



CLARA'S COLLEGE OF EDUCATION

(Managed by : CHILDREN WELFARE CENTRE)

YARI ROAD, VERSOVA, MUMBAI - 400 061.

TEL.: 26365385, 26322003

Ref _____

Date _____

Date- 27/08/2022

Notice of the College Development Committee Meeting

A meeting of the College Development Committee will be held, **Saturday 03/09/2022 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 on2nd 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- 03/09/2022

Place- Mumbai

Members: -

Principal

PRINCIPAL

Clara's College of Education

Yari Road, Versova,

Andheri (W), Mumbai - 400061.

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, 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 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

Attendance:-

The meeting of the College Development Committee (CDC) of the college was held on Saturday 03/09/ 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 cell & CDC meetings 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 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

Saturday 03/09/ 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 Program-(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 programme	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. To review the progress made in preparation of 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.

Meeting ended with the vote of thanks.


Dr. Ratnaprabha Rajmane

Principal

PRINCIPAL

Clara's College of Education

Yari Road, Versova,

Andheri (W), Mumbai - 400061.

College Development Committee Meeting Action Taken Report

Date of the meeting – 13/05/2022, at 1.30 college campus

Sr.No	Agenda	Decision	Action taken
1	To read and confirm last 13/05/22 Meetings minutes and read action taken report.	Yes Minutes read and confirmed.	Minutes confirm and action taken report read. In the previous meeting whichever decision taken that report read in the meeting.
2	To brief the committee members of the programs and events conducted since the last meeting	Program conducted list is attached.	Many of the academic program. Co curricular activities conducted in the session.
3	To review the Academic Calendar for AY 2021-22	Academic Calendar reviewed.	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.	Exam duties allotted to faculty.	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 I semester results announced in the meeting.
5	To inform and discuss the budget allocated for the forthcoming academic year.	Admin Staff has given information about it.	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



Principal

Dr. Ratnaprabha N. Rajmane

PRINCIPAL

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