



**S.N.D.T. College of Arts & S.C.B.College of Commerce & Science  
for Women Mumbai-400020.**

**Minutes of College Development Committee Meeting**

**Date: 17/08/2021**

**Time: 10.30 a.m.**

**Zoom Joining Link:**

**<https://us02web.zoom.us/j/85802970230?pwd=RXNXUHlyRU9uOEIPODR6RHd4czFWZz09>**

**Meeting ID: 858 0297 0230**

**Passcode: 1931**

Second College Development Committee meeting of the of S.N.D.T. College of Arts & S.C.B. College of Commerce & Science for Women Mumbai-400020 for the year 2020-21 was held online on 17<sup>th</sup> August 2021 at 10.30 a.m on zoom platform.

Following members were present:

Sr. No.	Name	Category
1.	<b>Professor Suhas Pedanekar</b>	Vice-Chancellor-Chairperson
2.	<b>Professor Mira Desai</b>	Registrar
3.	<b>Dr. Rajendra Gurao</b>	Principal-Member Secretary
4.	<b>Mrs. Manju M Lodha</b> (Chairperson of the Lodha Foundation)	Nominated member from the field of NGO and Industry
5.	<b>Ms.Nargis Gaur</b> (Former President and Secretary, Rotary Club of Mumbai south)	Nominated member from the field of Social service
6.	<b>Professor.Dr.Vibhuti Patel,</b> (Professor at Advanced Centre for Women's Studies, TISS)	Nominated member from the field of Research
7.	<b>Ms.Renuka Prajapati</b> (Vice Principal, Smt M.M.P Shah Women's College, Matunga)	Renowned Alumna

8.	<b>Dr. Sonaskshi Vichare</b>	Representative of Teaching Staff
9.	<b>Dr. Hetal Barot</b>	Representative of Teaching Staff
10.	<b>Ms. Sushma Ahire</b>	Representative of Teaching Staff
11.	<b>Mr. Dnyaneshwar Mankare</b>	Representative of Teaching Staff
12.	<b>Dr. Pandurang Barkale</b>	IQAC Co-ordinator
13.	<b>Mr. Walchand Sawant</b>	Representative of Non-Teaching Staff

The attendance sheet is attached herewith:

Members not in attendance list (with prior intimation)

\*Dr. Muktaja V Mathkari

### Welcome

Before proceeding with the business on the agenda, Member Secretary of College Development Committee Principal Dr. Rajendra Gurao extended a warm welcome to the Hon'ble Vice-Chancellor and Chairperson of the Committee, Hon'ble Secretary, external and internal members of the College Development Committee present at the meeting. Principal Dr. Gurao introduced the newly nominated members to the pre-existent members of the College Development Committee and briefed about the college to the online assemblage.

### 1) One point agenda: Fulfillment of NAAC Procedure.

**Item no-I a) Approval to the remarks given by the experts who conducted the Academic and Administrative Audit (internal) of our college.**

**Discussion:** Academic and Administrative Audit (Internal) of S.N.DT. College of Arts & S.C.B. College of Commerce & Science for Women Mumbai-400020 was conducted on 31<sup>st</sup> March 2021. As a part of the fulfilment of NAAC procedure and as per the recommendations given by the expert committee of Academic and Administrative Audit (AAA), their remarks should be put in front of the College Development Committee for approval. Principal Dr. Rajendra Gurao instructed the IQAC Coordinator Dr. Pandurang Barkale to share the Internal Audit Committee expert committee (Chairman-Dr.Meena Kute-I/C Registrar, SNDT Women's University, Members Dr.Sachin Deore, Professor& Head, Dept of Geography, SNDT Women's University and Dr.Madhavi Kulkarni Vice Principal, SNDT Arts& Commerce College, Pune) remarks on the screen.

**Resolution:** It was resolved that that remarks and recommendations of the expert committee be approved with a condition to implement them all.

### b)Approval for the vision, mission and Objectives of the College

**Discussion:** As a part of the fulfilment of NAAC procedure and as per the recommendations given by the expert committee, the vision, mission and Objectives of the College should be approved in the College Development Committee. Principal Dr. Rajendra Gurao instructed that vision, mission and Objectives of the College be shared on the screen. Hon'ble Vice-Chancellor



and Chairperson of the College Development Committee Professor Suhas Pedanekar required knowing if the college has been following the same vision, mission and Objectives for the years or has recently made any changes in it. Principal Dr. Rajendra Gurao informed it to the committee members that the college, being a constituent college of SNDT Women's University, follows the same vision, mission and Objectives of the University. Professor Vibhuti Patel, a member of CDC representing the field of Research suggested that there should be 'goals' along with the objectives of the college.

**Resolution:** It was resolved that the vision, mission and Objectives of the College be approved with the inclusion of the goals and correction of little typographical/syntactical errors

**c) Approval to various Policies of the college .i.e Admission policy, Examination Policy, Placement Policy, Mentorship policy, Internal Complaint policy Policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Discussion:** As per the recommendations given by the expert committee, various policies of the college such as Admission policy, Examination Policy, Placement Policy, Mentorship policy, Internal Complaint policy Policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. are expected to be approved in the College Development Committee. Principal Dr. Rajendra Gurao instructed that the aforesaid policies be shared on the screen.

**Resolution:** It was resolved that the various Policies of the college such as Admission policy, Examination Policy, Placement Policy, Mentorship policy, Internal Complaint policy Policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. be approved with the correction of unnecessary capitalizations written in the text.

