

H L COLLEGE OF COMMERCE (AUTONOMOUS)

H. L. Campus, S.V. Desai Marg, Vasant Vihar, Navrangpura, Ahmedabad-380009

MINUTES OF THE 3RD MEETING OF THE GOVERNING BODY OF H L COLLEGE OF COMMERCE (AUTONOMOUS) HELD ON 11TH JANUARY, 2025, AT 10:15 AM, AT THE CONFERENCE ROOM, HLCC BUILDING, AHMEDABAD.

The following members were present for the online meeting:

Sr. No.	Name	Particulars	Attendance
1.	Shri Saurabh Soparkar	Chairperson	Present
2.	Shri Naishadh Parikh	Member	Absent
3.	Shri Punit Lalbhai	Member	Present
4.	Shri Abhishek Lalbhai	Member	Online
5.	Dr Shriram Nerlekar	Member	Online
6.	Dr Parag Kalkar	Member	Absent
7.	Dr. Bharti Pathak	Member	Present
8.	Dr Mona Kelshikar	Member	Present
9.	Dr Manisha Bhavsar	Member	Present
10.	Dr Parag Shah	Member	Present
11.	Shri Dharmesh Shah	Office Attendant	Present
12.	Name not received*	A State Government Nominee	Absent

The Principal welcomed all to the 3rd Governing Body meeting of HLCCA,

Chairperson of the Meeting:

Shri Saurabh Soparkar, Chairperson, welcomed all and the required quorum being present, he commenced the Meeting.

Approval of Previous Minutes:

The minutes of the previous Governing Body Meeting (addendum to the virtual meeting held on 19th October, 2024, were presented before the board. The minutes were reviewed, confirmed, and approved. The Chair confirmed that the minutes had been circulated to all members prior to the meeting, and no concerns or apprehensions were raised by any member. Following the approval of the previous minutes, the discussion proceeded with the agenda items scheduled for the meeting.

Action Taken Report of the Previous GB Meeting:

The action taken report, highlighting the developments and progress on the matters discussed in the previous meeting, was presented for approval as follows:

1. **Government Nominee on GB** - The names have not yet been received.
2. **ERP Development** - Progress on the implementation and development was discussed.
3. **Existing and New Processes** - Details of the existing and new processes were outlined in the agenda presentation.

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4. **Collaboration for SF Programs** - Ongoing efforts to explore suitable collaborations for self-financed programs were noted.

Thereafter the agenda wise discussion begun.

1. **To Discuss the evaluation process:**

Dr. Mona Kelshikar requested Dr. Parag Shah to elaborate on the updated evaluation process and thus he informed the board that, previously, the evaluation system primarily focused on memory recall. However, with the integration of Bloom's Taxonomy and the adoption of Outcome-Based Education (OBE), the evaluation now encompasses five cognitive skills: Remembering, Understanding, Applying, Analyzing, and Evaluating. He further apprised the that the evaluation of first semester students was carried out through multiple formats, including MCQ tests, assignments, and mid-term exams. The end-term exam also assessed all these five cognitive skills, ensuring a comprehensive evaluation.

In particular, MCQ1 will focus on remembering, MCQ2 on understanding, and assignments will address applying, and Internal assessments will address analyzing, and evaluating. Further, term-end exams will be bifurcated, with different weightages assigned based on course credit: for 4-credit courses, internal and external exams will carry 50 marks each, while for 2-credit courses, they will carry 25 marks each. The detailed weightage was presented in the PPT for reference, reproduced here for ready reference.

Cognitive Skills	CIE	Term End
Remembering	MCQ test 1 (10 marks)	Q1 (10 marks)
Understanding	MCQ test 2 (10 marks)	Q2 (10 marks)
Applying	Assignment (10 marks)	Q3 (10 marks)
Analyzing	Mid-term exam (10 marks)	Q4 (10 marks)
Evaluating/ Creating	Mid-term exam (10 marks)	Q5 (10 marks)
Total	50 marks	50 marks

	4 Credit	2 Credit
Mid Semester Exam	20	10
Assignment	10	5
Online MCQ Test 1	10	5
Online MCQ Test 2	10	5
Comprehensive Internal Evaluation (CIE)	50	25

End Semester Examination (ESE)	50	25
Total	100	50

Shri Punit Lalbhai inquired about the adaptations in this evaluation process, to which Dr. Parag Shah responded that the success of the first semester completion demonstrated that positive outcomes of such evaluation process. Dr. Bharti Pathak thereafter raised a query regarding the incorporation of project-based assignments, to which Dr. Mona Kelshikar and Dr. Parag Shah apprised that the same is intended to be implemented starting from the third/fifth semester, to further enrich the evaluation process.

