



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: info@stpaulscollege.edu.in. Web: mum.stpaulscollege.edu.in

Minutes of the College Development Committee (CDC) Meeting

Date: Wednesday, 1st October, 2025

Time: 11:00 AM

Venue: Journalism Classroom, 2nd Floor, St Pauls Media Complex

Attendance:

Present Members:

Fr. Joby Mathew, Fr. (Dr.) Sajith Cyriac, Fr. Francisco Thazhathel, Dr. Michelle Philip, Ms. Prabha Jasmine, Ms. Rashmi Raja, Mr. Manish Mhatre, Mr. Suyatra Mukhopadhyay, Ms. Janki Swamy, Ms. Savita Sutre, Dr. Sunder Rajdeep, Mr. Ramachandran Srinivasan, Dr. Preeti Oza, Ms. Rishita Shukla, Ms. Prisha Madhavan (President, Students' Council), Ms. Bidipta Singh (Secretary, Students' Council)

Absent Members:

Fr. Saju George, Ms. Kanak Samy

Agenda-wise Proceedings

1. Welcome Address and Prayer

Delivered by: Fr. Joby Mathew

The meeting commenced with a short prayer, invoking blessings for fruitful deliberations and the welfare of all stakeholders of the institution. Fr. Joby Mathew extended a warm welcome to all members present, appreciating their consistent support and guidance. Special acknowledgment was made for Dr. Sunder Rajdeep, representing the University of Mumbai, for his valuable advice on academic and institutional matters. Fr. (Dr.) Sajith Cyriac and Mr. Ramachandran Srinivasan were also recognized for their continued collaborative engagement with the college. The Chairperson highlighted the importance of the meeting in reviewing past actions, discussing strategic directions, and planning for future academic growth.

2. Confirmation of Previous Minutes and Action Taken Report (ATR)

Proposed by: Ms. Rishita S

Seconded by: Ms. Rashmi Raja

Dr. Michelle Philip, Principal, presented the Action Taken Report from the previous meeting. She elaborated on the initiatives undertaken and outcomes achieved:

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- **IQAC Initiatives:** The institution continued quality assurance measures aligned with the previous Principal's plan. The National Institutional Ranking Framework (NIRF) application was submitted, and inclusivity sessions were conducted to sensitize students on diversity and equitable learning opportunities.
- **Outcome-Based Education:** Faculty Development Programs were conducted on mapping Course Outcomes (COs) and Program Outcomes (POs). Innovative pedagogical approaches, including debates, case studies, theatre games, and online quizzes, were introduced to enhance engagement and practical learning.
- **Entrepreneurship Development:** Exploratory discussions were initiated with the "26 Ideas" Foundation and other industry bodies to promote student start-ups and incubation opportunities. Members emphasized the need for structured mentorship programs for aspiring entrepreneurs.
- **Remedial Measures:** Attendance-deficient students were identified through the college app. Remedial sessions were conducted to ensure academic support while also counting toward attendance, thereby aligning academic assistance with regulatory requirements.
- **Documentation:** Record-keeping was standardized using uniform templates and shared Google Drive links. All activities were explicitly linked with intended measurable outcomes.
- **Alumni Engagement:** Alumni mentoring initiatives were launched to facilitate professional guidance for students. Additionally, alumni-supported Prom Nights and scholarships were planned to enhance student motivation and recognition.
- **Scholarships:** Members noted that awareness and applications for government scholarships remained low. Dr. Rajdeep suggested liaising with the nodal officer at Ambedkar Bhawan to improve facilitation and outreach.

The committee discussed the importance of monitoring these initiatives and suggested periodic reviews to ensure sustained implementation and measurable impact.

3. Presentation of Audited Accounts (AY 2024–25) and Approved Budget (AY 2025–26)

Proposed by: Ms. Rishita Shukla

Seconded by: Ms. Prabha Jasmine

The audited accounts for the academic year 2024–25 were presented and thoroughly reviewed. Members acknowledged that the statements had already been approved by statutory authorities, and no further remarks were necessary. **The proposed budget for 2025–26 was circulated, and members appreciated the detailed planning, especially allocations for academic enrichment, infrastructure development, and skill enhancement initiatives. Discussions also included the need to strategically allocate funds to support co-education feasibility studies and potential postgraduate program initiation.**

4. Perspective Plan 2025–2030

Proposed by: Fr. (Dr.) Sajith Cyriac

Seconded by: Ms. Rishita Shukla

Ms. Rishita Shukla (IQAC) and Fr. Plavendran had prepared a draft strategic plan, which Dr. Michelle Philip expanded into a Perspective Plan for 2025–2030. The plan outlined long-term institutional objectives, including academic expansion, infrastructural development, and enhanced student outcomes.

