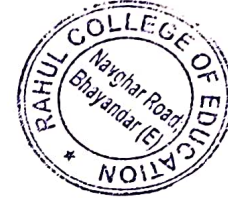


# RAHUL COLLEGE OF EDUCATION (ENGLISH MEDIUM)

(B.Ed., N.C.T.E Recg. No. WRC/5-6/89/2006. Dtd. 27/09/2006 Code No. APW03437/123403, NCTE Revised Order F. No. WRC/APW03437/123403/2015/152873 Dated. 19 Sept. 2015, Affiliated to The University of Mumbai Aff/Recog. 1/1249 of Dtd. 28 Feb. 2007, Govt. of Maharashtra, B.Ed. 2006/(503/06) MASHI-1, Dtd. 7 Oct. 2006) (M.Ed. NCTE Recg. No. WRC/5-6/110/2008/46779, Dated 18/11/2008, Govt. of Maharashtra No. M.Ed. / 2008/(416/08) Mashi-2 Dated. 15/07/2009, AFFILIATION NO. PG/2/3172 OF 2009 Dated 21/08/2009)

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Ref. No.:OW.RCE.74-2022

Date:30.11.2022

Respected Members,

**Sub: Postponing of College Development Committee Meeting**

With reference to the previous circular no. OW.RCE.66.2022 Dated 24/11/2022 would like to inform you all that the College Development Committee Meeting which was organized on 01<sup>st</sup> December, 2022 at 11: 00 am in Rahul College of Education Board room has been postponed due to some administrative concerns and has been rescheduled on 7<sup>th</sup> December, 2022 at 11: 00 am.

Sorry for the inconvenience caused & hoping for a positive reply.

Thanking You,



Mrs. Sanjana Mishra

I/C Principal

**I/C PRINCIPAL**  
**RAHUL COLLEGE OF EDUCATION**  
Navghar Road, Bhayandar (E),  
Dist. Thane - 401 105.

**Managed by: Shree Rahul Education Society**

C/o. Mother Mary's Jr. College, Navghar Road, Bhayandar (E), Thane 401105, Maharashtra.

☎ 022 - 28151122 / 33 ✉ rahul\_bed@rahuleducation.com ➡ www.rahul-edr.org

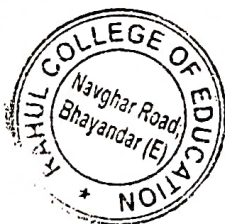



# RAHUL COLLEGE OF EDUCATION

(N.C.T.E. Regg. No. WRC/5-8/88/2006 Dtd. 27/08/2006 CODE NO.APWG3437/123403) AFFILIATED TO UNIVERSITY OF MUMBAI AFF/RECOG.1/1249 OF 2007 Dtd.28 Feb.2007

## The Agenda for the CDC meeting are as follows:

1. To brief about the Admissions & decide future action plans for enhancement of admissions.
2. To discuss about the overall teaching program & annual academic and administrative calendar of the college.
3. Recommend to the management about Introduction of Certificate Courses for the attainment of COs and to upgrade the In-Service Teachers & Alumni.
4. Make specific recommendations to the Management to encourage and strengthen the research culture, consultancy & extension activities in the college.
5. Make specific recommendation to the Management for fostering academic collaboration to strengthen Teaching & research.
6. Make specific recommendations to the Management to encourage the use of Information & Communication Technology in teaching and learning process.
7. Make specific recommendations regarding the improvement in teaching & suitable training programs for the faculties of the college.
8. Prepare the annual financial estimate (budget) of the college & recommend the same for approval.
9. Make recommendation regarding the students & employee welfare activities in the college.
10. Discuss the report of IQAC & make suitable recommendations.
11. Plan major annual event in the college such as annual day, sports & culture day
12. Recommend the administration about the appropriate steps to be taken regarding the discipline, safety & security issues of the colleges.



  
Mrs. Sanjana Mishra

I/C PRINCIPAL  
RAHUL COLLEGE OF EDUCATION  
Navghar Road, Bhayandar (E),  
Dist. Thane - 401 105.





