



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)

Ref - DW - RCOE - 28. - 2023-24

Date : 02 August 2024

NOTICE FOR COLLEGE DEVELOPMENT COMMITTEE MEETING

The College Development Committee (CDC) meeting will be held in the BoardRoom of Rahul College of Education on 8th August, 2023-24 at 1.30pm to transact the following agenda.

AGENDA

1. Welcome and Introduction
2. To review previous meeting minutes
3. To provide an update on Career Counseling Services
4. To discuss employer Engagement and Partnerships
5. To discuss Internship and Placement Programs
6. To explore avenues for professional development
7. To foster ways of Alumni Engagement
8. To enhance student Outreach Activities
9. To consider Career Fairs
10. To discuss the effectiveness of Technology and Tools for Career Guidance
11. To establish and review Feedback Mechanisms
12. To review the Budget
13. To engage in Strategic Planning for the Future
14. Any Other Business
15. To confirm the Next Meeting Schedule and Adjournment

Members:

- Shri. Lallan Tiwari - Chairman (Management)
Shri. Rahul Tiwari - Secretary (Management)
Smt. Krishna Tiwari - Jt. Secretary (Management)
Mr. Utsav Tiwari - COO (Management)
Ms. Sanjana Mishra - I/C Principal / Member – Secretary
Mr. Yigal Banker - IQAC Coordinator
Ms. Joyce Britto - Representative of the Teaching Faculty
Ms Alka Jain - Training & Placement Officer
Ms. Janhavi Naik - Administrator
Dr. Sunita Magre - Educationist
Ms. Sindu Aven – Industrialist
Ms Kavita Sanghvi - Special Invitee
Ms Rakhee Chhabarai- Special Invitee
Mr. Vikas Tiwari - Alumni Representative
Ms. Jeslyn Cascar -GS (Student Council)

Ms. Sanjana Mishra

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.

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Ref - OW-RCOE - 31 - 2023-24



Attendance Report of 1st CDC Meeting held on 8th August.2023 at 1.30 pm.

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 R. Tiwari	COO, Management Representative	
5	Ms. Sanjana Mishra	I/C Principal	
6	Mr. Yigal Banker	IQAC Coordinator	
7	Ms. Janhavi Naik	Administrative Officer	
8	Ms. Alka Jain	Training & Placement Officer	
9	Ms. Joyce Britto	Representative of Teaching Faculty	
10	Dr. Sunita Magre	Educationist	
11	Ms. Sindu Aven	Industrialist	Online.
12	Ms Kavita Sanghvi	Special Invitee	
13	Ms Rakhee Chhabarai	Special Invitee	Online.
14	Ms. Jeslyn Cascar	GS (Student Council)	
15	Mr. Vikas Tiwari	Alumni Representative	

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747



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Minutes of Meeting on 8th August.2023 at 1.30 pm.

AG 1. Welcome and Introduction

POD: Opening the meeting and setting expectations for the session.

DOD : Ms. Sanjana Mishra welcomed all the attendees and outlined the key agenda items. She highlighted the importance of enhancing career counseling services, employer engagement, internships, and student outreach to ensure the success and employability of the students.

AG 2. Review of Previous Meeting Minutes

POD :Revisiting decisions made in the previous meeting.

DOD : The minutes of the previous meeting were reviewed by the committee members. No revisions were suggested, and the minutes were approved unanimously.

AG 3. Update on Career Counseling Services

POD : Reviewing the progress of career counseling services for students.

DOD : Ms. Alka Jain presented an update on the ongoing career counseling services. The committee discussed student feedback, with suggestions to implement more personalized counseling sessions to cater to individual career aspirations. The use of psychometric assessments was proposed to better guide students.

AG 4. Employer Engagement and Partnerships

POD : Strengthening ties with employers and fostering new partnerships.

DOD : Mr. Yigal Banker shared the current status of employer partnerships and proposed further engagement activities such as guest lectures, industry panels, and site visits. Ms. Sindu Aven suggested exploring joint research initiatives with industries, and Dr. Sangeeta Gole emphasized that partnerships should align with the skills being taught to students.

AG 5. Internship and Placement Programs

POD : Enhancing internship and placement opportunities for students.

DOD : Ms. Alka Jain reported on the success of the existing internship and placement programs. The committee discussed expanding the network of companies offering internships. Ms. Rakhee Chhabarai proposed offering remote internships for students with logistical challenges, and Dr. Sunita Magre suggested focusing on internships that align with long-term career goals.