Thereafter, Dr. Shriram Nerlekar congratulated the HLCC team for successfully adapting to the OBE pattern and acknowledged the team's collaborative efforts. Dr. Parag Shah further informed the board that the external exams were conducted with two sets of papers prepared – one by the internal paper setter and one by the external paper setter. A random selection process is employed for paper selection for external exam to ensure fairness and transparency. Dr. Bharti Pathak suggested that, in future, college can consider, two external paper setters to enhance the more transparency for the examination process.

Shri Saurabh Soparkar proposed gathering feedback from students to understand their perspective on the new evaluation system, in order to demonstrate HLCC's sensitivity to their opinions and experiences. Dr. Manisha Bhavsar was asked to take care of the feedback of the students.

RESOLVED THAT The governing body acknowledges and approves the updated evaluation process based on Bloom's Taxonomy, with the inclusion of the five cognitive skills and a bifurcation of internal and external assessments, for future semesters to increase transparency, and lastly, feedback from students will be collected to ensure continuous improvement and responsiveness to their needs.

2. To Discuss about the Final Examination fees for the next academic year 2025-26:

Dr. Mona Kelshikar thereafter took the next agenda for the discussion and informed the board that the examination fees need to be revised for the academic year 2025-26, as the current fees are not sufficient to cover the examination costs, resulting in a deficit. She also informed that the Finance Committee has proposed a revision in the fee structure to meet these costs and thus the new fee structure as follows is proposed for approval:

- Grant in Aid B.Com – Increase of Rs. 250/- (Total Exam Fees – Rs. 500/-)
- Grant in Aid M.Com – Increase of Rs. 25/- (Total Exam Fees – Rs. 600/-)
- Self-Finance Program – Increase of Rs. 750/- (Total Exam Fees – Rs. 750/-)

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Once the proposal was made, discussions begun as per follows:

- **Shri Saurabh Soparkar** inquired whether the revision applies to the entire existing tuition fee structure, to which Dr. Mona Kelshikar and Dr. Parag Shah clarified that this is only the examination fee and not the entire tuition fees revision.
- **Dr. Bharti Pathak** suggested that a letter be sent to the university informing them about the revision in GIA and Self-Finance Exam fees, to which Dr. Parag Shah confirmed and assured that it would be appropriate and the process will be followed.
- **Shri Saurabh Soparkar** thereafter raised concerns about the appropriateness of recurring fee increases and recommended setting the fees slightly higher at the initial stage to avoid annual increases.
- **Dr. Shriram Nerlekar** confirmed to the Governing Body that the governance process has been followed, and the Finance Committee has reviewed the same and recommended the proposal for fees increase, he insisted and firmly stated that the increase in fees aims to cover the examination costs without generating profit.
- **Shri Punit Lalbhai, Shri Saurabh Soparkar, and Dr. Bharti Pathak** agreed that the increase in GIA fees is justified as per the proposal laid down, however, the Self-Finance (SF) fees should be increased by Rs. 1,000 per semester, per course in alignment with previous discussions.

Thus, based on the same, following was:

RESOLVED THAT the following revised examination fee structure for the academic year 2025-26, be and is hereby approved:

- **Grant in Aid B.Com:** Increase of Rs. 250/- (Total Exam Fees - Rs. 500/-)
- **Grant in Aid M.Com:** Increase of Rs. 25/- (Total Exam Fees - Rs. 600/-)
- **Self-Finance Program:** Increase of Rs. 1000/- (Total Exam Fees - Rs. 1000/-)

FURTHER RESOLVED that a letter be sent to the university informing them about the revision of GIA and Self-Finance Exam fees.

3. Existing and New Prize Funds for Students:

Dr. Mona Kelshikar took the next item for discussion and thereafter requested Dr. Manisha Bhavsar to present the matter. The discussion focused on the decision of medals and prizes for various categories of students:

- ✓ • Medal / Prize for the topper in each Year.
- Medal / Prize for Batch Topper.
- Medal / Prize for the outstanding student of the batch across all UG programs, for both academic and co-curricular achievements.

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Discussion for Prizes/Medals:

- Dr. Manisha Bhavsar highlighted that the interest generated from the current prize fund is minimal. To address this, efforts are underway to augment the prize fund to at least 1 Lakh.
- For donors contributing less than Rs. 1 lakh, they were contacted to increase their donation to at least Rs. 1 lakh to ensure adequate interest generation. If this is not possible, the existing funds will be exhausted, and new donors will be sought to maintain parity across all programs.
- She noted that the medals and prizes will be awarded from this trust fund.

