to be delivered by partnering with International Skill Development Corporation (ISDC). This is a limited company registered under the Companies Act of England which aims at developing skills for tomorrow. It is an education and skill development organization with a vision of bridging the global skill gap between academia and industry. ISDC claims that it works with an excess of 100 Leading Universities and Colleges for innovative and industry relevant Undergraduate /Postgraduate programs in various disciplines such as Accounting & Finance, IT, Applied Science, Media and Entertainment, Logistics & Supply Chain, Marketing ...etc.

The following are the terms laid down by ISDC:

1. The college will have to pay Rs. 36000 per student to ISDC for the entire program at the time of commencement of program

2. There will be a waiver of initial registration fees for students

3. Annual subscription fee will be waived for the first year

4. Students enrolled for the program can avail of exemption for the first 6 papers

5. Exemption fees for the same will be waived off

6. ISDC will provide one set of hard copy books for library reference for each paper

7. ISDC will provide electronic copy of ACCA learning material to students

8. ISDC will provide trainer the trainer, consulting and technical support to the faculties of the college for 8 hours per paper

9. ISDC will provide 30 hours training support to students from F7 onwards

Dr. Soman proposed the fees of Rs. 1.28±or Rs. 1.38± per student per year for three years course. For current B.Com. course fees is Rs. 11,000/- to Rs. 12,000/- per student per year for 14 papers.

Dr. Bhama raised a query that what if student fails in ACCA papers.

Dr. Soman explained that if he failed for first 6 ACCA papers, he will be treated as failed in B.Com. also. Further if student passes in B.Com. and fails in ACCA, he will get the B.Com. degree only. But for ACCA degree he has to pass in B.Com. subjects also.

Further Dr. Soman explained that this will be another specialization in Accounting and Finance only as the Savitribai Phule University will not give permission for separate course as such. In Degree Certificate it will be printed as B.Com. with specialization in Accounting and Finance and in Transcripts college will separately indicate the completion of ACCA degree along with B.Com.

On query of Dr. Tutakne for effect on students' strength, Dr. Soman explained that it will not be much affected as we already running ACCA separately and have student strength of 60 every year. Students of other college will not be permitted to take admission only for ACCA as the timings of classes will clash with their regular B.Com. course from another college and because of administrative difficulty also they will not be permitted.

Dr. Bhama asked that is there any separate provision in budget for this. Dr. Soman explained that College has prepared the budget and will be put up in next Governing Body Meeting for approval. College is taking care of teaching workload of present faculty and will not reduce their present workload.

RESOLUTION

[No.: ACM/2018/2/3]

UNANIMOUSLY RESOLVED THAT the proposalof integration of ACCA into B.Com. Programme is approved and further RESOLVED THAT the Principal should take the necessary action for its implementation. The same proposal should be forwarded to Governing Body for approval.

Item No: 5 [ACM/2018/2/5]

To approve the revised curriculum for the Third Year B.Com. / B.A.

- Board of Studies (Economics) – Dr.Sunayini Parchure

- Board of Studies (English) – Dr. Aarti Wani

- Board of Studies (Humanities)

  - Geography –Dr. Swati Dixit
  - Political Science – Ms. Neha Agashe
  - Psychology – Dr. Alpana Vaidya
  - Hindi – Ms. Sandhya Taide

- Board of Studies (Business Practices) – Mrs. Jasmina Kumar

- Board of Studies (Banking) – Dr. Marcelle Samuel

The revised curriculum of S.Y. and T.Y. courses which was approved by Board of Studies of respective subjects were explained by respective Chairperson, Board of Studies.

Dr. Bhama Venkataramani suggested that change of curriculum should have some purpose and should not be for sake of change. Further she told that the outcome based education should be

there and it should be from the point of view of NAAC. Dr. Soman agreed that college is organizing a scientific based workshops for how to write course / programme wise learning outcomes for faculty.

RESOLUTION

[No.: ACM/2018/2/4]

UNANIMOUSLY RESOLVED THAT the proposed revision of curriculum for the Second and Third Year of B.Com. and B.A. has been approved for the academic year 2018-2019 as per the list enclosed in Annexure I.

