



CLARA'S COLLEGE OF EDUCATION

(Managed by : CHILDREN WELFARE CENTRE)

YARI ROAD, VERSOVA, MUMBAI - 400 061.

TEL.: 26365385, 26322003

Ref _____

Date _____

Date- 06-05-2022

Notice of the College Development Committee Meeting

A meeting of the College Development Committee will be held, Saturday , Saturday 13/05/22 at 1.30 pm. in the premises of Clara's College of Education, Yari Road Versova, Andheri West - Mumbai- 400063.

The following business will be transacted in the meeting.

1. To review of the minutes of the previous meeting, conducted on on 2nd January 2022,
2. To brief the committee members of the programs / events conducted since the last meeting
3. To review the progress made in preparation of the Academic Calendar for AY 2021-22
4. To brief the committee members of the schedule for exams / results and admission for scheduled in the coming months
5. To inform and discuss the budget allocated for the forthcoming academic year.
6. Any other matter with the permission of the chairperson.

Date- Saturday 13/05/22

Place- Mumbai

Principal

PRINCIPAL

Clara's College of Education

Yari Road, Versova,

Andheri (W), Mumbai - 400061.

Members: -

1. Mrs. Shabnam Kapoor – President of Children Welfare Center Management
2. Mr. Ajay Kaul - Hon. Gen Secretary Children Welfare Center Management
3. Prin. Dr. Ratnaprabha Rajmane – Prin. Clara's College of Education /CDC Coordinator
4. Dr. Madhukar. Gitte- Educationist, Principal Clara's College of Commerce
5. Smt. Shaista Munshi - Member representative of Social Activist
6. Dr. Sunayana J. Kadle - Member representative of Research Expert
7. Mrs. Rabia Gupta - Member representative of staff.
8. Mrs. Seema Singh- Member representative of staff
9. Mrs. Upasna Roy- HOD Member representative of staff.
10. Miss. Sunita Kamble - Member representative of Admin Staff
11. Miss. Kajal Kothari - Member representative of Students Council
12. Miss. Mayuri Avsar - Member representative of Students Council
13. Mr. Yogesh Bousker Member representative of Alumni

Clara's College of Education College Development Committee Members

Attendance:-

The meeting of the College Development Committee (CDC) of the college was held on Saturday 13/05 /2022 at 1.30 Pm. where the following members were present.

College Development Committee Members

Sr. No.	Designation Name of member
1	Mrs. Shabnam Kapoor – President of Management
2	Mr. Ajay Kaul - Hon. Gen Secretary
3	Prin. Dr. Ratnaprabha Rajmane – Prin. Clara's College of Education / IQAC & CDC Coordinator
4	Dr. Madhukar. Gitte- Educationist, Principal Clara's College of Commerce
5	Smt. Shaista Munshi - Member representative of Social Activist
6	Dr. Sunayana J. Kadle - Member representative of from Research Section, Prin. GSBS Smt. Surajba Collage of Education
7	Mrs. Rabia Gupta - Member representative of staff.
8	Mrs. Seema Singh- Member representative of staff
9	Mrs. Upasna Roy- HOD Member representative of staff.
10	Miss. Sunita Kamble - Member representative of admin Teaching Staff
11	Miss. Kajal Kothari - Member representative of Students Council
12	Miss. Mayuri Avsar- Member representative of Students Council
13	Mr. Yogesh Bousker Member representative of Alumni

Minutes of The Meeting of the College Development Committee Meeting Held

On Saturday 13/05/2022 at 1.30 Pm.

The following points were discussed:

1.To review of the minutes of the previous meeting, conducted on 10th March 2022.

The minutes of the last CDC meeting were read and confirmed the committee members. The action taken report read after reading of the meeting minutes.

2.To brief the of the academic programs conducted since the last meeting
Many of the academic program conducted till last meeting. The following is the list of program:-

Sr. No	ACTIVITY	DATE
1.	Marathi Divas celebration	28.02.2022
2.	-Community Work Programme-(Every Saturday) -Cheshsire Homes India -Vimaltidevi Old Age Home -Aaijidevi Old Age Home	07.03.2022 to 19.03.2022
3.	Online Workshop on Affordable Clean Energy	24.03.2022
4.	Online Workshop on "Life Skill For Sustaining Life"	09.04.2022
5.	Talent Search program	13.04.2022
6.	Medical Camp in collaboration with "Ekta Manch"	14.04.2022
7.	Celebration of "International Women's Day" -Debate Competition	20.04.2022
8.	Physical education Workshop	09.05.2022
9.	Beach Cleaning Drive	09.05.2022
10.	Workshop on Drama And Art In Education	10.05.2022
11.	Eid Celebration	11.05.2022
12.	Online workshop On "Understanding Self" in collaboration with BJS NGO.	17.05.2022 to 24.05.2022
13.	Youth for Mumbai Speakers Forum-2022 (Initiatives of Mumbai Police)	25.05.2022

