



THE BOMBAY ST. PAUL SOCIETY

ST PAULS INSTITUTE OF COMMUNICATION EDUCATION FOR WOMEN

AFFILIATED TO THE UNIVERSITY OF MUMBAI, NAAC ACCREDITED (1ST CYCLE) GRADE 'B' (CGPA 2.49)

ST PAULS MEDIA COMPLEX, 24 ROAD, TPS III, BANDRA (WEST), MUMBAI – 400050.

Telephone: **022 26425709**. Email: director@stpaulsice.com. Web: mum.stpaulscollege.edu.in



THE BOMBAY SAINT PAUL SOCIETY

(ST PAUL'S PRESS TRAINING SCHOOL)
P.T. Regd.No. F..828 (Bom)

PHONE : 26403312
26408557

23RD ROAD, TPS III,
P.B.9814, BANDRA,
BOMBAY 400 050

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED BY THE GOVERNING BODY OF BOMBAY SAINT PAUL SOCIETY AT ITS MEETING HELD ON 1ST JULY 2024, AT ITS REGISTERED OFFICE AT 58/23RD ROAD, TPS III, BANDRA, MUMBAI 400 050.

RESOLVED THAT the Trust appoint College Development Committee (CDC) for St Pauls Institute of Communication Education for Women in Bandra, Mumbai for the Accademic Year 2024-2025.

FURTHER RESOLVED THAT, fifteen prospective candidates be selected as Members of the College Develop

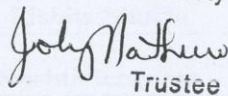
ment Committee (CDC) for the academic year 2024-2025. They are as follows.

Fr Saju George (Management Nominee)
Fr Plavendra Irudayasamy (Principal & member Secretary)
Ms. Diana Rayen (BMS Course Coordinator)
Ms. Prabha Jasmine (Teacher Representative)
Fr Renold Pascal (Teacher Representative)
Ms. Rashmi Raja (Teacher Representative)
Ms. Janki Swamy (Non-Teaching Staff)
Prof. Dr. Sunder Rajdeep (Educationist)
Mr. Royston Braganza (Industry Representative)
Dr. Parvathi Venktesh
Dr. Parvathi Venktesh (Research Representative)
Ms. Kanak Samy (Alumni Representative)
Ms. Rishita Shukla (IQAC Cordinator)
Ms. Srishti Sengupta (Student Council President)
Ms. Deepanshi (Student Council Secretary)

FURTHER RESOLVED THAT, with retrospective effect, as on 1 April 2024, the President will appoint them as official members of CDC of the College.

TRUE COPY

For The Bombay Saint Paul Society


Trustee



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NOTICE

Date: 20th January 2025

Subject: Academic Year-End Meeting of the CDC

This is to inform all esteemed members of the College Development Cell (CDC) that the Academic Year-End Meeting has been scheduled as follows:

Date: 14th February 2025

Time: 10:00 AM

Venue: VC Classroom, 2nd Floor, St. Pauls Media Complex.

The meeting will focus on key discussions outlined in the attached agenda, which includes a review of the academic performance for the current year, strategic planning for the upcoming academic year, and updates on ongoing initiatives.

Your presence and active participation in this meeting are crucial to ensuring the successful conclusion of the academic year and setting the foundation for future goals.

Kindly acknowledge receipt of this notice by replying to the email and confirming your availability at the earliest.

Thanking You.

Best regards,

Ms. Rishita Shuklaba

IQAC Coordinator

St Pauls Institute of Communication Education for Women



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Agenda for the College Development Cell Committee Meeting

Date: 14th February 2025

1. Welcome Address by the Chairperson
2. Review of Previous Minutes of the Meeting and Action Taken Report
3. Evaluation of Academic Performance for the Current Year
4. Presentation of the IQAC Report
5. Student Support and Alumni Engagement Initiatives
6. Strategic Planning for the Upcoming Academic Year
 - Discussion on proposals for interdisciplinary initiatives.
 - Planning for enhanced collaborations with industry and academia.
 - Progress evaluation of the NIRF submission process.
7. Closing Remarks by the Chairperson
8. Clarifications and additional agenda points, if any.



