



Vidya Vikas Education Trust's
The Lords Universal College of Education
(Gujarati Linguistic Minority Institution)
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Minutes of the CDC meeting held on 3rd may 2019

The CDC Meeting of the College was held on **3rd May 2019**. The meeting started with the reading of the minutes of the earlier meeting. Ms. Soma Guha read the action taken report of the meeting held on 18th of May 2019.

The meeting was attended by following members

Name of the Members	Designation
Prin. Sunil Mantri, Academic Director	Chairperson
Mrs. Shafali Chadha	Principal, Lords Universal Jr. College
Dr. Savita Manchekar	Principal
Ms. Soma Guha	Teacher In-charge
Ms. Deepa Savlani	Teaching staff
Ms. Lalita Uplori	Admin Staff
Ms Sabha Shaikh	Past Student
Ms. Rajni Kumari	SY current batch
Ms. Kavita Pachpor	FY current batch
Ms. Megha Somaiya	FY current batch
Ms. Rhea Syriac Mascarenhas	FY current batch

Newly appointed student representative members Ms. Kavita Pachor, Ms. Rhea Syriac Mascarenhas, Ms. Megha Somaiya gave their brief introduction to all members.

Dr. Savita Manchekar expressed regret for not being able to conduct CDC meeting in the month of November 2018. Prin. Sunil Mantri suggested conducting CDC meeting every quarter for the proper development of the college. The tentative month for the 2nd, 3rd and 4th CDC meetings will be September 2019, January 2020 and April 2020, respectively

• Reading and discussion of the minutes of the last meeting held on 18th May '2018 and action taken report

Ms. Lalita Uplori apprised the members about the expenses incurred in the financial year 2018-2019 and proposed the budget for financial year 2019-2020.

Prin. Sunil Mantri disapproved the budget as it lacked authenticity and evidence and was not done in a proper manner. Sir suggested adding new items in the particulars given in the table format (if required) for the B.Ed. in the Income and expenditure budget list.

Sir suggested Lalita Uplori to ask for the expenses incurred in the financial year 2018-2019 from the accounts department in the month of March 2019. Sir further suggested that the budget should be written in proper format provided and should be corrected thoroughly by Dr. Savita Manchekar before being proposed in the CDC meeting.

Mantri Sir informed that the budget for the next term should be ready before the term begins so that the sanctioning for planned activities can be done well in advance.

Decision Taken: The new budget will be prepared as per sir's instruction by June end.

Discussion on Institutional SWOT by Students:

The analysis and interpretation on the SWOT was briefed by Dr. Savita Manchekar to all the members. The SWOT analysis of the SY students had reflected infrastructural problems and requirement of library upgradation. Both these weaknesses were taken care of and both the problems got resolved temporarily.

Prin. Sunil Mantri proposed to take the SWOT by the SY students once again before their term ends.

Decision Taken Savita Manchekar assured to get data from SY students through SWOT for better comparison.

Library Augmentation:

Student representatives Ms. Kavita Pachpor and Ms. Rhea Syriac Mascarenhas expressed their concern about insufficient number of books recommended in the revised syllabus. They further mentioned to keep books by eminent educationists in the library for references. Ms. Megha Somaia seconded the suggestion.

Prin. Sunil Mantri informed the members about the National Digital Library (NDL) which is an open source and designed to support collaborative learning by providing a wide range of material from books, papers and thesis to class lectures, audio books, tutorials, assignments, and educational games and that it's a value based application and is available free of cost in the form of NDL mobile app for android.

Prin. Sunil Mantri recommended downloading printable e-books in our college website as open source.

Sir recommended compensating the space problem in library by taking an adjacent room during library period as a reading room.

Ms. Rhea Syriac Mascarenhas mentioned that the books in library are both title-wise and volume wise insufficient. Ms. Kavita Pachpor added that the recurring of books in the library causes problem. Same book is reissued by the same student again and again and this creates a problem.

Prin. Sunil Mantri Sir suggested maintaining a demand box in library in which the students will put their demands related to the book. Sir suggested maintaining a Library Cell to look after all these work. Members should review the books before displaying the books on shelf. Every library period should have student representative who can learn and assist works of library.

Dr. Savita Manchekar put forward the requirement of desktop in the library for students to access. Prin. Sunil Mantri suggested to use the laptop that is already provided for use in the library.

Prin. Sunil Mantri recommended to all members to apprise Luce staffs and students about SCRID, The world's largest digital library which consists of unlimited audiobooks, eBooks, magazines and journals

Sir also suggested working towards developing enriching library that can become the topmost strength of the Institution.

Decision taken: Sir was assured by the staff to implement his suggestions about updating library with e-resources and also creating ground for students to use the suggested software, e-books and NDL portal.

Agenda for the meeting

Following points in the agenda for the meeting were discussed.

- Department wise update of activities ,budget and expenses incurred**

Ms. Soma Guha read out the proposed budget prepared by the staff-in charge in their respective department.

Sir suggested referring to the year plan and balance sheet of the accounts department and preparing the budget that would include all possible details about the expenses to be incurred. He said that this budget would be considered throughout the year to get approval well in advance.

Dr. Savita Manchekar mentioned that the department wise activities, budget and expenses incurred will be sent to Prin. Sunil Mantri sir for approval by the end of June as per the guidelines given.

- Infrastructural up-gradation:**

Dr. Savita Manchekar briefed the members about the up gradation of infrastructure that is in process that includes making lofts at available spaces, soft board fitting across the classrooms, the terrace with retractable roofing so that the space can be meaningfully used for academic purpose. She thanked sir for prompt approval for up gradation of infrastructural facilities like adding around 10 PCs for students in a multipurpose room to be used as mini Computer lab, conference, meeting room. A well-equipped new lecture room is now ready for the students.

Dr. Savita Manchekar informed members that with sir's approval the terrace will be covered and can be used for several academic and non-academic purposes.

The sports department too is now well equipped with the sports material that students use every day during their recreation / sports lecture. A proper system is made for issuing the material ensuring careful handling.

She further mentioned that immediate attention for making better arrangement for comfortable seating arrangement as students are complaining about the existing chairs Ms. Rhea put forward her concern regarding the uncomfortable chairs with pointed edges which are causing problems in terms of tearing of clothes of students. Savita Manchekar suggested movable benches in classrooms instead of chairs. She mentioned that due to the insufficient space and overcrowded classroom the movement of each individual is a tiresome job. Prin. Sunil Mantri approved the movable benches to replace the movable chairs.

- **Any other matter with the permission of the Chair.**

Ms Megha Somaiya requested the committee for common room for girls. Prin. Sunil Mantri and Dr. Savita Manchekar informed that one method room will be converted to common room.

Ms. Kavita suggested extending canteen facility and putting some perishable food items in college. Canteen facility provides fixed menu and sometime students wishes to have some snacks like biscuits and chips. Prin. Sunil Mantri sir suggested to get the quotation for vending machine for food and beverage facility for canteen.

Decision Taken: Savita Manchekar assured that the quotation for the vending machine would be obtained soon for sir's approval.

Prin. Sunil Mantri recommended all CDC members to make the students aware of sustainability of Institutional resources. Each and every person should be using electricity, water and papers judiciously.

Decision Taken: Principal Savita Manchekar asked the staff members to create an atmosphere wherein students will be constantly aware of environmental sustainability.

The meeting ended with a vote of thanks presented by Ms. Deepa Savalani to all the CDC members.

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