

**Sheth T.J. Education Society's  
Sheth N.K.T.T. College of Commerce & Sheth J.T.T. College of Arts, Thane  
(Autonomous)**

**ACADEMIC COUNCIL**

**Date: 22<sup>nd</sup> April, 2024**

**Minutes of the Meeting**

The meeting of the Academic Council of the college was held on 22<sup>nd</sup> April, 2024 at 9.30am in Hybrid mode.

Principal Dr. Dilip Patil was in the Chair.

Leave of absence was granted to Prof. Vijay Narkhede , Dr. M. Z. Farooqui and Prof. Kishori Bhagat by the chair.

Following points were discussed and decisions were taken

**2.1 Reading and approval of minutes of the meeting held on 8<sup>th</sup> April 2024 and ATR.**

Prof. Hina Chande, Member Secretary of the Council read the minutes and presented ATR. The Council unanimously approved the minutes.

**2.2 Preparation and approval of syllabus**

Prof. Hina Chande informed that the syllabi for all courses and subjects had received approval from the respective Boards of Studies (BoS), and copies of the approved syllabi were sent to all members via email. The syllabi were formally endorsed by the Academic Council. Principal Dr. Dilip Patil, emphasized that we are open to the revision based on feedback from the Academic Council members.

### **2.3 Approval for code of conduct of employees and SoPs /List of Scholarships/Awards**

Dr. Himanshi Mansukhani, IQAC Coordinator presented draft of SoPs and the same was approved by Council. Mr. Anil Khadse, presented the draft of code of conduct for the principal and other employees. In the discussion, members recommended that it should be followed in totality, failing which disciplinary action would be taken by the Management. It was reported that 'Best Teacher Award' and 'Best Non -Teaching employee Award' are introduced from 2024-25. Criteria for the Award will be set up by IQAC in consultation with Principal.

### **2.4 Approval of SY and TY exam patterns**

Dr. Manoshi Bagchi, Controller of Examination, reported that college is going to conduct examination for all the classes including final year examination in the stated pattern. This decision was approved by Academic Council and it was decided to communicate this to Board of Examination and Evaluation, University of Mumbai.

Principal Dr. Dilip Patil, also informed that prior notification would be given to both the university and students regarding the approved changes.

### **2.5 Approval of revaluation of internal test papers and giving of xerox of internal exam paper**

Dr. Manoshi Bagchi, put forth a proposal for revaluating test papers of internal assessment as a means of transparency. Proposal for conducting internal examination on medical grounds was also put forth. The proposals were approved by the Council.

### **2.6 Addition of external member in paper setting**

It was suggested to involve external subject expert in the paper setting Panel at Department Level. The council unanimously approved the same.

### **2.7 Ordinance of Unfair Means in exams**

Dr. Manoshi Bagchi, brought up the proposal suggesting a penalty for engaging in unfair practices during exams, which includes annulment of one subject with a monetary fine upto Rs. 1000.

### **2.8 Discussion and approval of certificate courses**

Dr. Yogeshwari Patil presented a comprehensive list of 33 certificate/ value added/ Add on courses proposed for students. In discussion C.A. D.P. Mehta suggested that the courses should cover the disciplines such as home science, commerce and yoga. The council granted approval for the proposed courses.

### **2.9 To approve arrangements of terms and academic calendar for next academic year**

Mr. Anil Khadse presented Academic Calender for the year 2024-25. The Council approved it.

### **2.10 To fix the date and time for the next academic council meeting**

Prof. Dr. Hina Chande announced that the next meeting of the academic council is scheduled for October 2024, taking into account the availability and convenience of all members.

### **2.11 Any other matter with the permission of chair**

Dr. Dilip Patil proposed the implementation of Central Assessment Programme (CAP) for all examinations and a random moderation of 10 percent of the assessed answer books for all programs and courses.

Principal also requested Council members to guide and help in establishing industrial linkages.

The council members suggested to invite subject experts for conducting sessions for students in various subjects. Their expertise will help to inspire and motivate the students.

Dr. Himanshi Mansukhani, IQAC Coordinator informed that IQAC has planned to organize

capacity-building programs, student development programs and quality improvement programs for the students.

C.A. D.P. Mehta suggested to create awareness about the NEP among students and parents from school and college.

It was informed that all admissions will be as per University of Mumbai Guidelines.

### **2.12 To conclude the meeting and vote of thanks**

Prof. Hina Chande concluded the meeting and Proposed vote of thanks.