Donations Received this year in form of augmentation to corpus fund and for new prizes: Dr. Mona Kelshikar apprised the board regarding the donations received as per the following:

For **BS Fintech Program**, the Chairman had connected with CA Dipam Patel to support the college in creating the prize fund corpus. Dr. Mona Kelshikar thanked the Chairman for his dedicated assistance and support in the matter.

CA Dipam Patel has augmented Shri Kantilal Patel corpus by Rs. 1,75,000/- (Total Corpus Rs. 2,00,000/-) to institute the Kantilal Patel Medal for the topper of the Fintech Batch.

Further, CA Dipam Patel has contributed Rs. 3 lakhs to institute Shri Arpit Patel Memorial Prize/Medal towards the First Prize for the First Year, Second Year and Third Year students of Fintech Program.

For the **BS International Finance program**, Mr. Hemant Shah an alumnus and member of the Academic Council has offered a donation of Rs. 5,00,000/- towards instituting various prizes for International Finance Program; which will be received shortly.

For **M.Com Accountancy Program**, CA Kshitij Patel, an Alumnus has donated Rs. 1,75,000/- augmenting the existing Shri Manubhai Gokalbhai Patel Prize/Medal Corpus to Rs. 2,00,000/- and instituted the Batch Topper Prize.

For **all UG Programs**, CA Kshitij Patel, an Alumnus has donated Rs. 3,00,000/- towards Shri Manubhai Gokalbhai Patel Prize/Medal Corpus and has instituted the Medal for the Outstanding Student of the Batch.

For **Mahatma Gandhi Elocution Competition**, CA Saurabh Soparkar, the Chairman has donated Rs. 2,00,000/- to institute the Cash prizes for the 3 students securing First, Second and Third positions and Trophy/Plaque for the Best College.

Dr. Mona Kelshikar expressed gratitude to all the donors for their donations and assistance.

Proposals for Donations:

- **Shri Saurabh Soparkar** proposed circulating information about the required donations with the entire Governing Body so that it is possible to identify potential donors for the remaining medals/prizes and accordingly donations can be sought.
- **Shri Abhishek Lalbhai** inquired about the total fund required to create a corpus for the remaining prizes to which **Shri Punit Lalbhai** replied an estimated amount to be Rs. 9 lakhs, and **Dr. Manisha Bhavsar** would co-ordinate with **Shri Abhishek Lalbhai** for the same.

The body Members after deliberations were convinced with the structure and working decided for medals / prizes.

4. Infrastructure Development:

Dr. Mona Kelshikar requested Dr. Parag Shah to take this agenda for discussion and give updates on infrastructure developments to the Governing Body:

- **ERP Development:** The ERP system is now used for various processes, including admission, fee management, online attendance, teaching plans, lecture notes, MCQ exams, and assignments.
- **Solar Panels:** 60 KWH Solar panels have been installed and are operational. Savings on electricity bills are started. The accounts department is asked to track the bills.
- **Computer Labs:** As per the previous GB meeting's recommendations, the computer lab (with 50+ computers) is under renovation and is expected to be functional within a month, or before the next GB meeting.
- **Examination Centre:** A centralized examination facility with state-of-the-art infrastructure, including CCTV monitoring, computers and adequate storage facility has been set up.
- **Self-Finance Staff Room:** A new self-finance staff room has been created by renovating the MCom office in the HL premises.
- **Administrative Block Renovation:** The administrative block has undergone renovation, incorporating the latest electrical systems for efficient operations.
- **Smartboards and Interactive Projectors:** Three smartboards and an interactive projector have been installed to support multimedia content, teaching simulations, and enhanced teaching-learning experience.

Conclusions of the Meeting:

- **Shri Saurabh Soparkar** reiterated and emphasized the significance of implementing student feedback to ensure continuous improvement and address any concerns, especially for Self-Finance programs.
- **Dr. Mona Kelshikar** provided update on the IPDP events held in Self-Finance Programs, and informed about the entire process followed in alignment with NAAC formalities. She also apprised the body about the successful Fin-O-Mania event, which

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was designed to raise awareness about HLCC's new Self-Finance programs and academic structure.

5. Any other matter with the permission of the Chair: There was no other item discussed hereinunder.

Thereafter, the meeting was concluded with a vote of thanks to the Chair.

Place: *Ahmedabad*
Date: *25/01/25*

Shri Saurabh Soparkar
Shri Saurabh Soparkar
Chairman

* The minutes have been finalized and the approval has been received from the Chairman



[Signature]
Principal
H. L. College Of Commerce
Ahmedabad - 380009.