

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

**College Development Committee**

Academic Year 2022-2023

Date: 7<sup>th</sup> December, 2022

**NOTICE**

The meeting of the College Development Committee is scheduled on Saturday 10<sup>th</sup> December, 2022 at 3pm. The Agenda of the meeting is given below.

**Agenda**

1. Review the minutes of the meeting held on 25<sup>th</sup> June, 2022.
2. Discuss the status of NCTE application for the second unit of students for intake
3. Planning the Community Work of students
4. Introduction of new short term courses
5. Conduct of Various Workshops
6. Discuss strategies to ensure placement of all students through placement drive
7. Carry out repair work





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**College Development Committee**

**Minutes of the College Development Committee meeting held**

**on Saturday 10<sup>th</sup> December 2022**

The meeting was held in the College staff room and it started at 3 pm.

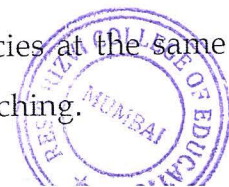
All the CDC members except Mr. Al-Nasser Zakaria was present.

**Leave of Absence**

The members accepted the leave of absence of Mr. Al-Nasser Zakaria.

The meeting started with the introduction of College Development Committee by Mrs. Nahida Mandviwala, I/c. Principal and Member- Secretary of CDC.

1. Review the minutes of the previous meeting - The minutes of the CDC meeting held on 25<sup>th</sup> June, 2022 was read, reviewed and confirmed by the members.
2. The Principal informed the Committee that an application in the prescribed format to increase the student intake from 1 unit to 2 units was send to NCTE and she is doing follow up with the NCTE office in this regards. The office has informed that the request is under process.
3. The Committee decided that this year community work with the first semester students should be done undertaking service and outreach programs in the rural areas of Maharashtra. Schools which are backward in facilities and lack trained teachers can be identified and selected for the same. Students can be enriched in basic English, Science and Math competencies at the same time teachers can be given training in use of technology in teaching.



4. The Principal informed the committee that as suggested in the previous meeting, the college has started a new short term course by the name "Tech Connect" which trains the students in using ICT effectively and extensively in teaching and evaluation processes. College is also starting a course on French Language for the first year students. The course will be conducted by one of the second year students Ms. Christina Gonsalves.
5. Various workshops on topics like soft skills development, time management, innovative teaching methods and TET training are planned for the coming term.
6. Reviewing the status of students placed through the placement drive during the last year, the Committee raised a concern that not all students are placed through the process. After discussion the committee listed ways to ensure better placement like trying to bring in more schools to participate in the process and invite Edtech companies in the process.
7. The principal put out the requirement of new air conditioners and the need for minor repair and painting of college and library cupboards. The committee sanctioned the permission for the same. It was decided that the repair work can be carried out during vacation period.

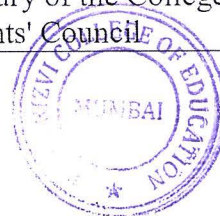


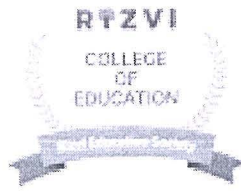


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**Members Present for the College Development Committee Meeting on 10th December, 2022**

Sr. No.	Name of the Member	Designation in CDC	Signature
1.	Dr. Akhtar Hasan Rizvi	Chairman	
2.	Adv. Mrs Rubina A. H. Rizvi	Secretary	
3.	Mrs. Nahida Mandviwala	Member – Secretary	
4.	Dr. Spoty Karthik	Member and IQAC Co-ordinator	
5.	Dr. Gyanprakash Arya	Member Rep. of Teaching Staff	
6.	Dr. Priyanka Pandey	Member Rep. of Teaching Staff	
7.	Mrs. Savita Karkera Principal, Rizvi Springfield H.S. SSC, Bandra	Member Education	
8.		Member Industry	
9.	Dr. Reni Francis	Member Research	
10.	Mr. Al-Nasser Zakaria	Member Social Service – Alumni	ABSENT
11.	Mr. Aashish Nijap	Member Rep. of Non-Teaching Staff	
12.	Ms. Sadiya Mandaviya	President of the College Students' Council	
13.	Ms. Zeenat Qureshi	Secretary of the College Students' Council	





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**College Development Committee**

Academic Year 2022-2023

Date: 20<sup>th</sup> June, 2022

**NOTICE**

The meeting of the College Development Committee is scheduled on Saturday 25<sup>th</sup> June, 2022 at 3pm. The Agenda of the meeting is given below.

