

Minutes of the meeting of College Development Committee (CDC)

The meeting of the College Development Committee of NMFCE was conducted on 23 rd May 2022 at 3:45 p.m. in the Mini auditorium (Room no 706) of the college.

Attendees:

1. Dhara Desai
2. Sylvia Fernandes
3. I/C Principal Dr. Nitisha Jha
4. Mrs. Sweety Singh
5. Mrs. Shubhangi Kore
6. Mrs. Charu Singh
7. Mrs. Navita Sood
8. Ms. Hasti Patel
9. Ms. Aanchal Salvi
10. Mr. Nath Prasad Bavaskar

Agenda wise points were discussed as below:

1. Confirmation of Minutes of the CDC Meeting held on 17 th March 2022:

Minutes of the CDC meeting held in the month of march 23 was read and confirmed unanimously by the present members,

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 2022- 2023. 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.
- Restrict each goal to a certain department.
- 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.
- In internal meetings the IQAC department in charge needs to check the feasibility of the planned activities and if required modify and then finalize the activities.

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

Mrs. Nitisha Jha proposed a budget of Rs. 1,00,000/- for the Annual Day function of students. According to her, the cost of choreographers, costumes and refreshments required for the event. The teacher in charge to be appointed and the planning to start as early as possible for better coordination and quality programme.

Decision Taken: I/C Principal Dr. Nitisha Jha agreed to look into the budget allotment for Annual Day and asked the members to start planning for the same.

3. To redress the grievances of students

I/C Principal Dr. Nitisha Jha forwarded the grievances of the students that they wanted to have a project laboratory with 5 to 10 computers, for conducting various project works. She further informed that the 6 th floor project laboratory was also vacant and the B.Ed. students could make use of it from 2:30 to 7:00 pm.

Decision Taken: Ms. Dhara Desai ma'am proposed to look into the matter and asked librarian sir to take measures regarding the same.

4. To discuss regarding Internship programmes.

Mrs. Usha Iyer presented before the committee the list of internship schools approved for the Internship Programme of teacher trainees in the two year B.Ed. program. She informed the teachers to be assigned to each internship school so that each teacher visits these internship schools on a regular basis during the one month internship period.

Decision Taken: I/C Principal Dr. Nitisha Jha finalized the dates for the internship and assigned names of staff for each internship school. Permission Letters were also provided to each staff.

5. To discuss about the Seminar and Workshops

Ms. Shubhangi Kore proposed a budget for the Seminar-cum-workshop for the students and the teachers related to Women Cell. She said that the budget includes the cost of refreshment and certificate for the event.

Decision Taken: The members present made a note of it. I/C Principal Dr. Nitisha Jha agreed to prepare the budget for the seminars and organize them in collaboration with other institutions.

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.

I/C Principal

Dr. Nitisha Jha