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# RAHUL COLLEGE OF EDUCATION

## (ENGLISH MEDIUM)

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Ref. No. : OW. RCE.76-2022

Date: 07.12.2022 **226**

### The Following Members were present for the CDC Meeting A.Y 2022- 2023

Sr. No.	Name of the member	Designation	Signature
1	Shri. Lallan Tiwari	Chairman (Management)	—
2	Shri. Rahul Tiwari	Secretary (Management)	—
3	Smt. Krishna Tiwari	Jt. Secretary (Management)	
4	Mr. Utsav Tiwari	COO (Management)	
5	Dr. N.N. Pandey	Director - Rahul Education HEI (Special Invitee)	
6	Ms. Alka Jain	Assistant Professor and Training & Placement Officer	—
7	Mr. Yigal Banker	Assistant Professor and Teacher Representative	
8	Ms. Dhanisha Benoy	Assistant Professor and Teacher Representative	
9	Ms. Janhvi Naik	Administrator	
10	Dr. Sunita Magre	Professor and Head of Dept. of Education, UoM. (Educationist)	
11	Dr. Reni Francis	Principal, Pillal College of Education and Research (Special Invitee)	
12	Ms. Sindu Aven	OrangeSlates (Industrialist)	—
13	Mr. Krishan Wadekar	Asst. Teacher, Rahul International School Mira Road (Alumni Representative)	
14	Ms. Uma Haritwal	GS (Student Council)	
15	Mr. Pradeep Shukla	Assistant Professor, Rahul College of Education and IQAC Co-ordinator, Rahul College of Education	
16	Ms. Sanjana Mishra	I/C Principal, Rahul College of Education - Member -Secretary	

Mrs. Sanjana Mishra  
I/C Principal

I/C PRINCIPAL  
RAHUL COLLEGE OF EDUCATION  
Navghar Road, Bhayandar (E),  
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Ref No. : OW.RCE.81.2022

Date: 07/12/2022

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### MINUTES OF MEETING AND ACTION PLAN

The College Development Committee Meeting was held on 7th December, 2022 at Rahul College of Education Board Room at 11:00 am.

The following Members were present for the meeting.

Sr No.	Name of the Members	Designation
1.	Smt. Krishna R. Tiwari	Joint Secretary, Rahul Education
2.	Mr. Utsav Tiwari	COO, Rahul Education
3.	Dr. Sunita Magre	Head of Department, Education - UoM
4.	Dr. Reni Francis	Principal, Pillai College of Education & Research
5.	Dr. N.N. Pandey	Director of Higher Education Institutions, Rahul Education
6.	Mrs. Sanjana Mishra	I/C Principal, Rahul College of Education
7.	Mrs. Jahnvi Naik	Administrator
8.	Mr. Yigal Banker	Assistant Professor
9.	Mrs. Joyce Britto	Assistant Professor
10.	Mrs. Dhanisha Benoy	Assistant Professor
11.	Mr. Pradeep Shukla	Assistant Professor , IQAC Coordinator
12.	Ms. Uma Haritwal	Student Council (GS)
13.	Mr. Krishnan Wadekar	Student Alumni



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### **Introduction:**

- Meeting was initiated by Mr. Utsav Tiwari Sir COO, Rahul Education with welcoming the members and warm wishes.
- Mrs. Sanjana Mishra I/C Principal Rahul College of Education Started with the presentation.

### **AG 01:**

**To brief about admission & Decide future action plans.**

### **Points of Discussion:**

**POD 1:** CET cell rules as regards admission to be strictly followed.

**POD 2:** Merit list will be issued by the CET cell to college.

**POD 3:** The registration of merit listed candidates from 9 am to 11 am in College office on the days of admissions as per CET cell instructions.

**POD 4:** Verification of documents and eligibility of the candidate to be done by panel of one teacher and one non-teaching staff in allotted classrooms from 11 am onwards.

**POD 5:** College admission form to be filled in online mode in the library.

**POD 6:** As of yet In Round-1 total 15 Students had been allotted, out of which 9 have confirmed their seats. There are total 41 vacant seats.

### **Future Action plan –**

- Increase of Intake - 100
- After NAAC Accreditation, apply for M.Ed Program.
- Start PGDM in Education Management, Administration, Leadership and other Allied Programs

### **Details of Discussion:**

**DOD 1:** Dr. N.N. Pandey Sir asked about the admission process and the criteria of the CET and CAP Round.

**DOD 2:** Dr. Sunita Magre suggested to apply for the integrated program B.Ed. & M.Ed.

**DOD 3:** Mr. Yigal Banker Sir suggested to conduct an awareness campaign in junior college regarding the integrated program.

**DOD 4:** Also, Mr. Utsav Tiwari Sir informed about the future plans regarding PGDM program.



**AG 02:**

Decide about the overall teaching program & annual calendar of the college.