**Agenda**

1. Review of various activities of academic year 2021-22
2. Apply to NCTE for additional intake of students
3. Planning of regular conduct of Internship
4. Organize workshops for student-teachers
5. Planning the Independence day related competition which is conducted annually.
6. To decide on the quantity of new IT equipment's required, its purchase and its budget
7. To discuss about the planning of Mental Health Awareness Drive
8. Conducting a Short Term Course in Digital Education for pre-service teachers.





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## **Rizvi College of Education**

Khar (West), Mumbai- 400052

### **College Development Committee**

#### **Minutes of the College Development Committee meeting held on Saturday 25<sup>th</sup> June 2022**

The meeting started with the introduction of College Development Committee by Mrs. Nahida Mandviwala, I/c. Principal and Member- Secretary of CDC. All the CDC members except Mr. Al-Nasser Zakaria was present.

#### **Leave of Absence**

The members accepted the leave of absence of Mr. Al-Nasser Zakaria.

1. Review the minutes of the previous meeting - The minutes of the CDC meeting held on 04<sup>th</sup> December 2021 was read, reviewed and confirmed by the members.
2. At present the college has an intake of only 1 unit of 50 students for the B.Ed. program. Thus it was decided that the college will apply for an additional intake of 1 more Unit i.e. 50 students.
3. The committee was satisfied with the way the internship was conducted during the pandemic. However, it was proposed that now School and College Internship should be conducted offline and students must be coached to conduct activities in co-ordination with the school authorities. It was stressed that student-teachers must wear uniforms during the practice teaching days.
4. The committee further suggested that students need to be exposed to preparing innovative teaching Aids. Thus it was decided that the college would organize a



puppet making workshop in co-ordination with the Alumni of the College. IT was decided that the workshop must be conducted for the first year students before the commencement of Semester 2 internship program.

5. Independence Day - It was decided that this year in accordance with the 3years theme of Atma Nirbhar Bharat the college will plan an interschool and intercollege competition. Further it was decided that other activities to celebrate Independence Day can be planned between 01<sup>st</sup> August and 15<sup>th</sup> August 2022
6. The committee agreed that the college needs to buy new laptop, desktops and monitors for staff as well as students. Thus the committee agreed that a total of 11 units can be purchased for effective teaching-learning, administration and infrastructural benefits for the students. It was decided that antivirus to must be purchased. A budget of 5 lakhs was sanctioned for the same.
7. It was further stated that the college must organize a Mental Health Awareness Drive in the month of October 2022
8. The committee praised the short term courses already being conducted with the student-teachers. It was proposed that this year the college could design a Short Term Course in honing the Digital Skills of preservice teachers.





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**Members Present for the College Development Committee Meeting on 25th June, 2022**

Sr. No.	Name of the Member	Designation in CDC	Signature
1.	Dr. Akhtar Hasan Rizvi	Chairman	
2.	Adv. Mrs Rubina A. H. Rizvi	Secretary	
3.	Mrs. Nahida Mandviwala	Member – Secretary	
4.	Dr. Spoty Karthik	Member and IQAC Co-ordinator	
5.	Dr. Gyanprakash Arya	Member Rep. of Teaching Staff	
6.	Dr. Priyanka Pandey	Member Rep. of Teaching Staff	
7.	Mrs. Savita Karkera Principal, Rizvi Springfield High School SSC, Bandra	Member Education	
8.		Member Industry	
9.	Dr. Reni Francis	Member Research	
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