Key discussions included:

- **Initiating the process for Co-education by AY 2025–26 to enhance inclusivity, attract a broader student base, and improve alignment with NEP 2020 recommendations.**
- Retaining the BMS program despite fluctuations in enrolment, noting its complementarity with BAMMC for offering diversified career pathways.
- Exploring postgraduate programs to provide advanced academic opportunities and retain talent within the institution.
- Preparing for Autonomous Status by 2029–30, with a phased implementation to ensure compliance with University and NAAC guidelines.
- Establishing a Research Centre to promote scholarly research, interdisciplinary collaboration, and industry-academia partnerships.

Members emphasized phased implementation, careful monitoring of progress, and alignment with national educational policies to ensure that the college progresses strategically toward autonomy and broader academic offerings.

5. Deliberation on Co-Education

Proposed by: Ms. Rishita Shukla

Seconded by: Mr. Manish Mhatre

The committee discussed the proposal to convert the institution to co-educational mode at length. Members deliberated on the rationale, which included enhancing inclusivity, aligning with NEP 2020, and improving prospects for postgraduate enrolment.

Requirements discussed:

- **Updating the institutional name and branding.**



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- **Preparing comprehensive documentation on infrastructure, safety measures, financial health, and socio-economic profiles.**
- **Attaching audited financial statements to support the proposal.**

After detailed deliberation, the committee expressed unanimous agreement in favour of introducing co-education and recommended proceeding with the necessary documentation and planning to implement it in a structured and phased manner, ensuring a smooth transition while maintaining academic and cultural excellence.

6. Permission for Feasibility Analysis for B.A. in Film, Television, and New Media Production

Proposed by: Ms. Rashmi Raja

Seconded by: Mr. Suyatra Mukhopadhyay

The committee approved the proposal for a feasibility analysis for introducing the new program. Members emphasized the need to document required resources, infrastructure availability, faculty expertise, and market demand to make an informed decision. The committee suggested aligning the program structure with industry standards to enhance student employability and practical skill development.

7. Strategies for Enhancing BMS Admissions

Proposed by: Ms. Savita Sutre

Seconded by: Ms. Janki Swamy

Ms. Jasmine presented detailed strategies for BMS enrolment growth:

- **Targeted Outreach:** Focus on 36 junior colleges across Bandra, Khar, Santacruz, Andheri, Mahim, Matunga, and Dharavi through expert lectures and interactive sessions.
- **Academic Engagement:** Conduct masterclasses in Bookkeeping - Accounts, and English for Class XII students to build early academic connect and interest in the BMS program.
- **Skill-Based Workshops:** Organize sessions on Human Resources, Marketing, and Entrepreneurship to provide exposure to real-world management applications.
- **Student Interaction:** Engage students through campus visits, orientation programs, and personalised counselling highlighting program strengths, career opportunities, and faculty expertise.
- **Alumni Involvement:** Include alumni-led sessions and mentoring to showcase successful career trajectories of BMS graduates.
- **Monitoring and Feedback:** Establish mechanisms to review the outcomes of outreach initiatives and refine strategies accordingly.



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Dr. Sunder Rajdeep suggested creating **student portfolios** to systematically document departmental initiatives and achievements for effective presentation before the University.

Following this, the committee deliberated on the **fee structure for the BMS program**. Members noted that BMS students do not utilise the advanced media infrastructure such as TV studios, sound recording units, podcast rooms, or film editing suites, which are primarily meant for media students. Hence, a strong recommendation was made by the coordinator to **review and revise the BMS fee structure** to make it more appropriate and feasible.

During the discussion, **Dr. Preeti Oza** suggested projecting St Pauls as a premier institution leveraging its state-of-the-art infrastructure. In response, **Ms. Prabha Jasmine** observed that while this is applicable to media programs, maintaining a high fee for BMS may not be justifiable.

The discussion concluded with a consensus that the **BMS fee structure should be re-monitored, studied, and suitably modified** to ensure parity and feasibility while sustaining program quality.

