

Janardan Bhagat Shikshan Prasarak Sanstha's  
**CHANGU KANA THAKUR**  
**ARTS, COMMERCE & SCIENCE COLLEGE, NEW PANVEL**  
**(Autonomous)**

(Re-accredited 'A+' Grade by NAAC, 'College with Potential for Excellence' Status Awarded by UGC  
& 'Best College Award' by University of Mumbai)

**Minutes of the Meeting of College Development Committee**

**Academic Year: 2020-21**

**Meeting No. : 01**

**Date : 06/10/2020**

Minutes of the 1<sup>st</sup> meeting of the 'College Development Committee' for the academic year 2020-21 held on Tuesday, 6<sup>th</sup> October 2020 at 04:00 p.m. in Skill Development Resource Centre (Room No. 004).

**The meeting was attended by the following members:**

Sr. No.	Name	Designation	Position
01	Hon'ble Shri. Ramsheth Thakur (Ex-M.P.)	Chairman, J.B.S.P. Sanstha, Panvel	Chairman
02	Hon'ble Shri. Y. T. Deshmukh	Vice-Chairman, J.B.S.P. Sanstha, Panvel	Member
03	Hon'ble Dr. S. T. Gadade	Secretary, J.B.S.P. Sanstha, Panvel	Member
04	Prof. (Dr.) V. D. Barhate	Principal of the college	Member- Secretary
05	Shri. Paresh Thakur	Representative, Social Service	Member
06	Adv. Vinayak Koli	Representative (Education)	Member
07	Dr. Mukund Naik	Representative (Industry)	Member
08	Dr. Bhushan Langi	Representative (Alumni)	Member
09	Dr. S. K. Patil	Vice-Principal	Member
10	Dr. (Mrs.) Elizabeth Mathews	Representative (Woman Teacher)	Member
11	Dr. S. B. Yadav	Representative (Teacher)	Member
12	Dr. D. S. Narkhede	Representative (Teacher)	Member

13	<b>Dr. (Mrs.) M. A. Mhatre</b>	Incharge, Students' Council	Member
14	<b>Dr. B. D. Aghav</b>	IQAC Coordinator	Member
15	<b>Mrs. P.S. Mhatre</b>	Office Superintendent	Member
16	<b>Dr. Shailesh Vajekar</b>	RUSA Coordinator	Member
17	<b>Dr. S. I. Unhale</b>	Controller of Examinations	Permanent Invitee
18	<b>Mr. G.K. Surve</b>	Head Clerk	Permanent Invitee
19	<b>Mr. P.K. Gondhali</b>	Non-Teaching Staff	Permanent Invitee

**The Agenda for the discussion was as follows:**

**Introduction to the meeting:**

The meeting started with the introduction of College Development Committee by Prof. (Dr.) V.D. Barhate, Principal of the college and Member Secretary-CDC.

**❖ Welcome:**

Prof. (Dr.) V.D. Barhate welcomed the Hon'ble Chairman and Hon'ble members.

**Item No. 1**

Approval to the minutes of the meeting of College Development Committee held on 7<sup>th</sup> December 2019 and its Action Taken Report

**Item No. 2**

Discussion and Approval to the necessary materials, equipment or utensils for the college

- i) Purchase of uniforms to the non-teaching staff
- ii) Purchase of water coolers
- iii) Purchase of fire extinguishers

**Item No. 3**

Discussion and Approval to the renovation and up-gradation of Infrastructure & Learning resources

- i) Renovation and up-gradation of Interactive Language Laboratory
- ii) Renovation of Administrative office & Board room (Ground floor)

**Item No. 4**

Appointment of a full-time Placement Officer

**Item No. 5**

Appointment of a full-time Counsellor

**Item No. 6**

Discussion and Approval to the organisation of Workshops/Seminars/Conferences along with schedule and budget

**Item No. 7**

Discussion on any other subject with the permission of the Chair

**Item No. 8**

Closing remarks

Prof. (Dr.) V.D. Barhate, presented a profile of the college and requested to the Chairman to open a meeting for discussion and making decisions on the agenda of the meeting.

**Business of meeting:****Item No. 1**

**Approval to the minutes of the first meeting of College Development Committee held on 7<sup>th</sup> December 2019 and its Action Taken Report**

**Description:**

The Secretary of College Development Committee Prof. (Dr.) V. D. Barhate read the **minutes** and its **Action Taken Report** of the meeting held on 7<sup>th</sup> December 2019 at 4.00 p.m. in the Skill Development Resource Centre (Room No. 004) of our college and the same were approved unanimously.

**Item No. 2**

**Discussion and Approval to the necessary materials, equipment or utensils for the college**

**i) Purchase of uniforms to the non-teaching staff****Description:**

Principal Prof. (Dr.) V. D. Barhate presented & justified the purchase of uniforms to the non-teaching staff specifying that uniforms were given to the non-teaching staff in the month of June-2017 (Peons) and September-2017 (Office staff & Gardeners). So, there is a necessity to purchase the new uniforms for the non-teaching staff.