**Points of Discussion:**

**POD 1:** Curriculum Overview

**POD 2:** Workload Distribution

**POD 3:** Feedback from stakeholders (Employer, Parents, Students, Alumni, Teacher)

**POD 4:** Academic Calendar

**POD 5:** Lesson Plan format

**POD 6:** Mapping of CO & PO

**Details of Discussion:**

**DOD 1:** Mrs. Sanjana Mishra, informed the members about curriculum overview which is been strictly adhered as per the University of Mumbai guidelines and norms.

**DOD 2:** Also, Academic Calendar, Lesson Plan Format, Mapping of Program outcome and Course Outcome as well as Feedback Format were shown to members.

**DOD 3:** Dr. Reni Francis Ma'am, suggested to have Value Added Courses to full fill the gaps and also focus on having a set and structured curriculum for the value added course to meet the NAAC requirements. Ma'am, also gave some examples of her own college value added course and also about the lesson plan bank which has been shared among the many schools.

**DOD 4:** Also, Dr. Reni Ma'am suggested to maintain a register or chronicle with pictures and written text, Alumni speaking videos about the college and achievement.

**DOD 5:** Dr. Sunita Magre Ma'am Suggested to incorporate experiential learning techniques as per NEP 2020.

**DOD 6:** Mr. Yigal Banker Sir informed about the initiative which has been started such as high flex learning, Blog Writing, Internship & Reflective practices.

**DOD 7:** Mr. Utsav Tiwari Sir Informed about the Internship Policy and Mentor system.



**AG 03:**

**Recommend to the management about Introduction of certificate courses & for the attainment of CO to upgrade the In-Service Teachers & Alumni.**

**Points of Discussion:**

**POD 1:** Interactive Teaching Methodologies for Blended Learning.

**POD 2:** Bloom's Taxonomy - Digital and Physical.

**POD 3:** Learner Centered Pedagogy.

**POD 4:** Experiential Learning in Classroom.

**POD 5:** Visual Thinking Routine Basic.

**Future Plans:**

- Cambridge Certificate in Teaching Learning Program by Cambridge Assessment International Education.
- AfL Strategies for Classroom
- Metacognitive Learning for 21st Century Learners
- Project based Learning
- Making Classroom Gender, Social and Ability Inclusive

**Details of Discussion:**

**DOD 1:** Mrs. Sanjana Mishra informed the members about current value added course which has been started under Shri L.R. Tiwari Centre of Excellence powered by Orange Slates.

**DOD 2:** Dr. Reni Francis Ma'am Suggested to identify the learners through Baseline Assessment at the entry level, and accordingly plan for the courses which can be blended with the regular courses. Also, focus on the revised blooms taxonomy. Create a database or profile of the students from the entry level and maintain it till exit level.

**DOD 3:** Dr. Reni also suggested to focus upon the communication and technical skills to develop with short duration courses spread across two years of B.Ed. Program.



#### **AG 04:**

**Make specific recommendation to the management to encourage and strengthen research culture, consultancy & extension activities in the college.**

#### **Points of Discussion:**

**POD 1:** Collaboration with IDF for training and inculcating Social Empathy (MOU)

**POD 2:** DLLE - Department of Lifelong and Extension Centre

**POD 3:** Established Center of Excellence - Shree L.R. Tiwari Centre of Excellence, Powered by Orange Slates. (MOU)

**POD 4:** Planning outreach activities like Industrial Visits & Campaigns to various educational institutions & Community work.

**POD 5:** Rupantran4ME - A societal impact program under Department of R&D

**POD 6:** Establishment of Saarthi - A free Educational Clinic to aid the society for academic excellence. Started under Department of R&D

#### **Future Plans:**

- Adhitha - Baseline Assessments Consultancy for schools offering Secondary, Senior Secondary and UG Programmes.
- Industrial Visit to Government Run schools in Delhi to understand the Happiness Curriculum
- 3 Day trip to Ahmedabad to visit the Riverside School to understand, learn and visualize Design Thinking in Education.

#### **Details of Discussion:**

**DOD 1:** Mrs. Sanjana Mishra informed the members about the current collaborations of Rahul College of Education with Orange Slates, IDF & DLLE.

**DOD 2:** Ma'am, also informed the members about the Research & Development Project Rupantran4ME & Saarthi – Educational Clinic. Also about the upcoming plans such as Adhitha- Baseline Assessment which will be planned & executed by the B.Ed. Students. Even about the industrial trip at Delhi and Ahmedabad to understand the needs and to develop learning experiences.

**DOD 3:** Dr. Reni Francis Ma'am suggested to involve faculties into research culture which is essential to meet the NAAC requirement also writing books which can be published free on various available free publication portal. Also, College can do patent on their ideas and innovation.





