



# 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-OW-RCE-102-2023-24

### NOTICE

The College Development Committee (CDC) meeting will be held in the Board Room of Rahul College of Education on 16th January, 2024 at 3.00 pm to transact the following agenda.

### AGENDA

1. To Brief about admission and decide future action plan
2. Decide about the overall teaching programmes and annual calendar of the college
3. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
4. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
5. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
6. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
7. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
8. Prepare the annual financial estimates(budget) and financial statements of the college or institution and recommend the same to the management for approval
9. Make recommendations regarding the students and employees welfare activities in the college or institution
10. Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
11. Plan major annual events in the college, such as annual day, sports events, cultural events etc
12. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution

#### Members:

- Shri. Lallan Tiwari - Chairman (Management)  
Shri. Rahul Tiwari - Secretary (Management)  
Smt. Krishna Tiwari - Jt. Secretary (Management)  
Mr. Utsav Tiwari - COO (Management)  
Dr. Frances Vaidya - Principal / Member – Secretary  
Ms. Sanjana Mishra – CDC Coordinator (Vice Principal)  
Mr. Yigal Banker - IQAC Coordinator  
Ms. Alka Jain - Training and Placement Officer  
Ms. Joyce Britto - Representative of the Teaching Faculty  
Ms. Janhavi Naik - Administrator  
Dr. Sunita Magre - Educationist  
Ms. Sindu Aven – Industrialist  
Dr. Sangeeta Gole - Advisor  
Ms. Juwe D'souza - Alumni Representative  
Ms. Jeslyn Cascar -GS (Student Council)



*[Signature]*

PRINCIPAL

Managed by: Shree Rahul Education Society

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

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PIONEERING EDUCATION  
\* SINCE 1992 \*

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D.W. RCOE-103-2023-24

Date 16/1/24  
RAHUL COLLEGE OF EDUCATION  
Navghar Road, Bhayandar (E)

### Attendance Report of CDC Meeting held on 16th January 2024

| SR. NO. | NAME OF THE MEMBER   | DESIGNATION                                                | Signature               |
|---------|----------------------|------------------------------------------------------------|-------------------------|
| 1.      | Shri Lallan Tiwari   | Chairman(Management)                                       | -                       |
| 2.      | Mr. Rahul L. Tiwari  | Secretary (Management)                                     | -                       |
| 3.      | Mrs. Krishna Tiwari  | Joint Secretary (Management)<br><i>Assistant Professor</i> | -                       |
| 4.      | Mr Utsav Tiwari      | COO(Management)                                            | <i>UTS</i>              |
| 5.      | Dr. Frances Vaidya   | Principal/Member -Secretary                                | <i>Frances</i>          |
| 6.      | Ms. Sanjana Mishra   | CDC Coordinator<br>(Vice Principal)                        | <i>Sanjana</i>          |
| 7.      | Mr. Yigal Banker     | IQAC Coordinator                                           | <i>Banker</i>           |
| 8.      | Ms. Alka Jain        | Training and Placement Officer                             | <i>Alka Jain</i>        |
| 9.      | Ms. Joyce Britto     | Representative of the Teaching Faculty                     | <i>Britto</i>           |
| 10.     | Ms. Janhavi Naik     | Administrative                                             | <i>Janhavi Naik</i>     |
| 11.     | Dr. Sunita Magre     | Educationist                                               | <i>Sunita Magre</i>     |
| 12.     | Ms Sindu Aven        | Industrialist                                              | -                       |
| 13.     | Dr. Sangeeta Gole    | Advisor                                                    | <i>Sangeeta Gole</i>    |
| 14.     | Ms Juwe D'Souza      | Alumni Representative                                      | online.                 |
| 15.     | Ms Jaslyn Cascer     | GS (Student Council)                                       | <i>Jaslyn Cascer</i>    |
| 16.     | Dr. Deepti Sadvelkar | Special Invitee                                            | <i>Deepti Sadvelkar</i> |

*[Signature]*  
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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542



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### **Introduction**

The Principal, Dr. Vaidya Frances Ma'am welcomed all the members of the meeting and started with the meeting by seeking permission of the management and Educationist Dr. Sunita Magre. Dr. Frances requested Ms. Sanjana Mishra to proceed with the agenda.

### **AG 01:**

#### **To Brief about admission and decide future action plan**

##### **POD 1 :**

- CET cell rules as regards admission to be strictly followed.
- Merit list will be issued by the CET cell to colleges.
- The registration of candidates from 9 am to 5 pm in the College office on the days of admissions as per CET cell instructions.
- Verification of documents and eligibility of the candidate to be done by a panel of one teacher and one non-teaching staff in an allotted schedule.
- College admission form to be filled in online mode.