The details of which are as under

Particulars	Amount
Uniforms to the 79 non-teaching staff (47 Peons + 23 Office staff + 09 Gardeners = 79) Price of one uniform = Rs. 1850/- 02 pairs of uniforms x 79 Staff x Rs. 1850/- = Rs. 2,92,300/-	<b>Rs. 2,92,300/-</b>

**Discussion:**

Hon'ble Chairman appreciated the demand and asked the Principal to purchase the uniforms immediately and give to the non-teaching staff.

**Resolution:**

After having detailed discussion, the purchase of uniforms as per the table given in the description has been approved unanimously.

**ii) Purchase of water coolers**

**Description:**

Principal Prof. (Dr.) V. D. Barhate presented & justified the purchase of water coolers specifying that existing coolers were purchased in the month January-2002, September-2004, March-2006 and July-2010.

So, there is a necessity to purchase the new water coolers.

The details of which are as under

Sr. No.	Particulars	Location	Amount
01	Water Cooler (150 Litres) Price of a Water Cooler = Rs. 46,500/- 02 Units of Water Coolers x Rs. 46,500/- = Rs. 93,000/-	Ground Floor, Third Floor & Canteen	Rs. 93,000/-
02	Water Cooler (20 Litres) Price of a Water Cooler = Rs. 24,500/- 02 Units of Water Coolers x Rs. 24,500/- = Rs. 49,000/-	First Floor & Second Floor	Rs. 49,000/-

03	Water Purifier (Aquaguard) Price of a Water Purifier = Rs. 22,000/- 03 Units of Water Purifiers x Rs. 22,000/- = Rs. 66,000/-	Examination Cell, Chemistry Staff room & Gymkhana	Rs. 66,000/-
<b>Total</b>			<b>Rs. 2,08,000/-</b>

**Discussion:**

Hon'ble Chairman appreciated the purpose and directed the Principal to purchase the water coolers and water purifiers immediately and get it installed at the locations specified in the table.

**Resolution:**

After having detailed discussion, the purchase of water coolers and water purifiers as per the table given in the description has been approved unanimously.

**iii) Purchase of fire extinguishers**

**Description:**

Principal Prof. (Dr.) V. D. Barhate put up the demand & justified the purchase of new fire extinguishers specifying that at present 79 numbers of fire extinguishers are installed and additional 10 numbers of fire extinguishers are required on the ground of safety.

The details of which are as under

Particulars	Location	Amount
New Fire Extinguishers (10 Units)	Gymkhana, Canteen, UPS Room, 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> floor passage area	Rs. 42,232/-

**Discussion:**

Hon'ble Chairman appreciated the cause and asked the Principal to purchase the fire extinguishers immediately and get it installed at the locations specified in the table.

**Resolution:**

After having detailed discussion, the purchase of fire extinguishers as per the table given in the description has been approved unanimously.

### **Item No. 3**

#### **Discussion and Approval to the renovation and up-gradation of Infrastructure & Learning resources**

##### **i) Renovation and up-gradation of Interactive Language Laboratory**

###### **Description:**

Principal of the college presented that 'Interactive Language Laboratory' of our college is one of the outstanding features in the profile of our college. It was established in the academic year 2005-06 by spending amount to Rs.5,75,554/- and subsequently shifted to the 2<sup>nd</sup> floor of the college with its up-gradation by utilising the fund of UGC amount to Rs.10 lakhs and college fund Rs.1,21,765/- in the academic years from 2010-11 to 2012-13 and again Rs.05 lakhs in the academic year 2015-16.

But, now there is a necessity of the complete renovation & up-gradation of the 'Interactive Language Laboratory' including the software & hardware. The details of the work to be undertaken is given in the following table.

<b>Particulars</b>	<b>Location</b>	<b>Amount</b>
Electrification (Rs. 47,980/-), False Ceiling (Rs. 1,66,720/-) and Air Conditioners (Rs. 53,100/-)	Interactive Language Laboratory	<b>Rs. 2,67,800/-</b>

###### **Discussion:**

Hon'ble Chairman accepted the demand and asked the Principal to initiate the process of renovation and up-gradation of 'Interactive Language Laboratory' within the stipulated time.

###### **Resolution:**

After having detailed discussion and considering academic necessity, the approval has been granted unanimously for the renovation and up-gradation of 'Interactive Language Laboratory'.

##### **ii) Renovation of Administrative office & Board room (Ground floor)**

###### **Description:**

Principal Prof. (Dr.) V. D. Barhate explained the need of the renovation of Administrative office & Board room emphasizing that due to wear and tear as well as effect of rainy

season, the window frames and related material got damaged. Thus, there is a necessity to perform this repair work on urgent basis.

