



RAHUL COLLEGE OF EDUCATION

Approved by NCTE, Govt. of Maharashtra,
Affiliated to University of Mumbai,
Recognized Under Section 2(f)
of the UGC Act 1956 | College Code : 767

OW./RCOE./66./2024-25

Date - 18/07/2024

Subject : Invitation regarding CDC Meeting

Dear Members,

On behalf of Rahul College of Education , we extend an invitation to be a part of the College Development Committee Meeting of our college for the Academic Year 23-24 on 19th July 2024 at 1.00 pm in RCOE Board room. CDC meets to discuss various issues and suggestions related to the college growth and welfare. Your cooperation will significantly aid our education group & qualitative development

Hoping for a positive reply

Thanking You ,


Dr. Frances Vaidya

Principal



PRINCIPAL
RAHUL COLLEGE OF EDUCATION
Shree L. R. Tiwari Educational Campus
Mira Road (E)

016





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Date -18/07/2024

College Development Committee Meeting

The College Development Committee Meeting will be held in the board room on 19th July 2024 at 1.00 pm.

AGENDA

- 1.To read and confirm the minutes of the previous meeting.
2. To discuss about the admission process A.Y 2024-2025
3. To discuss about the feedback from stakeholders & necessary implementation in new premises.
4. To reflect on feedback on infrastructure.
5. To extend collaboration and invite allied Faculty as Guest lecturers
6. To inform about the new 6 certificate course applied in University of Mumbai.
7. To discuss about the Action Report of IQAC A.Y 2023-2024
8. To discuss about the submission of IIQA on 30th May 2024.
9. To discuss about the student's placement record in A.Y 2023-2024.
- 10.To reflect about the submission of ICSSR Research proposal on Vision Viksit Bharat@2047.
- 11.Any other matter with the permission of the chair.


Dr. Frances Vaidya
Principal



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Attendance Report of CDC Meeting held on 19/07/2024 at 11.30 a.m.

SR. NO.	MEMBERS	DESIGNATION	SIGNATURE
1.	Shri. Lallan R. Tiwari	Chairman (Management)	
2.	Shri. Rahul L. Tiwari	Secretary (Management)	
3.	Smt. Krishna R. Tiwari	Jt. Secretary (Management)	
4.	Mr. Utsav R. Tiwari	COO (Management)	
5.	Dr. Frances Vaidya	Principal / Member - Secretary	
6.	Ms. Sanjana Mishra	CDC Coordinator	
7.	Mr. Yigal Banker	IQAC Coordinator	
8.	Mr. Rajesh Singh	Training and Placement Officer	
9.	Ms. Joyce Britto	Representative of the Teaching Faculty	
10.	Ms. Janhavi Naik	Administrator	
11.	Dr. Sunita Magre	Educationist	
12.	Ms. Sindu Aven	Industrialist	
13.	Ms. Kavita Sanghvi	Special Invitee	
14.	Ms. Rakhee Chhabaria	Special Invitee	
15.	Ms. Juwe D'souza	Alumni Representative	
16.	Ms. Jeslyn Cascar	Gs (Student Council)	



Minutes of Meeting of CDC

Date: 19th July 2024

Time: 1.00 PM

Venue: Board Room Of college

Agenda 1: To Read and Confirm the Minutes of the Previous Meeting

The meeting commenced with the reading and confirmation of the minutes from the previous meeting. The documents related to the previous meeting were prepared and shared with all members beforehand. Key points from the previous meeting included:

- **IIQA Filling:** The Institutional Information for Quality Assessment (IIQA) filling process was discussed in detail, highlighting the necessary steps and documents required for successful submission.
- **Law of Research Work:** A discussion on the law of research work was conducted, emphasizing the importance of adhering to ethical guidelines and maintaining high standards in all research activities.

The minutes of the previous meeting were reviewed, and no corrections were suggested. The minutes were confirmed and accepted by all present members.

