

**Item No.1: Reading and confirming the minutes of last meeting held on 22<sup>nd</sup> June,2017.**

Principal read the minutes of CDC meeting conducted on 22<sup>nd</sup> June 2017 and mentioned the following points:

NAAC peer team visit was conducted successfully and college is accredited with 'B' Grade with 2.27 CGPA

Appointments of accountant is done as Suresh is working for 2 hrs in college, but after college expansion a full time accountant need to be appointed for college.

Miss Komal is appointed as Library Attendant and Santosh Kamble appointed as Junior Clerk

Advertisement draft is approved by university and advertisement published in university Journal and after we receive VC nominee list we have to soon conduct interviews for which Aswad, Yogesh Pawar and Sanjay Salwe are college candidates to be regularized.

Prof. Aswad enquired when will be the salary raised as per the selection in interview as given to other candidates with NET/SET. Principal informed that as done for others same will be applied after the interviews.

**Item No.2 To update the status of Examination results**

Principal Instructed Mrs. Ranjeeta to update all CDC members regarding Examination results conducted in 2<sup>nd</sup> half of 2017. Mrs. Ranjeeta explained result status as follow:

Sem III: Total no. of students Appeared : 84

Total no. of successful students : 37

No. of students having ATKT in 1 subject : 21

No. of students having ATKT in 2 subjects : 10

No. of students having ATKT more than 2 subjects : 16

Sem I: Total no. of students Appeared : 108

Total no. of successful students : 08

No. of students having ATKT in 1 subject : 19

No. of students having ATKT in 2 subjects : 17

No. of students having ATKT more than 2 subjects : 64

Principal said students should be given extra ½ marks for each question during assessment so his marks will be round off and he will not find difficulty in shortage of 2-3 marks to reach up to

passing level. Semester V results are not declared yet because of introduction of On Screen Marking System by the University which is causing delay in assessment and result declaration.

Principal explained that as compare to previous semester result is improved due to continuous and remedial coaching, assignments and class test.

### **Item No.3 To approve the accounts and finance statements**

As financial budget need to be discussed in the meeting but due to absence of Accountant Mr. Suresh it is incomplete. Principal communicated same with the Chairman Mr. Dipak Shah that apart from reminding him 15 days before he has not submitted the account statement and budget.

Mr. Dipak Shah said that Inform Mr. Suresh in advance so he will provide the same and there should not be delay in doing same because the college having less no. of transaction so it should be reconciled and completed from his side.

Principal also asked the GS JS about the budget of Dhanak fest and also given assurance if any fund is require apart from sponsorship will be provided from college after giving in writing about details of expenditure. Budget of NSS also accepted and said more focus should be given on activities rather than expert's lecture.

### **Item No.4 To present confidential report of NAAC and make appropriate provisions for compliance while submitting annual report (AQAR) to NAAC**

NAAC recognized 1 B.Com and 7 certificate programme which includes MSSDS and NSDC courses.

Complete NAAC report was read and following points was discussed for compliance of recommendations and was unanimously approved:

- New Courses infrastructure facility set up will be supported completely by management of college committee and timely salary and staff welfare will be taken care
- Interactive white boards will be installed in every class
- Budget to be more sanctioned for Research and attending conferences
- Faculties will apply for projects and publish articles
- Appointment of Yoga Instructor
- Sports teacher of quality must be appointed
- Legal aid cell and medical check camp for girls to be done by WDC cell
- MPSC, Competitive exams coaching to be responsibility of Mr. Sanjay
- Alumni Association to be registered
- Career counseling and Placement cell to be supported and made active

- Commerce Lab- now teachers must do with lab Stock and Trading practices in Library or some space
- English Language Lab- under Swati Ray we shall find to establish

Principal Explained the what strengths and weakness find out during NAAC visit and following things need to be develop in future

- Research culture need to be develop among the faculty member the need to participate in various conference and workshops and publish paper on various topics
- Teachers need to go for various training programme to upgrade themselves research work should develop among the students and ask them to study on different aspects.
- Teacher feedback should be taken on 6 monthly basis also teacher should fill the self appraisal form.
- Separate budget for repairs and maintenance need to be prepare.
- Departmental library need to be established
- More focus should be given on communication and soft skill.

#### **Item No.5 To frame strategies for IQAC and improvement of Grade**

Principal explained the role of IQAC cell for submitting AQAR and focus should be given things specified in NAAC report.

