

Minutes of the meeting of College Development Committee (CDC)

The meeting of the College Development Committee of NMFCE was conducted on 2nd July 2022 at 2:00 p.m. in the Mini auditorium (Room no 706) of the college.

Attendees:

Name of the Members	Designation
Ms. Aruna Desai	Director
Mr. Denis Desai	Chairman
Ms. Dhara Desai	Secretary
Ms. Sylvia Fernandes	Academic director
Dr. Nitisha Jha	I/C Principal, NMFCE
Ms. Sweety Singh	IQAC Coordinator
Ms. Navita Sood	Member, Teaching staff
Ms. Shubhangi Kore	Member, Teaching staff
Ms. Swati Desai	Member, Non-teaching staff
Ms. Sunita Vyas	Member, Student council
Ms. Hasti Patel	Member, Student council
Ms. Aanchal Salvi	Member, Student council
Mr. Nath Prasad Bawaskar	Member, Student council
Ms. Sandip Gosavi	Member, Alumni

Agenda wise points were discussed as below:

- 1. Confirmation of Minutes of the CDC Meeting held on 23th May 2022:**
Minutes of the CDC meeting held on 23rd May 2022 were read & confirmed unanimously
- 2. Briefing about the quarterly reports of the Internal Quality Assurance Committee conducted /organized activities**

Ms. Sweety Singh updated members about the department wise activities conducted in the month of May and June 2022.

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 finalise 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.

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

Principal Dr. Nitisha Jha 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. Nitisha Jha asked the staff members to prepare department wise and pedagogy wise activity list and get it approved by her.

4. **Infrastructural Upgradation:**

Principal Dr. Nitisha Jha updated the committee members about the infrastructural up-gradation that has taken place in the college. 7th floor classrooms will be made available to B.Ed after 2pm for method lectures.

5. **Library augmentation**

Librarian Mr. Arvind Pujari updated the members regarding the projected expenses till the month of December 2022. 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. Ms. Sylvia Fernandes sanctioned an amount of rupees 10,000 towards the purchase of the books.

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

A Tentative plan of activities of Alumni Association for the month of July, August and September 2022 presented before the members was approved.

Decision Taken: Plan of activities were approved by the members.

7. **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