Agenda 2: To Discuss About the Admission Process for 2024-2025

Vice Principal Ms. Sanjana Mishra provided comprehensive information regarding the admission process for the academic year 2024-2025. The following points were discussed:

- **Registration:** The registration process, which took place in May, was reviewed. Vice Principal Ms. Mishra shared the statistics and feedback from the registration phase.
- **Exam Center:** A thorough discussion was conducted regarding the exam center that was allocated at a different address. Concerns and suggestions about the location and facilities of the exam center were deliberated.

The committee considered the points discussed and agreed on the necessary steps to ensure a smooth admission process for the upcoming academic year.





Agenda 3: To Discuss Feedback from Stakeholders and Necessary Implementations in the New Premises

Feedback forms were filled out by the stakeholders, and all the necessary information was collected. Ms. Sanjana Mishra provided detailed information on the proposed centralized facilities, which include:

- Library
- IT Lab
- Admission Office

During the discussion, Dr. Sunita Magre suggested organizing a visit to Pillai College to gain better insights into their infrastructure. This visit aims to understand and possibly implement similar facilities in the new premises of our college.

The committee acknowledged the feedback and agreed to consider the suggestions for enhancing the new premises.

Agenda 4: To Reflect on Feedback on Infrastructure

Vice Principal Mrs. Sanjana Mishra suggested that 11 (9+2). Two classrooms should be IT-enabled to facilitate modern teaching methods. Dr. Sunita Magre proposed that only two classrooms be designated as digital classrooms while the remaining classrooms could have portable IT arrangements. Considering the expected lower number of students, IQAC coordinator Mr. Yigal Bankar recommended installing collapsible partitions in the classrooms to allow flexible use of space for elective courses.

The committee deliberated on these suggestions and agreed to evaluate the feasibility and budget implications of the proposed changes to the infrastructure.

Agenda 5: To Extend Collaboration and Invite Allied Faculty as Guest Lecturers

Vice Principal Mrs. Sanjana Mishra provided information about the Faculty Development Program (FDP), expert talks, and seminars conducted at the college. She emphasized the importance of extending collaborations and inviting allied faculty for guest lectures.

Mrs. Sunita Magre suggested inviting resource persons specifically from the teacher education field, as they would be more academically connected with the students. IQAC coordinator Mr.

Yigal Bankar proposed implementing team teaching, which could help clarify concepts and enhance pedagogy.



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The committee discussed these suggestions and agreed to prioritize the inclusion of guest lecturers from relevant fields and explore the possibility of team teaching to enrich the learning experience.

Agenda 6: To Inform About New 6 Certificate Courses Applied to the University of Mumbai

College Principal Dr. Frances Vaidya discussed the Value-Added Courses (VAC) the college intends to start for the students. Out of the six courses applied to the University of Mumbai, only the syllabi for three courses are available on the university's website.

Mrs. Sunita Magre suggested starting only two courses for now, as the courses related to research methodology cannot be initiated due to the absence of a research cell in the college. She also proposed developing our own syllabus once the college attains autonomy.

The committee acknowledged these suggestions and decided to proceed accordingly with the available courses and plan for future course development post-autonomy.

Agenda 7: To Discuss the Action Reports of IQAC for the Academic Year 2023-2024

Mrs. Sanjana Mishra presented the action reports of the Internal Quality Assurance Cell (IQAC) for the academic year 2023-2024. The report highlighted various actions taken under IQAC to enhance quality and compliance.

A thorough discussion was held regarding the establishment of a Standard Operating Procedure (SOP) within the college. The need for an SOP was emphasized to streamline processes and ensure consistent implementation of quality measures.

The committee agreed on the importance of developing and adopting a comprehensive SOP to support the college's quality assurance and improvement efforts.