Item No: 6 [ACM/2018/2/6]

To approve the new programme M.A. (Psychology)

The Department of Psychology put the proposal to start the new programme M.A. Psychology. Dr. Alpana Vaidya briefed about the objectives, eligibility criteria, total fees, guidelines, course structure, and learning outcomes of this course.

She further told that for research projects the students will be selected on the basis of interview and marks. Other students will be doing field work in NGO or hospitals or companies.

Dr. Shirish Limaye asked that after completion of the course will the student be able to work as a 'Counselor' and suggest to add it as learning outcome.

Dr. Satish Thigale agreed to start the course after checking the financial viability, creditability and reputation.

Dr. Bhama Venkataramani instructed to take the issue in College Development Committee (CDC) and Finance Committee for financial viability.

RESOLUTION

[No.: ACM/2018/2/5]

UNANIMOUSLY RESOLVED THAT the proposal to start M.A. Psychology from the academic year 2018-2019 has been approved and FURTHER RESOLVED THAT the Principal should take the appropriate action to start the same. The same proposal be forwarded to Governing Body for the approval.

Item No: 7 [ACM/2018/2/7]

To approve the certificate courses:

Under Skill Development Center:

1. **Smart Investor Programme**
2. **NSE Academy's Certification in Financial Markets (NCFM)**
3. **Certificate courses on International Trade (in collaboration with MCCI)**
4. **Negotiation Skills**
5. **Microsoft Excel Level 1 & 2**
6. **Digital Marketing: Online Marketing Course**
7. **U Spark – Future Ready**
8. **Campus to Corporate – Make the First Leap a cakewalk**

Under Department of English:

9. Effective Communication Skills

Dr. Neelofar Raina briefed the above eight out of nine certificate courses to be started under the Skill Development Centre from the academic year 2018-2019. These courses will help the students to get the 7 Credits under Choice Based Credit System.

Dr. Aarti Wani briefed the 'Effective Communication Skills' course to be started under the Department of English. Dr. Bhama asked that when the two courses as 'English Communication' and 'Compulsory English' are already there why student will opt for this. Dr. Aarti Wani explained that though there are these two courses, most of the students does not have the basic English writing or communication skill.

RESOLUTION

[No.: ACM/2018/2/6]

UNANIMOUSLY RESOLVED THAT the proposal to start the above certificate courses from the academic year 2018-2019 has been approved and FURTHER RESOLVED THAT the Principal should take the appropriate action to implement the same.

Item No: 8 [ACM/2018/2/8]

To nominate Academic Council representatives on Board of Studies in Humanities

As informed earlier in the Action Taken Report, Miss. Neha Agashe put the proposal to approve the names of the following professors as Academic Council Representative on Board of Studies in Humanities:

1. Prof. Uttara Sahastrabuddhe, Professor, Mumbai University
2. Prof. Ira Nalawade, Professor (Retired), SNDT University, Pune

RESOLUTION

[No.: ACM/2018/2/7]

UNANIMOUSLY RESOLVED THAT the proposal to nominate the above professors namely Prof. Uttara Sahastrabuddhe and Prof. Ira Nalawade as Academic Council representative on Board of Studies in Humanities is approved.

Item No: 9 [ACM/2018/2/9]

To approve the format for Academic and Administrative Audit

Dr. Shubhada Tamhankar told that as per guidelines issued by NAAC, colleges are free to design their own formats, however it should be based on NAAC Criteria. The college has developed a new format on the basis of Gujrat University.

Dr. Soman informed that on the basis of these formats college will be preparing Report. As per UGC Guidelines, the college has aappointed Dr. Shirgurkar and Dr. Ravindrasigh Pardeshi as external peer team to conduct the Academic and Administrative Audit once in a year. They are supposed to send annual report to UGC directly.

Dr. Bhama Venkataramani raised query about frequency for collection of data. Dr. Soman informed that till date we are collecting the data manually on annual basis and assured that College will screw it.

Dr. Bhama Venkataramani suggested to keep filling of data on regular basis, develop a system for real time data and appoint an internal auditor for monitoring.