Principal asked every teacher need to spend time in library for conducting research and preparing paper for conference

Mr. Yogesh explained that teacher are asked to sit in library every day for two hrs and conduct research on different aspect to upgrade their knowledge during examination and free time but due to workload teachers not able to perform on the same

Principal approached Mr. Dipak Shah for additional faculty so the faculties will focus some additional work which will be beneficial for institution.

Mr.Dipak Shah said write now we have to adjust with whatever faculties available with us once the new courses began faculty will get time for the same

For participating conference teachers should be encouraged, Teachers should fill self appraisal form and also go for informal feedback from students so students will convey what problems they are facing in particular subject. All the records should be maintained in proper documentary form.

Principal said space is required for setting commerce lab. Mr. Dipak Shah said till March end we have to adjust within the available space once the permission for constructing additional floor at school building, will we provide. For language lab faculty will come for taking sessions.

#### **Item No.6 To examine the structure of new courses infrastructure development**

Principal said new courses which we have applied are approved by University and waiting for government permission. However we need to now plan for faculties and infrastructure requirement.

Mr. Dipak Shah requested Principal to provide details of expected revenue from new courses in coming three years by reflecting 30%, 60% and 100% in first, second and third year admission as per enrolment capacity of courses and expenses against it. Also he requested to provide a list with qualification criteria for faculty recruitment for new courses.

Mr. Dipak Shah said find out the fees which we can charge for MBA and M.Com courses which we have applied to YCMOU.

Mr. Sanjay said he will provide the details for the same.

Principal said current faculties are not getting salary on time how we will give assurance for prospective faculties.

Mr. Dipak Shah informed that due to financial issues we have to adjust till month of March for salary delay, as management manage these expenses from school fees and now days due less response of donors that fund is affected. However we are looking for alternatives.

Principal said if there is financial crunch is there how we will start 9 new courses at time. Mr. Dipak Shah said this problem is up to march and we will get fund afterwards so we will work on the same.

Principal asked the status of new courses which is submitted to Mumbai University and LIC visit.

Mr. Pawar said budget for the same forwarded to Mr. Dipak Shah.

Mr. Dipak Shah said that was not in proper form and asked to make in the form where it show how much revenue is going to generate and how will adjust loss in coming three year.

#### **Item No.7 To approve the budget for National Conference**

Principal asked to show budget of requirement for national conference which will be conducting in the month of February, 2018. Mr. Pawar provided the details of requirement for national conference which is upto Rs. 200000 and given budget to Mr. Dipak Shah.

Mr. Dipak Shah said we will confirm date for conference within two days after looking the staying facility available to Oswal Wadi. He approved the budget for the said conference.

Mrs. Pooja explained the requirement for university Uddaan Festival which we will be conducted on 23<sup>rd</sup> & 24<sup>th</sup> January, 2018 as under: Food arrangement for 500 guest, flowers, other stationery and mike arrangement.

Mr. Dipak Shah said for food he will confirm from caterers and other arrangement will be provided he also said during that period we have make alternate arrangement for generator.

#### **Item No.8 Discussing new courses recruitment strategies with welfare schemes**

Mr. Warik asks is it possible to get any provision for staff insurance. Deepak sir said management will not give such type insurance under private colleges and now days everyone have their own insurance.

Mrs. Ranjeeta said she has not provided any information at the time of joining about both the deduction of PF from her salary. Which is now started deducting from her salary.

Mr. Dipak Shah said that was disclosed at the time of joining only but if it is not mentioned then he will put same in to GC meeting for further approval

#### **Item No.9 Discussing any other matter with the permission of chair**

JS Riddhi asked will we get any fund from college for Dhanak fest if there is any shortage in Sponsorship

Principal said the reason behind you people to ask for sponsorship is to connect with community and self development and if any shortage of Fund College will provide after providing proper requirement details.

JS Riddhi said students are asking to arrange for Yoga Lecture in morning.

Principal said we are searching faculty once get we will arrange for the same.

Principal ask about Magazine work and said take back from earlier printer and give to other because he is making delay and not making up to the mark.

Mr. Aswad said his payment of two copies is remaining. Principal said we will make the payment.

Mr. Dipak Shah asked about fees submitted to NSDC courses and its receipt. Principal said due changes in procedure it is getting delay from their side and they have not submitted document

proper at branches so now it is working centrally. Deepak Sir said give me address and contact detail of that person so he can ask someone to take follow-up.

Principal asked Sawant sir to see any faculty for sports and Yoga Trainer. Sawant sir he will give contact detail of one person who will be perform on both activities.

Mr. Deepak Kumar Shah  
Chairman

Dr.(Smt.) Snehal S. Donde  
Principal & Ex-Officio Secretary