**AG 05:**

**Make specific recommendation to the management to foster academic collaboration to strengthen Teach the research.**

**Points of Discussion:**

**POD 1:** Nurturing Faculties into Research Culture.

**POD 2:** FDP/ STTP regarding teaching methodology and practices.

**POD 3:** Participation in National & International Seminar or conferences.

**POD 4:** Faculty Research Policy

**POD 5:** Organizing International and National Conferences in Collaborations with various universities.

**Details of Discussion:**

**DOD 1:** Mrs. Sanjana Mishra informed the members about the Funding policy for faculties for doing Research Work. Also, Upcoming International Seminar in February, 2023.

**DOD 2:** Dr. Sunita Magre Ma'am suggested to have 4 workshop or 4 seminars each years out of which one should be an international seminar. Also to plan 2-3 days Faculty Development Program, 1 day Faculty Induction Program.

**AG 06:**

**Make specific recommendation to the Management to encourage the use of information & communication technology in teaching and learning process.**

**Points of Discussion:**

**POD 1:** Methodology rooms (Pedagogy based)

**POD 2:** Introduced E-learning resources (Digital Library- NDLI, N-List)

**POD 3:** Swayam Local Chapter - One entire unit is taught using SWAYAM. We are awaiting University Guidelines for transfer of credits

**POD 4:** Digital Internship Portfolio



### **Future Plans:**

- Establishment of Language Lab - With British Council, Cambridge Assessment English
- Psychology Laboratory

### **Details of Discussion:**

**DOD 1:** Mrs. Sanjana Mishra recommended the management about the methodology rooms as per pedagogy based. Also informed the members about the E- Learning resources such as Digital Library- NDLI and Registration of students of SWAYAM Local Chapters for which management is willing to sponsor 50% of the examination fees. Even, students are asked to maintain a digital internship portfolio and future plans.

**DOD 2:** Dr. Reni Francis Ma'am, suggested not to have Language Lab as it is very outdated concept.

### **AG 07:**

**Make specific recommendations regarding the improvement in teaching & suitable training programs for the faculties of the college.**

### **Points of Discussion:**

**POD 1:** Department of Research and Development for counselling and creating a research culture in the college.

**POD 2:** Conduction of FDPs, Seminars, conclaves- Konnekt2k22, Lectures by Allied Faculties, Workshops and Round Tables.

### **Future Plans:**

- Parameters such as Departmental Role, Institutional Responsibilities & Research Activities.
- 360 Degree Feedback as per the University of Mumbai and UGC Guidelines

### **Details of Discussion:**

**DOD 1:** Mrs. Sanjana Mishra informed the members about the various activities which are planned under the R& D Department of the college such as guest lectures through research scholars and workshop on reading research articles etc. also informed about the allied faculties taking lectures for B.Ed. students as per their qualification and specialization which will develop the students perspective.

**DOD 2:** Also informed about the future plans for Performance Appraisal system which will majorly focus on Job Role & Responsibilities and Research Work.



**AG 08:**

**Prepare the annual financial estimate (budget) & financial statement of the college or institution & recommend the same to the management for approval.**

**Points of Discussion:**

**POD 1:** Process for Budget Formulation

**POD 2:** Desired Budget was called from

- a. Library
- b. Student Welfare
- c. Research and Development
- d. IQAC
- e. Administration
- f. Training and Placement

**POD 3:** After Scrutiny with the committee consisting of Principal, Finance Officer, and the Manager of Rahul Education the budget was revised and reformulated

**Details of Discussion:**

**DOD 1:** Mr. Utsav Tiwari Sir Presented the Budget format to the members.

**DOD 2:** Dr. Reni Francis Ma'am suggested to add Alumni Department in Budget Process also start with the funding and to have separate bank account for the same.

**DOD 3:** Also involve Alumni in various projects during course.

**AG 09:**

**Make recommendation regarding the students & employees welfare activities in the college or institution.**

**Points of Discussion:**

**POD 1:** Multi- perspective culture in teaching practices through Allied Faculties (Degree College, Ms Kavita Sanghvi, Dr Sangeeta Gole, Roopa Kanojiya).

**POD 2:** College initiated Interdisciplinary mode of learning through collaborations with other institutions (Sister concerns of Rahul Education)





POD 3: Value Added Courses- Centre of Excellence (Certificate Course- Orange Slates)

POD 4: Various programmes such as Saarthi- Educational Clinic, रूपांतरण4ME.