3. Discussion on the Academic Calendar for AY 2021-22

Progress made in preparation of the Academic Calendar Year 2021-22 that while teaching the Theory Courses CLO and PLO program as per NAAC information started. Faculty has plan for the program and they have started working on the same.

4. To brief the committee members of the schedule for exams / results and admission for scheduled in the coming months.

Principal has allotted the work to the faculty members and briefed them about their work. Prof. Upasna Roy is in-charge for university exam. University exam results announced in the meeting.

5. To inform and discuss the budget allocated for the forthcoming academic year.- Institutions admin section done budget part and given it to college admin staff

6. Any other matter with the permission of the chairperson.

As per the University circular college has to complete NAAC status. IIQA submission is essential

Allotment of Subject and Coordinators of various committee duties given to the staff.-

Following Charts Shows program Coordinators duties :-

Program Coordinators –July 2023-2024 May

Sr. No	Programmes	July 2023-2024 May
1	Prayer	Prof. Upasna Roy
2	Attendance	Prof. Upasna Roy
4	Community Work	All staff Members
5	Paper Reading	Students Council
6	Student Council	Prof. Upasna Roy
7	Visits	Prof. Rabia Gupta / Prof. Seema Singh
8	Extension	Prof. Rabia Gupta / Prof. Seema Singh
9	<ul style="list-style-type: none">Alumni AssociationReport of Student's SupportStudents Feedback mechanism	Prof. Rabia Gupta / Prof. Seema Singh

	Placement <ul style="list-style-type: none"> • Teachers Eligibility test • Name of The Students Who Received Job. • Higher Studies Information • Student's Placement With Date, Designation And School 	Prof. Upasna Roy
10	PRACTICE TEACHING <ul style="list-style-type: none"> • Audio Video recording of classroom lessons • Video recording of co-teaching • Reflective Journal • Unit Plan 	Prof. Seema Singh Prof. Upasna Roy
	<ul style="list-style-type: none"> • Allotment of Practice Teaching schools • Preparation of practice Teaching material, , Unit Plan 	Prof. Rabia Gupta
11	College internal Essay/ Exams	Prof. Rabia Gupta
12	<ul style="list-style-type: none"> • Time Table • Academic Calendar • Year Planning Yearly Report of The Activities 	Prin. Ratnaprabha Rajmane Prof. Seema Singh
13	University Examination	Prof. Upasna Roy
14	ICT Resources <ul style="list-style-type: none"> • Use Of LMS • EDMODO • Mobile Learning • Evaluation Of Students Through LMS 	Prof. Debaleena Roy
15	Convocation Programme	Principal and All staff members
18	College Research	Principal and All staff members
20	Internal Assessment	Principal and All staff members
21	IQAC and CDC Coordinator	Prin. R. Rajmane
22	Admission Committee	Principal ,Admin staff and All staff members
23	Grievance Cell	Prof. Rabia Gupta
24	Women Cell	Prof. Rabia Gupta

25	Memorandum Of Under Standing Ngo Collaboration	Prof. Upasna Roy
26	Staff Meetings	Prof. Upasna Roy
27	Website	Prof. Seema Singh
28	Conferences	Principal and All staff members
29	Library Meeting	Prof. Rabia Gupta
31	Club Activities Coordinator	All staff Members
33	Physical Education/ Yoga / Sports	Prof. Upasna Roy
36	Files Collection And Records Keeping	Prof. Seema Singh
38	CDC- Coordinator	Prin. Dr. Rajmane
39	Farewell	Prof. Upasna Roy
40	Examination and essays , Assignments	Prof. Rabia Gupta
41	University examination	Prof. Upasna Roy

Program allotted to all staff members and Meeting ended with the vote of thanks.


Principal

Dr. Ratnaprabha Rajmane
PRINCIPAL
Clara's College of Education
Yari Road, Veru
Andheri (W), Mumbai - 400061.