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COLLEGE DEVELOPMENT COMMITTEE

Academic Year 2024-2025

Members Attendance for 14.02.2025

Sr. No.	Name	Designation	Signature
1	Fr Joby Mathew	President	<i>Joby Mathew</i>
2	Fr Saju George	Management Nominee	<i>Om</i>
3	Fr (Dr) Plavendran Irudayasamy	Principal	<i>Present</i>
4	Ms. Diana Rayen	Course Coordinator (BMS)	<i>Diana</i>
5	Ms. Prabha Jasmine	Teacher Representative	<i>Prabha</i>
6	Fr Renold Pascal	Teacher Representative	<i>Renold</i>
7	Ms. Rashmi Raja	Teacher Representative	<i>Rashmi</i> 14.2.25
8	Ms. Janki Swamy	Non-Teaching Representative	<i>Janki</i>
9	Dr. Sunder Rajdeep	Educationist	<i>Sunder</i> 14.2.25
10	Mr. Royston Braganza	Industry Representative	
11	Dr. Parvathi Venktesh	Research Representative Member	<i>Parvathi</i> 14/2/25
12	Ms. Kanak Samy	Alumni	<i>Kanak</i>
13	Ms. Rishita Shukla	IQAC Coordinator	<i>Rishita</i>
14	Ms. Srishti Sengupta	President	<i>Present</i>
15	Ms. Deepanshi	Secretary	<i>Present</i>



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27.02.2025

Minutes of the College Development Committee Meeting

Date: 14th February 2025

Time: 10:00 AM

Venue: Journalism Classroom, Second Floor, St Pauls Media Complex

Chairperson: Fr. Joby Mathew

The meeting commenced with an introductory welcome by Dr. (Fr.) Plavendran Irudayasamy, followed by an opening prayer led by Fr. Renold Pascal, Teacher Representative.

1. Welcome Address by the Chairperson

Presented by: Fr. Joby Mathew

Fr. Joby Mathew welcomed all members and outlined the key agenda points for discussion. He emphasized the College Development Committee's (CDC) responsibility in institutional growth, policy implementation, infrastructural development, quality assurance, and faculty and student welfare. The importance of active participation and collaboration among members was highlighted.

It was noted that External Member, Mr. Royston Braganza, was excused due to a prior commitment. All other members were present.

2. Review of Previous Meeting Minutes and Action Taken Report

Proposed by: Fr. Saju George

Presented by: Ms. Rishita Shukla

Ms. Rishita Shukla presented the Action Taken Report (ATR) summarizing key developments based on the previous meeting's discussions:

Dr. Parvathy Venkatesh emphasized the need for CDC meetings to focus more on forward-looking discussions rather than lengthy reviews of past actions. She also recommended that ATRs be circulated in advance to allow members to review and prepare for discussions effectively.

3. Evaluation of Academic Performance for the Current Year (2024-2025)



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Proposed by: Ms. Janki Swamy

Presented by: Ms. Rashmi Raja (BAMMC Coordinator) & Ms. Diana Rayen (BMS Coordinator)

The academic coordinators presented a detailed analysis of student performance, achievements, and initiatives to improve learning outcomes.

Dr. Parvathy Venkatesh recommended focusing on qualitative assessments, including case studies, student narratives, and skill-based evaluations, for a more holistic review of academic progress. She also advised keeping discussions within the defined agenda, ensuring that the primary focus remains on academic progression.

Dr. Sundar Rajdeep suggested that the institution collaborate with the Incubation Cell of the University of Mumbai to enhance entrepreneurship activities.

4. Presentation of the IQAC Report

Proposed by: Dr. Sundar Rajdeep

Presented by: Ms. Rishita Shukla

Ms. Rishita Shukla summarized IQAC's key contributions:

- **NAAC Accreditation:** CGPA of 2.49 secured.
- **Institutional Initiatives:**
 - Research Orientation Program: 26 student groups participated in research-writing competitions.
 - Outcome-Based Education (OBE) Training: Faculty trained in mapping Course Outcomes (CO) and Program Outcomes (PO).
 - Inclusivity Initiative: Organized a guest session with a transgender speaker to foster inclusivity.
- **NIRF Registration:** Institutional data submitted successfully for transparency.
- **NEP 2020 Awareness Workshop:** Conducted with participation from students and teachers.

Fr. Plavendran Irudayasamy stated that structured student visits to American Library and British Council have been incorporated. Dr. Parvathy Venkatesh reiterated IQAC's critical role in institutional development.