Agenda 8: To Discuss about the submission of IQA on 30th May 2024

Mrs. Sunita Magre emphasized that the Self-Study Report (SSR) must be filed by 10th August 2024. She proposed forming a committee from the B.Ed college to review the SSR documents, as they are more familiar with NAAC requirements.

The committee agreed to establish this review committee to ensure thorough preparation before the deadline.

Agenda 9: To Discuss the Students' Placement Record for the Academic Year 2023-2024

The committee reviewed the placement records for students for the academic year 2023-2024. The following points were discussed:

- **Placement Statistics:** A detailed report on the number of students placed, Schools they were placed in, and any trends observed.
- **Placement Challenges:** Discussion of any challenges faced in the placement process and strategies to address them.





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Dr Sunita Magre has suggested to appoint Mr Rajesh Singh as placement office and maintain all the records of the students working in various schools after completing their B.Ed degree. The committee acknowledged the efforts made and agreed on additional measures to strengthen the placement process moving forward.

Agenda 9: To Reflect on the Submission of ICSSR Research Proposal on Vision Viksit Bharat @2047

The committee discussed the submission of the ICSSR research proposal on Vision Viksit Bharat @2047. Key points included.

- **Eligibility Criteria:** Dr. Sunita Magre noted that only aided colleges meet the criteria for ICSSR funding.

Principal Dr frances vaidya has assure that she will review the eligibility criteria and try to fill the proposal before the last date.

Agenda 10: Any Other Matter with the Permission of the Chair

Dr. Sunita Magre suggested the following:

- **SSR Deadline:** Form a committee from any B.Ed. college and set an earlier deadline of 31st July to allow time for document review and rectification.
- **Special Invitees:** Maintain consistency by not changing special invitees for each meeting to ensure continuity and effective follow-up.

The committee agreed to implement these suggestions to streamline processes and ensure thorough preparation.

Prepared By

Asst Prof. Rajesh Singh



Approved By

Principal Dr. Frances Vaidya

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The Action Taken Report for the CDC meeting on 19th July 2024

Agenda Item	Action Taken	Responsible Person	Deadline
1. Confirmation of Previous Meeting Minutes	Minutes confirmed and accepted by all present members.	N/A	N/A
2. Admission Process for 2024-2025	Reviewed admission statistics and identified concerns regarding the exam center location.	Ms. Sanjana Mishra	Ongoing
3. Feedback from Stakeholders	Agreed to organize a visit to Pillai College to gain insights into their infrastructure.	Ms. Sanjana Mishra, Dr. Sunita Magre	By next meeting
4. Feedback on Infrastructure	Evaluating feasibility of IT-enabled classrooms and portable arrangements.	Vice Principal Mrs Sanjana Mishra, Iqac coordinator Mr. Yigal Bankar	Budget review meeting
5. Collaboration with Allied Faculty	Prioritized inclusion of guest lecturers from teacher education and explored team teaching options.	Mrs. Sanjana Mishra	Ongoing
6. New Certificate Courses Applied	Decided to start two courses for now and plan for syllabus development post-autonomy.	Dr. Frances Vaidya	Following university approval
7. Action Reports of IQAC	Agreed to develop and adopt a comprehensive Standard Operating Procedure (SOP) for quality assurance.	Mrs. Sanjana Mishra	Ongoing
8. Submission of IIQA on 30th May 2024	Formed a committee from the B.Ed college to review SSR documents ahead of submission deadline.	Committee (to be formed)	By 10th August 2024
9. Students' Placement Record for 2023-2024	Appointed Mr. Rajesh Singh as the placement officer to maintain student placement records.	Dr. Sunita Magre	Immediate





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10. ICSSR Research Proposal on Vision Viksit Bharat @2047	Principal to review eligibility criteria for ICSSR funding and ensure proposal submission by deadline.	Dr. Frances Vaidya	Before last date
11. Any Other Matters	Set an earlier deadline of 31st July for SSR document review and maintain consistent special invitees for meetings.	Committee	31st July 2024




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