RESOLUTION

[No.: ACM/2018/2/8]

UNANIMOUSLY RESOLVED THAT the format for Academic and Administrative Audit along with the appointment of external peer team has been approved.

Item No: 10 [ACM/2018/2/10]

To approve various initiatives under CPE

Mr. Anil Adagale proposed to approve the following initiatives under CPE:

A. Teaching Learning Resource Centre (TLRC):

Dr. Yogini Chiplunkar, in-charge briefed about the TLRC. The objective of facilitating the faculty in adopting a pedagogy, teaching and evaluation system, keeping in mind the changing needs of the students and the evolving technology. The center plans to organize following Faculty Development Programme and workshops for enhancing the impact of teaching in the academic year 2018-19:

1. Curriculum designing
2. Innovations and review of evaluation and assessment process
3. Effective use of technology for student engagement
4. Discussions and lectures on Higher Education

B. Research Cell

Dr. Alpana Vaidya briefed that Research is an integral component of higher education and will promote faculty to publish paper in the journal of international level.

Dr. Bhama Venkatarramani observed that conducting MRP as stated in Point-4 of objectives is an activity and not an objective.

Through the research we wish to conduct the following activities in the academic year 2018-2019:

1. Minor Research project (MRP) for the faculty.
2. Conduct workshop on Research Methodology for faculty and for students

Dr. Anil Adagale informed that UGC has given college the authority to accept and approve the proposal and sent to UGC for getting grant.

C. Centre for Study of Society (CSS)

Dr. Sheena Mathwes briefed that the projects undertaken will be multidisciplinary in nature and focusing on subjects such as Economics, Politics, Culture, Languages Literature etc. It includes area of study such as gender, caste, community, class etc.

Dr. Bhama Venkatarramani asked about the status of 'Special Interest Study Center' proposed in last meeting. Dr. Soman explained that as the U.S. Government, Zoroastrian & Israel taking much time to respond. College will be starting what they can do at their own level.

UNANIMOUSLY RESOLVED THAT the proposal to initiate the TLRC, Research Cell and CSS under CPE has been approved and FURTHER RESOLVED THAT the Principal should take the appropriate action to initiate the same.

Item No: 11 [ACM/2018/2/11]

Update on extension of Autonomous status

Dr. Soman updated that college will be completing its first cycle of Autonomy by June 2018. Therefore, College has sent letter to UGC for the extension of Autonomous Status and College should get the by the end of April 2018.

Item No: 12 [ACM/2018/2/12]

To approve the Examination Manual and Rulebook

Dr. Samuel Marcelle briefed about the Examination Manual and Rulebook.

The first examination manual was published on 13th April 2018 in Examination Committee Meeting.

Examination Manual provides a framework, giving a broad preview of the examination system, process, procedures and the contribution made by the teaching, administrative and support staff. The Manual provides the essence, structure and guidelines for assessment. Examination process is divided in three parts likely Pre-Examination, Actual Examination and Post Examination.

College is using the software by SCDL for online examination.

Further Dr. Soman explained that the basic structure for Manual and Rulebook is as per SPPU and some rules are taken from SIU. Manual gives a broad framework and Rulebook indicates procedural part, payment issues etc. Dr. Samuel Marcelle further explained that duties are explained in Examination manual.

Following issues were discussed:

a. Dr. Thigale suggested that Credit must be related with marks / weighted average

b. Exit Rule: Dr. Soman stated that in Third Year if student fails in honors and passes in B.Com., and if he wants to exit, he has to surrender the honors course and will get the degree of only B.Com.

c. Declaration of Result: As per suggestion from Dr. Chavan in Examination Committee Meeting on 13th April 2018, College will declare the broad grade of all students and give the mark-sheet after receiving from SPPU.

d. Students should apply for photocopy before revaluation.

RESOLUTION

[No.: ACM/2018/2/10]

UNANIMOUSLY RESOLVED THAT the Examination Manual and Rulebook has been approved.

Item No: 13 [ACM/2018/2/13]

Any other matter

There is no point for discussion.

The meeting ended with the vote of thanks to the Chair.

Mr. Anil Adagale
Secretary

Dr. Hrishikesh Soman
Chairman