### **Details of Discussion:**

DOD 1: Increase of Intake – 100 (2 UNITS)

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

DOD 3 : After NAAC Accreditation, apply for Autonomous.

### **AG 02:**

#### **To decide about the overall teaching programmes and annual calendar of the college**

**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 has been strictly adhered to as per the University of Mumbai guidelines and norms and the institutional goals are integrated too.



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

**DOD 3:** Dr. Sunita Magre, Suggested to incorporate experiential learning techniques as per NEP 2020. As per requirement students are supposed to give experiential lesson as per the format suggested in sem 2 and sem 4.

**DOD 4:** Ms. Sanjana Mishra Informed about our institutional Internship Policy and Mentor-Mentee system which is implemented by our institution during practice teaching.

**AG 03:**

**Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts**

**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.

**Details of Discussion:**

**DOD -1** Mr. Utsav Tiwari to start PGDME (Post Graduate Diploma) in Education Management, Administration, Leadership and other Allied Programs.

**DOD-2** Apply for the Integrated program B.Ed. & M.Ed

**DOD-3** Dr. Sunita Magre suggested 2 ph.d staff onroll and to Apply for Ph.d Cell.

**DOD 4-2** Dr. Frances suggested to have regular staff for pedagogy school subject-Maths, Science required (NET/SET)

**DOD 5-** Dr. Sunita Magre insited to at least have 50% of the University Approval of the faculty

**DOD-6** Dr. Frances requested management for appointing one administrative staff to maintain the documents according to the norms of the NCTE.

**AG 04:**

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

**Points of Discussion:**

**POD 1:** Collaboration with Akshay Shakti 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

**Details of Discussion:**

**DOD 1:** Mrs. Sanjana Mishra informed the members about the current collaborations of Rahul College of Education with Akshay Shakti foundation, Department of Lifelong Learning and Extension etc.

**DOD 2:** Dr. Frances, also informed the members about the Research & Development Project Rupantran 4 ME & Saarthi – Educational Clinic. Different Educational trips were discussed and agreed upon to develop learning experiences.

**DOD 3:** Dr. Sunita Maam and Dr. Frances Maam insisted that all necessary documents, projects based activities to be handwritten and preserved as evidence..

**DOD 4 :** Dr. Frances suggested to involve faculties into research culture which is essential to meet the NAAC requirement also writing reference books completed by one faculty member, 3 research papers of three faculties published in national and international journals.

**AG 05:**

**Make specific recommendations to the management to foster academic collaborations to strengthen teaching and 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. She stated that for research publication and seminars the management would bear 50% reimbursement.

**DOD 2:** Dr. Sunita Magre suggested to conduct one national and one international conference each year. Also to plan 2-3 days Faculty Development Program.

**AG 06:**

**Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process**

**Points of Discussion:**

POD 1 -Smart boards in all the Classrooms

POD 2 -There is an increase in Internet bandwidth for usage, which will be helpful for students and faculties

POD-3 Utilization of smart boards is increasing, faculty members are moving away from chalk and duster to powerpoint presentations (PPT) and smart boards

POD-4 LCD in each classroom

POD-5 Upgradation of library

POD 6 - Social Science Club, Maths Club, Science

**Details of Discussion:**

**DOD 1:** Dr. Frances informed the members about the future community outreach programmes through fund raising projects. She suggested in applying for funds in UGC, NCW, ICSSR projects for research.

**DOD 2:** Dr. Sunita Magre Ma'am recommended a few agencies' which provide funding for special workshops.

**DOD 3 :** Dr. Magre Ma'am advised to conduct activities related to science maths pedagogies for science club and math club every month.

**DOD 4 :** Dr. Magre madam suggested regarding immediate library updation that there should be separate library for teacher education students as per NAAC requirement.



**AG 07:**

**Make specific recommendations regarding the improvement in teaching and suitable training programmers for the employees 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, Lectures by Allied Faculties, Workshops and Round Tables.

**Details of Discussion:**

**DOD 1:** Ms. 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:** Dr.Frances informed about the future plans for the International Conference on NEP-2020 and expert talk by other faculties of various colleges for the students of sem 2 and 4.

**AG 08:**

**Prepare the annual financial estimates(budget) and financial statements of the college or institution and 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
- a. Student Welfare
- b. Research and Development
- c. IQAC
- d. Administration
- e. 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:** Dr.Frances Presented the Budget format to the members.

