



Rizvi Education Society's
Rizvi College of Education
Khar (West), Mumbai- 400052

College Development Committee

Academic Year 2018-2019

Date: 20th June, 2018

Notice

The meeting of the College Development Committee is scheduled on Wednesday 20th June, 2018 at 11:00 a.m.

Agenda

1. Planning for academic year 2018-19
2. To discuss about organising an intercollegiate competition on the occasion of Independence day
3. To discuss about the introduction of value added courses and its funding for the academic year 2018-19
4. To discuss about any changes required for Internship of student-teachers.
5. To discuss about organizing a National Conference
6. To discuss about requirement of Computers for the college
7. To discuss about the planning of Mental Health Awareness Drive
8. Any others concerns with the permission of the Chair

Dr. Spoty Karthik
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/C Principal
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College Development Committee

Minutes of the College Development Committee meeting held on Wednesday 20th June, 2018
at 11.00am

The meeting started with the introduction of College Development Committee by
Dr. Gyanprakash Arya, Ic. Principal and Member- Secretary of CDC.

1. Planning for the academic year 2018-19 - The various activities for the academic year were planned with the staff members and each portfolio was allotted to each staff member. The portfolio wise plan was discussed.
2. To discuss about organising an intercollegiate competition on the occasion of Independence Day - It was decided that this year the college would organize an inter-collegiate poster competition for all students for under postgraduates and post graduate students across Mumbai. The committee also agreed that winners would be awarded trophies and certificates after the flag hoisting on Independence Day i.e. 15th August 2018 at 9 am.
3. To discuss about the introduction of value added courses and its funding for the academic year 2018-19 – It was further decided that a course in English Communication skills must be introduced for student teachers. It was focused that apart from grammar other language skills too have to be focused upon. It was further prosed to start a Yoga training program for teachers.
4. Changes required for Internship of student-teachers – The committee suggested that guidance


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of students should focus on encouraging students to use different methods of teaching. It was decided that during Internship student- teachers must wear a uniform.

5. To discuss about organizing a National Conference - It was decided that the college would organized a National Conference and it was decided that Dr Rakhi Sawlane and Dr. Priyanka Pandey would organized the conference. It was further decided that the college would apply for ICSSR grant for the same. It was further decided that the college would apply for ISBN and would look after the publication internally.
6. To discuss about requirement of Computers for the college - The committee further decided that 3 new computers and 2 laptops will be purchased for the effective functioning of the college.
7. The college should have at least two Newsletters released in an academic year was stressed upon.
8. It was further decided that this year as a part of Mental health Awareness program the college will conduct a camp for the students of Rizvi College of Arts, science and Commerce. It was decided that a student who need counseling would be given the same by DR. Priyanka Pandey.

Since there was no other matter to be discussed the meeting was concluded with thanks to the Chair.



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Members of the College Development Committee present on 20th June, 2018

Sr. No	Name of the IQAC Member	Designation	Sign
1.	Shri. Dr. Akhtar Hasan Rizvi	Chairperson	
2.	Smt. Adv. Mrs. Rubina A.H. Rizvi	Secretary	
3.	Dr. Gyanprakash Arya (Ic, Principal)	Member Secretary	
4.	Mrs. Nahida Mandviwala	IQAC Co-ordinator	
5.	Mrs. Spoty Karthik	Member Representative of Teaching Staff	
6.	Dr. Priyanka Pandey	Member Representative of Teaching Staff	
7.	Mrs. Savita Karkera	Member Industry	
8.	Mr. Aashish Nijap	Member Representative of Non- Teaching Staff	
9.	Ms. Samina Shaikh	President of College students Council	
10.	Ms. Ashna	Secretary of College students Council	
11.	Mrs. Laila Shaikh	Member Social Service Alumni	

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College Development Committee

Academic Year 2018-2019

Date: 02nd January, 2019

Notice

The meeting of the College Development Committee is scheduled on Wednesday 02nd January, 2019 at 4:00 p.m.

Agenda

1. Confirmation of minutes of earlier meeting
2. Review of various activities from June, 2018.
3. To discuss about the activities to be undertaken by research cell.
4. To discuss ways to improve students placement opportunities.
5. To discuss about TET orientation for students
6. To discuss about the planning of International Women's Day program.
7. Any others concerns with the permission of the Chair

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Minutes of the College Development Committee meeting held on Wednesday 02nd January, 2019 at 04.00pm

The meeting commenced with the welcome of all members of CDC by the Member-Secretary, College Development Committee by Dr. Gyanprakash Arya (Ic. Principal).

1. Confirmation of minutes of earlier meeting: Minutes of the earlier meeting of CDC held on 20th June 2018 at 11.00 a.m. were confirmed by the members unanimously.
2. Review of various activities from June, 2018 - The various activities conducted by the college since July 2019 were reviewed by the committee. Activities like Digital Poster competition, the mental health awareness drive, induction of freshers, conference, etc were reviewed.
3. To discuss about the activities to be undertaken by research cell. The planning of an Inter-collegiate Action Research Competition for SYB.ED students was discussed. The ways to improve action research were highlighted during the meeting.
4. To discuss ways to improve students placement opportunities - It was further decided that the placement cell would organize on campus placement opportunities for SYB.Ed students before their Semester 4 University Examination.


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IC, Principal

5. The committee further discussed about conducting TET orientation workshops for SYB.Ed students by a faculty member of the college.
6. To discuss about the planning of International Women's Day program. The planning for the International Women Week in collaboration with all other colleges of Rizvi Education Society was discussed. It was decided during the week long celebration a Marathon would be organized to raise awareness about Cancer amongst women.
7. Since there was no other matter to be discussed the meeting was concluded with thanks to the Chair.



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1.	Shri. Dr. Akhtar Hasan Rizvi	Chairperson	
2.	Smt. Adv. Mrs. Rubina A.H. Rizvi	Secretary	
3.	Dr. Gyanprakash Arya (Ic Principal)	Member Secretary	
4.	Mrs. Nahida Mandviwala	IQAC Co-ordinator	
5.	Mrs. Spoty Karthik	Member Representative of Teaching Staff	
6.	Dr. Priyanka Pandey	Member Representative of Teaching Staff	
7.	Mrs. Savita Karkera	Member Industry	
8.	Mr. Aashish Nijap	Member Representative of Non- Teaching Staff	
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