



CLARA'S COLLEGE OF EDUCATION

(Managed by : CHILDREN WELFARE CENTRE)

YARI ROAD, VERSOVA, MUMBAI - 400 061.

TEL.: 26365385, 26322003

Ref _____

Date _____

COLLEGE DEVELOPMENT COMMITTEE (CDC)

In the context of Indian higher education—specifically within the framework of the Maharashtra Public Universities Act, 2016—the College Development Committee (CDC) is the most critical statutory body for the internal governance and future planning of an institution.

It replaces the former "Local Managing Committee" (LMC) with a broader mandate to include teachers, non-teaching staff, and students in decision-making.

1. Composition of the CDC

The CDC must be a representative body, typically consisting of 15 members. The structure is designed to balance management authority with academic and administrative input.

2. Core Functions & Responsibilities

The CDC acts as the bridge between the college's daily operations and the Management's long-term vision.

Financial Oversight:

Preparedness and approval of the annual budget and financial statements.

Academic Planning: Recommending new courses, additional sections, or the introduction of new subjects.

Infrastructure: Planning for the expansion of ICT facilities, laboratories, and library resources.

Quality Assurance: Reviewing the IQAC reports and ensuring the college meets NAAC/NCTE accreditation standards.

Staffing: Making recommendations regarding the requirement of teaching and non-teaching posts.

3. Mandatory Disclosures & Records

For institutional audits (like NAAC or NCTE), the following documentation for CDC meetings is essential:



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Audit Checklist:

Meeting Notices: Issued at least 7 days in advance with a clear agenda.

Attendance Ledger: Signed by all members present.

Minutes of Meeting (MoM): Detailed records of resolutions passed, particularly those involving financial expenditure or policy changes.

Action Taken Report (ATR): A report presented at the start of each meeting detailing what was done regarding the previous meeting's resolutions.

4. Operational Requirements

Frequency: The committee must meet at least four times a year.

Quorum: Usually, 50% of the members must be present to validate the proceedings.

Tenure: The term of the elected and nominated members is generally five years.



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COLLEGE DEVELOPMENT COMMITTEE

Sr. No.	Designation Name of member
1	Mr. Ajay J. Kaul - Hon. Gen Secretary Children Welfare Centre
2	Prin. Dr. Ratnaprabha Rajmane – Prin. Clara's College of Education IQAC & CDC Coordinator
3	Dr. Madhukar. Gitte- Educationist, Principal Clara's College of Commerce
4	Smt. Shaista Munshi - Member representative of Social Activist
5	Dr. Sunayana J. Kadle - Member representative of from Research Section, Prin. GSBS Smt. Surajba College of Education
6	Assist. Prof. Mrs. Upasna Roy- HOD Member representative of staff.
7	Mrs. Seema Singh- Member representative of staff
8	Assist. Prof. Mr. Shahaji Nikalaje -Member representative of staff
9	Assist. Prof. Mrs. Smita Chulliparambil -Member representative of staff
10	Miss. Sunita Kamble - Member representative of Non-Teaching Staff
11	Miss. Rimsha Abdulla- Member representative Alumni
12	Miss. Muskan Shaikh- Member representative of Students Council
13	Mr. Pravin Deshmukh -Library in charge



Dr. Ratnaprabha Rajmane
I/C Principal