

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

The meeting of the College Development Committee of NMFCE was conducted on 11/03/2023 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 17 th January 2023:**

Minutes of the last CDC meeting held on 17/01/2023 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 January and February 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.
- 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. Achievements of the Staff and Students from 20th January 2023 to till date:**

Members were informed about various achievements of Staff & Students in academic, co – curricular and extra – curricular activities from 20th January 2023 to till date, which was appreciated by all the attendees.

**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 ERP system**

Principal Dr. Nitisha Jha discussed the importance of 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 college offices and faculty to manage the data digitally.

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

**5. Planning and preparation for NAAC**

Members of management discussed how to plan and prepare for the first cycle of NAAC. Principal Nitisha Jha was asked to take guidance from Nirmala degree college I/C principal Ms. Swiddle D’Cunha and IQAC coordinator Dr. Poonam Kakkad for the preparation of the first cycle of NAAC.

**Decision Taken:** Principal Dr. Nitisha Jha assured to implement all suggestions.

**6. Library augmentation**

Librarian Mr. Arvind Pujari updated the members regarding the projected expenses till the month of December 2023. 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. Academic director Ms. Sylvia Fernandes sanctioned an amount of rupees 10,000 towards the purchase of the books.

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

A Tentative plan of activities of Alumni Association for the month of March, April and May 2023 presented before the members.

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

**8. Any other matter with permission from the Chair:**

Ms. Sunita Vyas, second year B.Ed. student appreciated and acknowledged the efforts of the teachers of NMFCE.

**Decision Taken:** Ms. Sunita Vyas’s feedback and remarks were placed on records with thanks.

No other matter was discussed further.

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

  
I/C Principal

Dr. Nitisha Jha