**d) Approval to the formation of various Statutory Cells and Committees of the college.**

**Discussion:** As a part of the fulfilment of NAAC procedure various Statutory Cells and Committees of the college should be approved in the College Development Committee. Principal Dr. Rajendra Gurao instructed that the Statutory Cells and Committees of the college be shared on the screen for discussion and approval. It was suggested by Professor Vibhuti Patel, a member of CDC representing the field of Research, that the designations of the members of committee and Cells should be mentioned before their names. Hon'ble Vice-Chancellor Professor Suhas Pedanekar required knowing if the members of the various Statutory Cells and Committees of the college are all college faculties or some of them are external members too. Principal Dr. Rajendra Gurao clarified that we have invited external members too as per the constitution of committees recommended by government's rules.

**Resolution:** It was resolved that various Statutory Cells and Committees of the college be approved along with the corrections suggested by hon'ble CDC Members.

**e) Approval to the Certificate Course in German Language, Certificate Course in Travel and Tourism and Certificate Course in Co-operative Housing Society's Management.**



**Discussion:** As a part recommendations given by Peer Team at first cycle of the NAAC and the suggestions given by the Internal expert committee of Academic and Administrative Audit (AAA), college is expected to start some certificate courses. To officially start such courses at college level, it needs to be approved in College Development Committee meeting. In this regard, the college proposed to start 3 certificate courses viz.

- 1) Certificate Course in German Language
- 2) Certificate Course in Travel and Tourism
- 3) Certificate Course in Co-operative Housing Society's Management

Names and proposals of the aforesaid courses were shared on the screen as instructed by Principal Dr. Rajendra Gurao. Professor Vibhuti Patel suggested that the course proposal should contain module-wise credits and module-wise objectives and outcomes. It was suggested by the Honorable Vice-Chancellor Professor Suhas Pedanekar to be specific about the duration and eligibility criteria of the course and let the proposals of the courses to be in the format prescribed by the UGC Guidelines. Hon'ble Chairperson Professor Pedanekar went on to suggest that college should keep these courses open for the students from other colleges and universities too. Students enrolled in the college should be able to do at least one certificate course every year so that by the time she graduates, she will have three certificate courses to her credit. He further said that college should take all necessary permissions of the governing bodies such as academic council, required for starting such courses. Professor Mira Desai, Hon'ble registrar and Secretary of the College Development Committee clarified that college does not need the permission of academic council if the course has of less than 60 hours' duration or 4 credits. Courses having 30 hours duration could be started at college level with the approval of College Development Committee. She also informed that 10% of the fees collected of such courses should be submitted to the university.

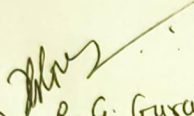
**Resolution:** It was resolved that certificate courses proposed by the college be approved along with the corrections suggested by hon'ble chairperson and members of College Development Committee


#### **f) Any other matter with the permission of the Chair**

**Discussion:** As a part of the fulfilment of NAAC procedure, Academic and Administrative Audit (AAA) of the college is mandatory before going in for NAAC assessment and Accreditation at its second cycle. After successful completion of the Internal Audit, the college aims to undergo external Academic and Administrative Audit (AAA) of the college. In this regard, Principal Dr. Rajendra Gurao proposed that the college needs to conduct its external audit in a month's time. Honorable Vice-Chancellor Professor Suhas Pedanekar remarked that Academic and Administrative Audit (AAA) should be a regular exercise. It should be conducted every year. He required knowing what all things are normally discussed in the college's CDC Meetings. Principal Dr. Rajendra Gurao informed that usually college seeks sanctions for budgetary provisions. He also added that in the previous CDC Meeting the college has asked the sanctions to purchase a trophy rack kept in from of the principal's cabin. Honorable Vice-Chancellor also gave a brief insightful speech on how CDC Meetings are expected to be and what sort of brainstorming and the talk of development should happen them. CDC Member Professor Vibhuti

Patel reminded that NAAC had required our college to arrange for the Students' Common Room and the playground. Principal Dr. Rajendra Gurao informed that the Students' Common Room has been arranged already as per the NAAC recommendations. He further added that our Junior college has received a grant of Rs.700000 from zilha krida mantralaya for basket ball ground. This facility can be availed by degree college students also.

The meeting came to an end with the vote of thanks proposed by the Principal nominated member Ms. Sushma Ahire to the Chair.

  
( R. G. Gurao )  
Secretary

  
( )  
Chairperson

Date:17/08/2021

**Encl:**

- 1) Internal AAA Remarks of the experts.
- 2) Vision, Mission and objectives of the Institution
- 3) Policies of the college
  - a) Admission Policy
  - b) Examination Policy
  - c) Placement Policy
  - d) Mentorship Policy
  - e) Internal Complaint Policy
  - f) Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.
  - g) Statutory Cells and Committees of the college
  - h) Proposals of the certificate Courses:
    - 1)Certificate Course in German Language
    - 2)Certificate Course in Travel and Tourism
    - 3)Certificate Course in Co-operative Housing Society's Management





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**College Development Committee Meeting held online**

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**Time: 10.30 a.m.**

**Attendance sheet**

Sr. No.	Name	Signature
1.	Professor Suhas Pedanekar	
2.	Professor Mira Desai	
3.	Dr. Rajendra Gurao	
4.	Mrs. Manju M Lodha	
5.	Ms.Nargis Gaur	
6.	Professor Vibhuti Patel	
7.	Ms.Renuka Prajapati	
8.	Dr. Sonaskshi Vichare	
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