



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

COLLEGE DEVELOPMENT COMMITTEE

Academic Year 2023-2024

Date: 26th June, 2023

NOTICE

It is to bring to your kind notice that, the first meeting of the College Development Committee of RES's Rizvi College of Education for the academic year 2023-24 is scheduled on Friday 30th June, 2023 at 3pm in the college meeting room. The Agenda of the meeting is given below. All members of the CDC are requested to make it convenient to attend the same.

Agenda

1. To review and confirm the minutes of the last meeting held on 10th December, 2022.
2. To discuss and approve the revised composition of CDC.
3. Follow up with NCTE regarding application for additional intake of students.
4. To inform about the NAAC, SSR submission
5. To discuss about the Staff, infrastructural & library requirements of the college
6. Planning about the 4 year ITEP (Integrated Teacher Education Program)
7. To discuss about the Institutional Preparedness in Accordance with National Education Policy 2020.
8. To discuss any other item with the permission of the chair.





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

COLLEGE DEVELOPMENT COMMITTEE

Minutes of the College Development Committee meeting held
on Friday 30th June 2023

The first meeting of the College Development Committee for the academic year 2023-24 was held on Friday, 30th June 2023 at 3pm in the College Meeting Room.

Members Present:

All CDC members except Fr. Laiju Varkey was present for the meeting

Leave of Absence:

Fr. Laiju Varkey informed that he would not be able to attend the meeting for personal reasons. The Committee considered his absence from the meeting.

The meeting started with the introduction of College Development Committee by Dr. Spoty Karthik, I/c. Principal and Member- Secretary of CDC.

1. **Review the minutes of the previous meeting** - The member secretary Dr. Spoty Karthik read the minutes of the CDC meeting held on 10th December 2022 and the same was reviewed and confirmed by the members.
2. **Approval of the revised composition of CDC** - Principal Dr. Spoty Karthik presented the nominations of the new members to the CDC. She presented the revised nominations and explained the new inclusion. Mrs. Savita Karkera has completed her term in CDC and student representatives of current batch were included. The new members were Mrs. Aaisha Zia, Sr. Althiya Arulraj and Ms. Arzina Hamid. These nominations were considered, reviewed and approved unanimously.
3. **Follow up with NCTE for increased intake** -Principal Dr. Karthik informed that the college had applied to the NCTE for an increased intake of 2 units in June



2022. But till date we haven't received a proper response and action on the same even after repeated email correspondence. After discussion it was decided that a college representative should visit the NCTE office in Delhi and get the whereabouts of the same. Mrs. Nahida Mandviwala was assigned charge of it.
4. **NAAC Self Study Report Submission-** Principal Dr. Karthik informed the Committee that NAAC has accepted the IIQA of the college and consequently the SSR is getting readied for submission. She informed that the website is rebuilt since the old one couldn't be updated as per present requirements and that the staff is relentlessly working on compilation of data and documents. Members appreciated the efforts and conveyed best wishes for the assessment.
 5. **Discuss about the Staff, infrastructural & library requirements of the college-** Principal presented before the committee that the college needs more teaching staff as per NCTE requirement and there is a need for a separate library for the college. The college library needs to be digitalized. The above issue was discussed and it is resolved to forward the requirements to management council for further approval.
 6. **Planning about the 4 year ITEP (Integrated Teacher Education Program) -** The Committee revisited the planning about ITEP and decided that college will take the necessary actions based on notifications from NCTE regarding application for ITEP
 7. **Institutional Preparedness with respect to National Education Policy 2020 -** Principal Dr. Karthik elaborated the members of the committee about the need of adopting the multidisciplinary approach in accordance with NEP-2020, registration of students on the portal of Academic Bank of Credits (ABC), Integration of Indian Knowledge System, focusing on Outcome Based Education (OBE). After discussion, it was resolved that the guidelines of the NEP 2020 will be most effectively incorporated while offering curricula from the Academic Year 2023-24. Mr. Ashish Nijap will be in charge of ABC portal registration of students. Dr. Priyanka Pandey will take lead in developing an Institutional Development Plan as per the NEP guidelines.





