



Vidya Vikas Education Trust's
The Lords Universal College of Education
(Gujarati Linguistic Minority Institution)
(Affiliated to Mumbai University, Recognized by NCTE)
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Date: 20th April , 2021

Minutes of the CDC meeting held on 22nd April '2021

Agenda of the Meeting :

1. Reading and discussion of the minutes of the last meeting held on 17th March '2020
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 **22nd April '2021**. 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 17th March '2020

1. Reading and discussion of the minutes of the last meeting held on 17th March '2020 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 May .Mam suggested that the report on SWOT 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 Environment Day, 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 Essay and Exam tutorials conducted.

Decision taken: Mam 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 2020-2021.

Dr. savita Manchekar 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.
- **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. D.Ed classrooms will be made available to B.Ed after 12 noon .

4. Presentation of the Annual Academic Calendar:

Dr. Savita Manchekar apprised the members of the annual academic calendar Mam 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.

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

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

Dr. Savita Manchekar informed committee members 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. Dr. Savita Manchekar suggested developing e-content that can be used as OER for which Savita madam assured to plan for the same.

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 22nd April '2021**

Agenda (Points of discussion)	Decision taken	Action taken
Discussion on Institutional SWOT by students	SWOT reports will be sent to the students.	Done
<p>Briefing about the yearly reports of the Internal Quality Assurance Committee conducted /organized activities</p> <p>Dr. savita Manchekar recommended a few changes for the IQAC department:</p> <ul style="list-style-type: none"> ● 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. 	IQAC will set goals for every department and keep a record of the feasibility of activities to be conducted by each department.	

<p>Infrastructural up-gradation</p> <ul style="list-style-type: none"> ● The requirement of a lecture hall for the next academic year. D.Ed classrooms to be used . 	<p>To put forward the proposal for the extra class.</p>	
<p>Presentation of the annual academic calendar.</p> <ul style="list-style-type: none"> ● The Academic calendar contains only academics in which it is advisable to put subject-wise activities. ● In the year plan, both academic and non-academic activities are to be mentioned. ● The department can report changes in the year plan (if any) before the exit meeting. 	<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>	
<p>Library augmentation</p> <ul style="list-style-type: none"> ● 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 to books. ● keeping a record of books issued after every exhibition conducted. 	<p>To implement all suggestions.</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
Ms. Joshmi Johnson

Designation

Chairperson
Principal, Lords Universal Degree
College
Principal
Teacher In-charge
Teaching staff
Teaching staff
Librarian
Admin Staff
SY current batch

Ms. Jayanti
Ms. Arpita Jadhav
Ms. Neetu Singh

SY current batch
FY current batch
FY current batch