5. Student Support and Alumni Engagement Initiatives

Proposed by: Ms. Prabha Jasmine

Presented by: Ms. Rishita Shukla

- **Student Support:** Strengthened mentoring programs, remedial sessions, and accessibility to learning materials.
- **Alumni Engagement:** Alumni actively support mentorship and fundraising initiatives.



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Dr. Parvathy Venkatesh suggested presenting student support initiatives with quantifiable data, including exact figures for scholarships and participation rates in various activities.

Fr. Joby Matthew emphasized the importance of proper documentation for institutional claims.

Additionally, Fr. Plavendran stated that the institution maintains a proper system of documentation.

6. Strategic Planning for the Academic Year (2025-2026)

Proposed by: Dr. Parvathy Venkatesh

Presented by: Fr. (Dr.) Plavendran Irudayasamy

Key focus areas included:

- **Interdisciplinary Initiatives:** Real-world projects, workshops, and cross-discipline collaborations.
- **Industry Collaborations:** Strengthening MoUs, industrial visits, and guest lectures.
- **NIRF Ranking Enhancement:** Data refinement, faculty research support, and student placement tracking.

Dr. Parvathy Venkatesh emphasized that these initiatives should be documented thoroughly to ensure accountability and measurable progress.

She suggested that the institution should concentrate on admissions in the coming year and prepare a comprehensive perspective plan.

7. Clarifications and Additional Agenda Points (if any)

The floor was opened for additional discussions, during which several concerns and suggestions were raised. With regard to Alumni Engagement, Kanak Swamy (Alumni Member) proposed that the institution bridge the gap between alumni and current students by initiating a series of industry-connect sessions. These sessions would facilitate networking opportunities, enable students to receive valuable career insights, and open avenues for exploring job and internship opportunities. It was clarified that a formal Alumni Association would be established, and the Alumni Connect Program would be launched to strengthen interactions between alumni and students.

Under the matter of Student Council Concerns and Requests, the following issues were discussed: First, the Student Council expressed concern over the high prices at the Bombay to Barcelona Café, noting that such costs render the facility unaffordable for many students.

Fr. Plavendran indicated that this was the first instance such a concern had been reported to him. He assured that this situation will be reviewed.



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Second, the Council requested that some funding be allocated to support students participating in intercollegiate competitions.

Dr. Parvathy stated that it is uncommon for colleges to provide such funding, as participation in these events is typically voluntary.

Third, there were concerns about the canteen being used as a public space; specifically, the Student Council noted that the presence of outsiders had led to instances of unwanted male attention, causing discomfort among female students.

Fr. Plavendran assured the assembly that this matter had been addressed and that further measures would be implemented to prevent recurrence.

Fourth, the Student Council raised the issue of inadequate washroom essentials, noting that items such as tissues and sanitary pads were not being replenished.

Fr. Plavendran reiterated that, although this concern had not been previously reported, it would be rectified promptly.

In further clarification, Dr. Parvathy noted that most institutions do not allocate funds for intercollegiate events, as such participation is considered voluntary. Fr. Joby Matthew added that, although external funding for these events is uncommon, it remains possible to prepare and sanction a budget for in-house cultural activities. Kanak Swamy also suggested that the institution explore sustainable solutions by approaching alumni for support. Fr. Plavendran emphasized that concerns of this nature should be reported to the administration without delay and encouraged students to use the suggestion box or approach faculty and coordinators directly for immediate redress. Fr. Joby Matthew concluded by underscoring that, as representatives, the Student Council must actively ensure that such issues are promptly communicated to the administration.

8. Closing Remarks by the Chairperson

Fr. Joby Matthew concluded the meeting by expressing his sincere gratitude to all members for their active participation and valuable contributions. He extended special thanks to the external members, Dr. Parvathy Venkatesh and Dr. Sundar Rajdeep, for their insightful suggestions and unwavering commitment to the growth and development of the institution. He reiterated the importance of timely action, proactive engagement from all stakeholders, and a collaborative approach to achieving the strategic goals outlined during the meeting.

Following the formal proceedings, a brief get-together was organized, during which tea and snacks were served as a token of appreciation for the members' efforts. The meeting concluded on a positive and collegial note, with all members departing shortly thereafter.