

Minutes of the meeting of College Development Committee (CDC)

The meeting of the College Development Committee of NMFCE was conducted on 15/10/2022 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
Mr. Sandip Gosavi	Member, Alumni

Agenda wise points were discussed as below:

1. Confirmation of Minutes of the CDC meeting held on 2nd July 2022:

Minutes of the last CDC meeting held on 02/07/2022 were read & confirmed unanimously

2. Briefing about the 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 August and September 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 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. Students & Teachers' Achievement

Members were informed about various achievements of Students & Teachers in curricular, co – curricular and extra – curricular activities; which were appreciated.

Decision Taken: Principal Dr. Nitisha Jha assured that in future also various activities to be conducted for development of students as well as teachers.

4. Digitalization of all the documents in the college

Principal Dr. Nitisha Jha suggested starting digitalization of all the documents in the college. The college can transfer all data of B.Ed. students on the ERP system, so that it becomes easy for the college office and faculty to manage the data digitally.

Decision Taken: Academic director Ms. Sylvia Fernandes assured to implement all suggestions.

5. Rearranged copy of Income and expenditure statement of Academic Year 2021 – 2022:

The Rearranged copy of Income and Expenditure statement for Academic Year 2021 - 2022 was presented before the members.

6. Future plan for strengthening Alumni Chapter:

A Tentative plan of activities of Alumni Association for the month of October, November and December 2022 presented before the members was approved.

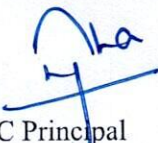
Decision Taken: Plan of activities were approved by the members.

7. Any other matter with permission from the Chair:

Members suggested sending all the Annexures related to the meeting well in advance so that they will be prepared for the meeting & the Meeting will end in time.

No other matter was discussed further.

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


I/C Principal
Dr. Nitisha Jha

