



Vidya Vikas Education Trust's  
The Lords Universal College of Education  
(Gujarati Linguistic Minority Institution)  
(Affiliated to Mumbai University, Recognized by NCTE)  
Off Daftary Road, Near Malad Station, Malad (E) Mumbai 400 097  
Tel No: 022 28446265 M:8451002890  
E-mail: [info@beateacher.in](mailto:info@beateacher.in) Web: [www.beateacher.in](http://www.beateacher.in)

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Date: 25th March , 2020

### **Minutes of the CDC meeting held on 17<sup>th</sup> March '2020**

#### Agenda of the Meeting :

1. Reading and discussion of the minutes of the last meeting held on 3rd May '2019  
Action taken report
2. Briefing about the yearly reports of the Internal Quality Assurance Committee conducted /organized activities
3. Infrastructural up-gradation
4. Discussion on the additional certificate courses for students
5. Presentation of the annual academic calendar.
6. Library augmentation
7. Any other matter with the permission of the Chair.

The CDC Meeting of the College was held on **17<sup>th</sup> March '2020**. 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 3rd May 2019

#### **1. Reading and discussion of the minutes of the last meeting held on 3rd May '2019 and the action is taken report**

- Discussion on Institutional SWOT by students -

Dr. Savita Manchekar informed the members that the exit level SWOT will be taken by the SY students in the month of April. Prin. Sunil Mantri sir suggested that the report on SWO analysis has to be sent to the students with proper justification of all the criteria and suggestions given by the students. The report should be maintained in the form of percentages and qualitatively analyzed. Then the next SWOT should be conducted before the exit meeting.

**Decision taken:** SWOT report will be sent to the students.

- Library augmentation:

Mrs. Sheetal Dhotre updated members about the new activities in the library. She said that various books exhibition were organized in the library as an extended activity on certain significant days like Gandhi Jayanti, International Science Day, and Marathi bhasha Diwas. Mrs. Soma Guha told about the pre essay library visit by the pedagogy class as a part of the tutorial conducted.

Prin, Mantri sir gave a few suggestions to the committee members:

- The student book ratio should be 10:1
- Record of reference books referred should be maintained
- There should be one departmental library for teachers. Time to be allotted in the timetable for every faculty member to refer books.
- keeping a record of books issued after every exhibition conducted.
- New newspaper and journals to be subscribed
- All teachers and students should maintain a record of their referencing NDL
- To propose a requirement for Kindles in the library.
- Luce staff and students should refer to SCRIBD, the world's largest digital library which consists of unlimited audiobooks, eBooks, magazines, and journals

**Decision taken:** Sir was assured by the staff members to implement his suggestions and to work towards enriching the library with new and interesting resources.

## **2. Briefing about the yearly reports of the Internal Quality Assurance Committee conducted /organized activities:**

Dr. Deepa Savalani updated members about the department-wise activities conducted in the academic year 2019-2020.

Prin Sunil Mantri recommended a few changes for the IQAC department:

- To conduct a meeting with all the faculty members in which the IQAC department needs to identify immediate and long-term goals.
- Restrict each goal to a certain department.
- To conduct internal meetings quarterly with every department to keep a record of all the activities and to take the update regarding quality enhancement of each department for achieving the immediate and long-term goal.
- In internal meetings, the IQAC department in charge needs to check the feasibility of the planned activities and if required modify and then finalize the activities.

**Decision Taken:** IQAC will set goals for every department and keep a record of the feasibility of activities to be conducted by each department.

## **3. Infrastructural Upgradation:**

Dr. Savita Manchekar updated the committee members about the infrastructural up-gradation that has taken place in the college. She put forward the requirement of a lecture hall for the next academic year.

**Decision Taken:** To put forward the proposal for the extra class.

## **4. Discussion on the additional certificate courses for students :**

Dr. Savita Manchekar apprised the members of the new additional courses of 30 hours that the college has started for the students. She further informed the members about the success of certificate courses on self-defense and yoga. Mrs. Sonali Singh presented the design of the Conversational English course which will be conducted in the new Academic year for the Second year students.

Prin. Sunil Mantri gave the following suggestions :

The design of the course needs to be generic such that it can be used by all students of Universal like LUC, Engineering College, Law college, Degree College, etc.

Design should be made column-wise for better understanding.

Grammar usage should be considered as the most important aspect of the course.

To involve Engineering College staffs for technical help (if required)

To involve faculty members of the English department in the designing of the course.

Dr. Savita Manchekar suggested all the committee members enroll in an online MOOC course of MOOC which trains in developing Courses.

**Decision Taken:** Mrs. Sonali Singh assured that all the suggestions will be implemented.

#### **5. Presentation of the Annual Academic Calendar:**

Prin. Sunil Mantri sir apprised the members that the Academic calendar contains only academics in which it is advisable to put subject-wise activities. He further suggested that in the year plan both academic and non-academic activities are to be mentioned and the department can report changes in the year plan (if any) before the exit meeting.

**Decision Taken:** Dr. Savita Manchekar asked the staff members to prepare a department-wise and pedagogy-wise activity list and get it approved by her.

#### **6. Library augmentation**

Mrs. Sheetal Dhotre updated the members regarding the projected expenses till the month of April. The estimated budget for the next academic year was also presented along with the name and numbers of books to be purchased and subscriptions of national and international journals. Prin. Sunil Mantri informed that the library should maintain a proper record with justification related to the new subscription or disapproval of any ongoing subscription.