### **Future Plans**

- Setting up of Baseline test “Adhistha”(अधिष्ठा)
- Promoting Research Culture in students - through their B.Ed. Program such as writing a paper on Impact of their teaching pedagogies adopted during Semester 3 internship | Social Reformation through Educational Practices - For Students opting for Rural Development as an elective in Semester 3
- Inculcating Entrepreneurship values in students

### **Details of Discussion:**

**DOD 1:** Mrs. Sanjana Mishra informed the members about the various initiative taken by the college for the student welfare for inculcating research culture in them and also to develop their horizon by having allied faculties from RIS Sister Concern.

**DOD 2:** Dr. Reni Francis Ma'am, suggested to make a team of student and teacher where student will do research and teacher will make structure and jointly can present or publish the article. Ma'am, also suggested to contact Chetna Publication for developing Entrepreneurship skills among students by writing content or to set up an incubation center.

**DOD 3:** Dr. Reni Francis Ma'am, also focus on the Action Research Which will be done by the Student teacher should be based on SDG and it can be published on various free publication sites.

### **AG 10:**

**Discuss the report of IQAC & make suitable recommendations.**

### **Points of Discussion:**

- Strategies planning for effective curriculum delivery
- NEP 2020 Preparedness
- Introduction of new Certificate courses to bridge the gap and to hone the skills.
- Special focus on Experiential/ Participative Learning.
- Planning for research funding.
- Newsletter Articles by teachers & students
- Promotion of scholarship Scheme.
- Consultancy
- Library Automation & Enrichment of its resources.
- Evaluation of attainment of PO & CO unit wise.



- Capability enhancement initiative.
- Maintaining of Students opting for Higher Education and their Placement data.

### **Details of Discussion:**

Mr. Utsav Tiwari Sir, Presented the various initiative and report of the IQAC for suitable recommendations. And Members approve the same.

### **AG 11:**

**Plan major annual event in the college such as annual day, sports & culture day etc.**

### **Points of Discussion:**

**POD 1:** Co-curricular activities are meant to bring social skills, intellectual skills, moral values, personality progress, and character appeal to students. Enroll during Internship in School are athletics, cultural events, Library activities, science lab activities, classroom activities, creative arts, meditation

- **ANNUAL DAY - RHYTHM 2023**
- **CONVOCATION**
- **CULTURAL WEEK**
- **SPORTS WEEK**

### **Future Plan:**

- Gallery Walks to Celebrate the UN Week hinged on UN Sustainable Goals and inviting the Community to witness it

### **Details of discussion:**

**DOD 1:** Mr. Utsav Tiwari Sir, informed the members about the co-curricular activities which has been planned for the student teachers to will help them to develop various skills which are very important to possess as a good teacher.

**DOD 2:** College will soon celebrate annual fest RHYTHM 2023, also convocation, cultural festival and sports week. Sir, also informed about the future lined up event Gallery walk which is totally based on Sustainable Development Goals. Which is one of the best practices of the College.



## **AG 12:**

**Recommend the administration about the appropriate steps to be taken regarding the discipline, safety & security issues of the colleges.**

### **Points of Discussion:**

**POD 1:** Provision of Statutory Committees such as:

- Mahila Takrar Committee
- SC/ST Committee
- Internal Complaints Committee
- Anti-Ragging

**POD 2:** Counsellor on Visiting Basis for maintaining the wellbeing of students

**POD 3:** Handicap friendly campus - Ramp Access, Disabled Toilet

### **Future Plans:**

- Gender Neutral Campus
- RFID Access using I Card and Biometric for entry into campus

### **Details of Discussion:**

**DOD 1:** Mrs. Sanjana Mishra informed the members about the various essential committees have been formed as per the norms of University and NCTE. Even College is focusing upon the needs and safety of the students as well as campus through preventive measures.

**DOD 2:** Dr. Reni Francis Ma'am, suggested to have separate cell for Women Development and Mahila Takrar. Also conduct activities for women development as per requirement of the University & NAAC. Example- Cleanliness & hygiene, Women Empowerment, Digital Literacy, Financial Literacy etc.

**DOD 3:** Also can change the name of Mahila Takrar Cell to Vishakha Cell.





- ❖ The Meeting ended with the formal vote of thanks & date for the next meeting will be Informed soon.

**Prepared By**  
**Mr. Pradeep Shukla**  
**IQAC Coordinator**

**Checked & Verified By**  
**Mrs. Sanjana Mishra**  
**I/C Principal**

**Approved By**  
**Mr. Utsav Tiwari**  
**COO, Rahul Education**