The details of work to be done are given as,

<b>Particulars</b>	<b>Location</b>	<b>Amount</b>
Fabrication work of M.S. Grill Fitting	Administrative office & Board room (Ground floor)	Rs. 33,438/-
Material and labour charges for fixing of Black Granite (Krishnagiri) to windows	Administrative office & Board room (Ground floor)	Rs. 1,64,852/-
Work of sliding window, paneling, melamine polish and roller bid work	Administrative office, Board room (Ground floor), Principal cabin & Library passage	Rs. 3,61,879/-
Material and labour charges for fixing of Granite (Blue peri) to windows	Area near lift (Ground floor)	Rs. 51,259/-
Material only - Granite slabs (Blue peri) and marble slabs (20 mm)	Area near lift (Ground floor)	Rs. 50,761/-
Material and labour charges for fixing of Black Granite to windows	Principal sir's waiting room & Anti-chamber (Board room, Ground floor)	Rs. 39,349/-
	<b>Total</b>	<b>Rs. 7,01,538/-</b>

**Discussion:**

Hon'ble Chairman appreciated the requirement and asked the Principal to start the renovation of Administrative office & Board room.

**Resolution:**

After having detailed discussion, the renovation of Administrative office & Board room as per the table given in the description has been approved unanimously.

**Item No. 4**

Appointment of a full-time Placement Officer

**Description:**

Prin. Dr. V.D. Barhate presented the need of appointment of a full-time Placement Officer to promote the pre-placement, placement and follow up of the placement activities and to fulfil the requirements of NAAC guidelines.

**Discussion:**

Hon. Chairman suggested to advertise the requirement in newspapers (English and Marathi) and conduct the interview to select suitable candidate for the post of full-time placement Officer.

**Resolution:**

After having detailed discussion, proposal to appoint a full-time Placement Officer has been approved unanimously.

**Item No. 5****Appointment of a full-time Counsellor.****Description:**

Prin. Dr. V.D. Barhate put up the need and importance of an appointment of full-time Counsellor specifying that the students should cope-up with personal and psychological problems ranging from basic adjustment, anxiety, stress management, career concerns and academic activities. The role of personal and psychological counsellor is to contribute for students' development and ensure effective learning. This will also fulfil the requirement of NAAC guidelines.

**Discussion:**

Hon. Chairman suggested to advertise the post in the newspapers (English & Marathi) and conduct the interview to select a suitable candidate for the post of full-time Counsellor.

**Resolution:**

After having detailed discussion, proposal to appoint a full-time counsellor has been approved unanimously.

**Item No. 6****Discussion and Approval to the organisation of Workshops/Seminars/Conferences****Description:**

Prin. Dr. V.D. Barhate presented that total Rs. 15 lakh has been budgeted for organization of various workshops and seminars. Out of that, Rs. 10 lakh has been demarcated for organising National Level Seminars by various departments as per following table and Rs. 04 lakh for organising IQAC workshops and Rs. 01 lakh for Administrative staff workshop.



Sr. No.	Particulars	Budget (In Rs.)	Tentative Month
<b>National Level Seminars</b>			
01	Physics	02 lakhs	February 2021
02	Biotechnology	02 lakhs	February 2021
03	Mathematics	02 lakhs	March 2021
04	Geography	02 lakhs	March 2021
05	Economics	02 lakhs	April 2021
<b>IQAC Workshops</b>			
01	Learning Management System	01 lakh	February 2021
02	e-content development	01 lakh	February 2021
03	IPR Workshops (02)	01 lakh	March 2021
04	NAAC Workshop	01 lakh	April 2021
<b>Administrative Staff Workshop</b>			
01	Office Management System	01 lakh	April 2021
<b>Total</b>		<b>15 lakhs</b>	

**Discussion:**

Hon. Chairman suggested that the amount should be utilised as per the budget prepared by the college for organising the various workshops, seminars and conferences and directed that the departments should organise the workshops, seminars and conferences systematically as per the schedule and within an approved budget.

**Resolution:**

After having detailed discussion, proposal of organisation of the workshops, seminars and conferences and to utilise the budgeted amount of Rs. 15 Lakh as per the budget prepared has been approved unanimously.

**Item No. 7**

**Discussion on any other subject with the permission of the Chair.**

**Discussion:**

No other matter was proposed by any of the members. So, no discussion held.

**Item No. 8**

**Closing remarks.**

**Discussion:**

Hon. Chairman has suggested that RUSA Grant should be utilized as per the guidelines given by RUSA and more emphasis should be given for enhancement of quality of education in our college.

The meeting was concluded with a vote of thanks given by Dr. S.K. Patil, Vice-Principal of the college.

**Prepared by**

**Endorsed by**

**Dr. Shailesh Vajekar**  
RUSA-Coordinator,  
Changu Kana Thakur A.C.S. College,  
New Panvel

**Prof. (Dr.) V. D. Barhate**  
Member-Secretary, College Development Committee,  
and Principal of the College

**Approved by**

**Hon. Shri. Ramsheth Thakur (Ex-M.P.)**  
Chairman- College Development Committee,  
Chairman, J.B.S.P. Sanstha, Panvel