**Decision Taken:** Ms. Sheetal Dhotre assured to implement all suggestions.

#### **7. Any other matter with the permission of the Chair.**

Prin Sunil Mantri informed the members that the CDC is to be conducted by the Principal of the Institute. Dr. Savita Manchekar accepted the suggestion and declared that she will be conducting the meeting from next time onwards.

Prin Sunil Mantri enquired about the status of the Language lab proposal. Dr. Savita Manchekar told that she will try to get the information regarding the same and update the members.

Dr. Savita Manchekar informed Prin. Sunil Mantri and Dr. Swati Desai about the online classes that the faculty members conduct during the internship period. She further added that the faculty members are trained to use Google classroom, a hangout for online teaching. Prin Sunil Mantri suggested developing e-content that can be used as OER for which Savita madam assured to plan for the same.

**Decision Taken: Dr. Savita Manchekar to conduct a CDC meeting.**

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

**Summary of minutes and Action taken report of CDC  
on 17th March 2020**

| <b>Agenda<br/>(Points of discussion)</b>   | <b>Decision taken</b>   | <b>Action taken</b> |
|--|---|---------------------|
| <b>Discussion on Institutional SWOT by students</b>  | SWOT reports will be sent to the students.  | Done                |
| <p><b>Briefing about the yearly reports of the Internal Quality Assurance Committee conducted /organized activities</b></p> <p>Prin Sunil Mantri recommended a few changes for the IQAC department:</p> <ul style="list-style-type: none"> <li>● To conduct a meeting with all the faculty members in which the IQAC department needs to identify immediate and long-term goals.</li> <li>● Restrict each goal to a certain department.</li> <li>● To conduct internal meetings quarterly with every department to keep a record of all the activities and to take the update regarding quality enhancement of each department for achieving the immediate and long-term goal.</li> <li>● In internal meetings, the IQAC department in charge needs to check the feasibility of</li> </ul> | IQAC will set goals for every department and keep a record of the feasibility of activities to be conducted by each department. |                     |

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| <p>the planned activities and if required modify and then finalize the activities.</p>  |   |  |
| <p><b>Infrastructural up-gradation</b></p> <ul style="list-style-type: none"> <li>● The requirement of a lecture hall for the next academic year.</li> </ul>  | <p>To put forward the proposal for the extra class.</p>   |  |
| <p><b>Discussion on the additional certificate courses for students - Conversational English</b></p> <ul style="list-style-type: none"> <li>● The design of the course needs to be generic such that it can be used by all students of Universal like LUC, Engineering College, Law college, Degree College etc.</li> <li>● Design should be made column-wise for better understanding.</li> <li>● Grammar usage should be considered as the most important aspect of the course.</li> <li>● To involve Engineering College staffs for technical help (if required)</li> <li>● To involve faculty members of the English department for the designing of the course.</li> </ul> | <p>all the suggestions will be implemented.</p>   |  |
| <p><b>Presentation of the annual academic calendar.</b></p> <ul style="list-style-type: none"> <li>● The Academic calendar contains only academics in which it is advisable to put subject-wise activities.</li> <li>● In the year plan, both academic and non-academic activities are to be mentioned.</li> <li>● The department can report changes in the year plan (if any) before the exit meeting.</li> </ul>  | <p>Dr. Savita Manchekar asked the staff members to prepare a department-wise and pedagogy-wise activity list and get it approved by her</p> |  |

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|--|---|--|
| <p><b>Library augmentation</b></p> <ul style="list-style-type: none"> <li>● The student book ratio should be 10:1</li> <li>● Record of reference books referred should be maintained</li> <li>● There should be one departmental library for teachers. Time to be allotted in the timetable for every faculty member to refer to books.</li> <li>● keeping a record of books issued after every exhibition conducted.</li> <li>● New newspaper and journals to be subscribed</li> <li>● All teachers and students should maintain a record of their referencing NDL</li> <li>● To propose a requirement for Kindles in the library.</li> <li>● Luce staff and students should refer to SCRIBD, the world's largest digital library which consists of unlimited audiobooks, eBooks, magazines, and journals</li> <li>● The library should maintain a proper record with justification related to the new subscription or disapproval of any ongoing subscription</li> </ul> | <p>Sir was assured by the staff members to implement his suggestions and to work towards enriching the library with new and interesting resources.</p> <p>To implement all suggestions.</p> |  |
| <p><b>Any other matter with the permission of the Chair.</b></p> <ul style="list-style-type: none"> <li>● CDC to be conducted by the Principal of the institution.</li> </ul>  | <p>Dr. Savita Manchekar to conduct CDC meetings.</p>  |  |

**Name of the Members**

Prin. Sunil Mantri, Academic Director

**Mrs. Swati Desai**

Dr. Savita Manchekar

Ms. Soma Guha

Dr. Deepa Savlani

Dr. Shashikala Yadav

Ms. Sheetal Dhotre

Ms. Lalita Uplori

**Designation**

Chairperson

**Principal, Lords Universal Degree College**

Principal

Teacher In-charge

Teaching staff

Teaching staff

Librarian

Admin Staff

|                             |                  |
|-----------------------------|------------------|
| Ms. Kavita Pachpor          | SY current batch |
| Ms. Megha Somaiya           | SY current batch |
| Ms. Rhea Syriac Mascarenhas | SY current batch |
| Ms. Joshmi Johnson          | FY current batch |
| Ms. Jayanti                 | FY current batch |
|                             | SY current batch |
|                             | SY current batch |