

## Minutes of the meeting of College Development Committee (CDC)

The meeting of the College Development Committee of NMFCE was conducted on 1st July 2021 at 3:00 p.m. in the Mini auditorium (Room no 706) of the college.

Attendees:

1. Denis Desai
2. Dhara Desai
3. Sylvia Fernandes
4. Tandra Bandhopadhyay
5. Charu Singh
6. Navita Sood
7. Shubhangi Kore
8. Rakhi Kansara
9. Sheeba Dubey
10. Mr. Arvind Pujari

Agenda wise points were discussed as below:

1. **Confirmation of Minutes of the CDC Meeting held in the month of October 2020:**  
Minutes of the CDC meeting held in the month of October 2020 were read & confirmed unanimously
2. **Briefing about the yearly reports of the Internal Quality Assurance Committee conducted /organized activities**

Ms. Sweety Singh updated members about the department wise activities conducted in the academic year 2020-2021.

Academic director Ms. Sylvia Fernandes recommended few changes for the IQAC department:

- To conduct a meeting with all the faculty members in which the IQAC department needs to identify immediate and long-term goals.
- Department wise allotment of goals.
- To conduct internal meetings quarterly with every department to keep a record of all the activities and to take the update regarding quality enhancement of each department for achieving the immediate and long-term goal.
- IQAC department's internal committee to check the feasibility of the planned activities and if required modify and then finalise the activities.

**Decision Taken:** IQAC will finalise goals for every department and keep a record of feasibility of activities to be conducted by each department.

3. **Presentation of the annual academic calendar.**

Principal Dr. Tandra Bandhopadhaya apprised the members that the Academic calendar contains only academics in which it is advisable to put subject-wise activities. She further suggested that in the year plan academic and non- academic activities are to be mentioned and the department can report changes in the year plan (if any) before the exit meeting.

**Decision Taken:** Principal Dr. Tandra Bandhopadhyay asked the staff members to prepare department wise and pedagogy wise activity lists and get it approved by her.

4. **Library augmentation**

Librarian Mr. Arvind Pujari updated the members regarding the projected expenses till the month of March. The estimated budget for the next academic year was also presented along with the name and numbers of books to be purchased and subscriptions of national and international journals.

**Decision Taken:** Librarian Mr. Arvind Pujari assured to implement all suggestions.

5. **Future plan for strengthening Alumni Chapter:**

A Tentative plan of activities of Alumni Association for the month of February and March 2021 was presented before the members for approval.

6. Any other matter with permission from the Chair:

No other matter was discussed.

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

Principal

Dr. Tandra Bandyopadhyay