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

Members Present for the CDC Meeting on 30th June, 2023

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.	Dr. Spoty Karthik	Member - Secretary	
4.	Mrs. Nahida Mandviwala	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. Aaisha Zia Principal, Rizvi Springfield H.S. CBSE, Bandra	Member Education	
8.	Fr. Laiju Varkey	Member Industry	ABSENT
9.	Dr. Reni Francis	Member Research	
10.		Member Social Service - Alumni	
11.	Mr. Aashish Nijap	Member Rep. of Non-Teaching Staff	
12.	Sr. Althiya Arulraj	President - College Students' Council	
13.	Ms. Arzina Hamid	Secretary - College Students' Council	





RES's Rizvi College of Education
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COLLEGE DEVELOPMENT COMMITTEE

Academic Year 2023-2024

Date: 11th December, 2023

NOTICE

It is to bring to your kind notice that, the second meeting of the College Development Committee of RES's Rizvi College of Education for academic year 2023-24 is scheduled on Saturday 16th December, 2023 at 3.30pm in the college meeting room. The Agenda of the meeting is given below. All members of the CDC are requested to make it convenient to attend the same.

Agenda of the meeting:-

1. To read and confirm the minutes of the last meeting held on 30th June, 2023.
2. To inform the assessment grade from NAAC & to share and discuss the suggestions given by the NAAC Peer Team.
3. To take a review of the college activities.
4. To discuss about activities to be conducted in the current academic year.
5. Presentation of the report of the results of semester IV & II.
6. To discuss any other matter with the permission of the chair.

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

COLLEGE DEVELOPMENT COMMITTEE

Minutes of the College Development Committee meeting held

on Saturday 16th December 2023

The second meeting of the College Development Committee for the academic year 2023-24 was held on Saturday 16th December 2023 at 3.30 pm in the College Meeting Room.

Members Present:

All CDC members except Fr. Laiju Varkey was present for the meeting

Leave of Absence:

Leave of absence was granted to Fr. Laiju Varkey by the Committee.

Agenda-wise Discussion and Decisions made:-

- 1. Review the minutes of the previous meeting** - The member secretary Dr. Spoty Karthik read the minutes of the CDC meeting held on 30th June 2023 and the same was reviewed and confirmed by the members.
- 2. Assessment Grade from NAAC and Suggestions for quality Improvement-** Principal presented a brief about the NAAC assessment process in college and informed that the college is accredited with grade B+ with CGPA 2.58. All members congratulated the team of Rizvi College of Education and appealed that we need to strive for A grade for the institution in the next cycle of assessment. All members offered their full support in working towards this goal. Principal also presented the suggestions given by the NAAC team for quality improvement. Library needs to be automated; Alumni Association needs to be registered; More facilities for differently abled students; Appointment of prescribed number of staff members; Limited consultancy and insufficient



collaborations. Management offered their best support in overcoming these limitations.

3. **To take a review of the college activities** – Principal informed about the college activities during the academic year. The newly appointed staff members are given proper orientation about the institution and the teaching-learning activities. Teachers are implementing progressive teaching-learning & assessment strategies. Student teachers are well trained for their teaching internship. Teachers are participating in different professional development program and college is providing duty leave and registration for participation in these programs. A few activities have been conducted in collaboration with other institutions and a few more are planned and in pipe line.
4. **To discuss about the activities to be conducted in the current academic year-** It was discussed and decided that library digitization will be done at the earliest. The most feasible software will be installed and library be updated with more books. Dr. A. H. Rizvi suggested that faculty members should be encouraged for providing consultations. A national seminar/ conference needs to be organized in the current academic year since no such program was conducted during the last two years.
5. Presentation of the report of the results of semester IV & II- Dr. Gyanprakash Arya presented the report of the results of semester IV of the 2021-23 batch and semester II of the 2022-24 batch. It was observed that the results were good with 10% students attaining A+ grade. A few failures were also there, so it was urged that measures be adopted to equip the weaker students to prepare and perform well in the internal and external examinations.

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