**DOD 2:** Dr.Sunita Magre suggested that the Alumni Department in Budget Process also start with the funding and to have separate bank accounts for the same.

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

**AG 09:**

**Make recommendations regarding the students and employees welfare activities in the college or institution**

**Points of Discussion:**

- POD -1** Faculty Centric Policies and Utilization
- Leaves (six month paid Maternity leave, CL , Vacations, OD, Compensatory off ,Study leave as per rules of University of Mumbai
  - Staff Group Insurance Policy
  - Reimbursement Policy
  - Study leaves
  - Special Pay components for their additional responsibility
  - Load concession for teaching Staff members
  - Travelling Allowance (with in city outside city for duty)

**Details of Discussion:**

**DOD-1 :** Dr.Sunita Magre Madam suggested about the facilities should be provided to all the faculty member to develop comprehensive faculty-centric policies that consider the well-being, professional development, and motivation of academic staff members.

**AG 10:**

**Discuss the reports of the Internal Quality Assurance Committee and 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 Students opting for Higher Education and their Placement data.

**DOD-1** Dr..Sunita Magre suggested that Advisory members should be from Teacher Education field only .

**DOD -2** Dr.Sunita Magre informed regarding the teaching learning process. There should be a workshop on micro teaching skills.

**DOD-3** Collaborate with industry experts for course design. Regularly update courses to reflect industry trends.

**DOD-4** It was suggested to encourage faculty and student research culture. Enhance the college's academic image. Establish a newsletter editorial team. Regularly publish articles, research findings, and success stories.

#### **AG 11:**

**Plan major annual events in the college, such as annual day, sports events, cultural events 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 - Transition 2023**
- **CULTURAL WEEK**
- **SPORTS WEEK**

#### **Details of discussion:**

**DOD 1:** Ms.Sanjana Mishra informed the members about the co-curricular activities which have been planned for the student teachers to help them to develop various skills which are very important to possess as a good teacher.

**DOD 2:** Dr.Frances suggested College will soon celebrate the annual fest Transition 2023 which is incorporated with 21st Century Skills , also convocation, cultural festival and sports week.

#### **AG 12:**



Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution

**Points of Discussion:**

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

- Women Development 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

**Details of Discussion:**

**DOD 1:** Mrs. Sanjana Mishra informed the members about the various essential committees that 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.Sunita Magre suggested having a separate cell for Women Development . Also conduct activities for all the committees as per requirement of the University & NAAC.

**DOD-3:**It was suggested that there should be ramps at entrances and other relevant locations.

Prepared By

Mrs. Alka Jain

Assistant Professor

Rahul College of Education

Checked & Verified By

Dr.Frances Vaidya

Principal

Rahul College of Education

Approved By

Mr. Utsav Tiwari

COO

Rahul Education





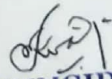
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AFF/RECOG.1/1249 OF 2007 Dtd. 28 Feb. 2007 | Recognized Under Section 2(f) of the UGC Act 1956 | COLLEGE CODE : 767

## Action taken report of meeting held on 16th January 2024

| Agenda Item | Agenda Point                                    | Action Taken                                                          | Details/Comments                                                                                                                           |
|-------------|-------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| AG 01       | Increase intake to 100                          | Proposal submitted to management for approval.                        | Increased intake to 100 (2 units) is under review by management.                                                                           |
| AG 01       | Apply for Integrated B.Ed. & M.Ed.              | Application process initiated.                                        | Documentation for application is being prepared as per guidelines.                                                                         |
| AG 04       | Document R&D project activities                 | Established a systematic approach for documenting project activities. | Guidelines created for faculty to maintain handwritten records of R&D projects.                                                            |
| AG 05       | Organize national and international conferences | Planning committee formed to organize events.                         | Committee tasked with scheduling and logistics for one national and one international conference annually.                                 |
| AG 06       | Upgrade library resources                       | Budget allocated for library enhancement.                             | Budget proposal submitted; funds will be used for new acquisitions and library automation.                                                 |
| AG 09       | Develop staff welfare policies                  | Draft of policies created and under review.                           | Policies include leave entitlements, staff insurance, and additional responsibilities.                                                     |
| AG 12       | Implement accessibility measures                | Assessment of campus for accessibility needs initiated.               | Safety committee conducting a review of current facilities to identify areas needing improvements, such as ramps and accessible restrooms. |



  
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