AG 6. Professional Development Avenues

POD : Exploring professional development opportunities for students.

DOD : Ms. Janhavi Naik shared the upcoming workshops aimed at building soft skills, leadership, and teamwork among students. Ms. Kavita Sanghvi recommended bringing in successful alumni to share insights on career growth. The committee agreed to increase the frequency of skill-based workshops and training.

AG 7. Alumni Engagement

POD : Strengthening the relationship with alumni to benefit current students.

DOD : Ms. Joyce Britto discussed the need for more active alumni engagement. Dr. Sunita Magre proposed creating an Alumni Mentorship Program. Ms. Jeslyn Cascar suggested hosting an alumni event where students could directly interact with former graduates for guidance and networking.

AG8. Student Outreach Activities

POD : Planning activities to engage students and inform them about career opportunities.

DOD : Ms. Jeslyn Cascar, representing the student council, shared details about recent outreach initiatives. She proposed a series of workshops aimed at career exploration and skills development, with a focus on increasing awareness of diverse career paths. The council is planning more student-focused events in the coming months.

AG 9 Career Fairs

POD : Organizing large-scale career fairs to connect students with employers.

DOD : Mr. Yigal Banker suggested holding an annual career fair to facilitate student-recruiter interactions. The committee discussed the logistics, emphasizing the importance of inviting companies from various sectors. Ms. Rakhee Chhabarai suggested holding mock interviews and resume-building workshops prior to the event.

AG 10. Technology and Tools for Career Guidance

POD : Leveraging technology to enhance career counseling and placement services.

DOD : Dr. Sunita Magre introduced a career guidance tool designed to help students with career planning and resume building. Ms. Sindu Aven recommended providing training sessions for faculty and students to use the tool efficiently, while Ms. Alka Jain highlighted the potential of using AI-powered tools for better student-job matching.

AG 11. Feedback Mechanisms

POD : Improving feedback systems to assess the effectiveness of career services.

DOD : The current feedback mechanisms were evaluated. Ms. Janhavi Naik suggested introducing anonymous feedback forms to gather unbiased input from students on the career services, internships,

and employer engagement programs. A follow-up process was proposed to address feedback and implement improvements.

AG 12. Review of the Budget

POD : Assessing the financial resources available for career-related initiatives.

DOD : Ms. Janhavi Naik presented the budget allocated for career services and outlined areas where additional funding is required, such as technology upgrades and marketing for outreach events. The committee discussed reallocating funds for specific initiatives like the career fair and professional development workshops.

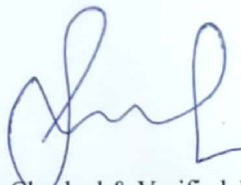
AG 13. Strategic Planning for the Future

POD : Setting long-term goals and strategies for career services.

DOD : Ms. Sanjana Mishra led a discussion on the five-year strategic plan to enhance career services and employer partnerships. Dr. Sangeeta Gole suggested expanding industry-academia collaborations, while Ms. Joyce Britto recommended that future plans focus on scaling alumni engagement and creating sustainable career support systems.



Prepared by
Alka Jain
Assistant Professor
Rahul College of Education



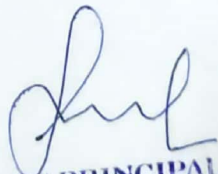
Checked & Verified by
Sanjana Mishra
I/C Principal
Rahul College of Education

Approved by
Mr. Utsav Tiwari
COO
Rahul Education

Action Taken Report



Agenda Item	Decision/Outcome (DOD)	Action Taken
AG 3. Career Counseling Services	Proposed personalized counseling sessions and psychometric assessments.	Researching psychometric tools for integration.
AG 4. Employer Engagement	Plan for guest lectures, industry panels, and joint research initiatives.	Initiating partnerships for guest lectures and panels.
AG 5. Internship and Placement	Expansion of company network and remote internships proposed.	Exploring remote internships and contacting more companies.
AG 7. Alumni Engagement	Alumni Mentorship Program proposed and alumni event planned.	Alumni event planning and mentorship program design underway.
AG 9. Career Fairs	Suggested annual career fair with mock interviews and resume-building workshops.	Initial planning for the career fair and workshops began.
AG 10. Technology and Tools	Introduced career guidance tool and suggested AI-powered tools for job matching.	Tool demo scheduled, AI tools under review.
AG 13. Strategic Planning	Long-term plan to enhance career services and partnerships.	Strategic plan drafting initiated.


HC PRINCIPAL
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