8. Strategies for BAMMC Admissions

Proposed by: Dr. Sunder Rajdeep

Seconded by: Ms. Prisha Madhavan

- **Outreach Program:** Conducting outreach to junior colleges across Bandra, Santa Cruz, Andheri, and Mahim, as well as targeting international schools, to raise awareness about BAMMC and its programs.
- **On-Campus Engagement:** Organizing career fairs, interactive stalls, and sessions to showcase the college's learning environment, encouraging student participation and interaction.
- **Recognition for Participants:** Distribution of participation certificates to students attending sessions, serving both as encouragement and formal acknowledgment.
- **International Conference:** Hosting a flagship International Conference in January 2026, providing an academic platform while also functioning as a college outreach initiative.
- **Hybrid and Digital Engagement:** Leveraging Discord for seamless hybrid sessions with zero lag, and providing QR-linked resources to expand accessibility and real-time engagement.
- **Student Ambassador Program:** Mobilizing student ambassadors to create social media content, document events, and engage peers in creative initiatives such as video making, podcasting, and photography.
- **Practical Learning and Summer Camp:** Organizing hands-on training sessions in photography, media, and content creation through a summer studio bootcamp starting March 1, 2026.



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- **Parental and Lead Engagement:** Conducting sessions every six months, with the next on June 20, 2026, to engage prospective students and parents, answer queries, and strengthen admissions leads.

Expert inputs:

- **Dr. Preeti Oza** recommended positioning the college as a premium institution by emphasizing its strong infrastructure, placement opportunities, and curated student portfolios. She also advised expanding outreach beyond nearby areas to cover additional regions for wider visibility and impact.
- **Mr. Ramachandran Srinivasan** highlighted leveraging faculty who are active industry professionals to enhance practical exposure and institutional reputation.

The Committee noted the importance of sustained engagement, data-driven strategies, and periodic evaluation to achieve enrolment targets.

9. Updates on Institutional Development Activities

Proposed by: Ms. Prabha Jasmine

Seconded by: Ms. Bidipta Singh

Members discussed the recent developments across various institutional initiatives:

- **NSS:** NSS PO Manish Mhatre updated that Students actively participated in community service, environmental campaigns, health awareness drives, and social outreach programs, contributing to holistic development.

Total Hours Planned: 120 hours

Total Hours Completed till 15-09-2025: 68 hours

- **DLLE:** Miss Rishita Updated that,
 - The mandatory training organized by the University was attended by Suytaro Sir along with two DLLE students at Lala Lajpatrai College.
 - Additionally, a Workshop on Basics of Photoshop was conducted as per the following details:
Day & Date: Tuesday, 12 August 2025
 - DLLE students have also been actively participating in the campus by setting up stalls during various occasions and events.
- **Alumni Engagement:** Mentoring sessions, scholarships, and Prom Night events strengthened alumni-student interaction and institutional support systems.
- **Entrepreneurship & Internships:** Students were provided guidance and resources to develop start-ups, internships, and industry-relevant projects, linking theoretical knowledge with practical application.



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Members appreciated the comprehensive approach and suggested further tracking of outcomes to measure impact and improve future planning.

- **Research Cell:** Dr. Michelle Philip updated that the research policy has been framed by Mrs. Prabha Jasmine, who is the Research Cell In-Charge. The hard copy of the policy has been circulated to the members, along with a soft copy, so that they can provide their inputs.
- **Cultural Events**

Dr. Michelle Philip updated the committee that **Hindi Bhasha Diwas** was successfully organized to promote linguistic and cultural awareness among students. She also informed that the **Diwali-Garba Traditional Day** celebration was conducted, providing students an opportunity to showcase cultural diversity and festive spirit on campus.

10. Any Other Discussion

- Open forum discussion covered minor administrative

During the open forum, members discussed minor administrative matters, planned upcoming academic events, and coordinated preparations for the next NAAC cycle. Additionally, they expressed interest in increasing collaborative workshops with industry experts to enhance student learning, professional exposure, and institutional partnerships.

11. Closing Remarks

Delivered by: Fr. Joby Mathew

The Chairperson thanked all members for their valuable insights, active participation, and contributions to shaping the institution's future strategy. He emphasized continuous monitoring of admissions, program development, and quality initiatives.

12. Vote of Thanks

Delivered by: Dr. Michelle Philip



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Dr. Philip expressed gratitude to the Chairperson and committee members for their time, guidance, and active involvement in institutional development.

13. Closing Prayer

Delivered by: Fr. Francisco Thazhathel

The meeting concluded with a prayer, marking the end of deliberations and emphasizing commitment to the college's vision and mission.