



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)

COLLEGE DEVELOPMENT COMMITTEE (CDC) MEETING

Minutes of Meeting of College Development Committee (CDC)

Meeting No. : 01 Academic Year : 2019-20 Date : 08/12/2019

Minutes of the 1st meeting of the members of the College Development Committee for the academic year 2019-20 held on Saturday, 7th December 2019 at 04:00 p.m. in Skill Development Resource Centre, Changu Kana Thakur Arts, Commerce and Science College, New Panvel.

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)	Member
04	Prof. (Dr.) V. D. Barhate	(Principal)	Member- Secretary
05	Adv. Vinayak Koli	(Representative- Education)	Member
06	Dr. Mukund Naik	(Representative- Industry)	Member
07	Dr. Bhushan Langi	(Representative-Alumni)	Member
08	Dr. S. K. Patil	(Vice-Principal)	Member
09	Dr. (Mrs.) Elizabeth Mathews	(Teacher Representative - Woman)	Member
10	Dr. S. B. Yadav	(Teacher Representative)	Member
11	Dr. D. S. Narkhede	(Teacher Representative)	Member
12	Dr. (Mrs.) M. A. Mhatre	(President-Student Council)	Member

13	Dr. B. D. Aghav	(IQAC-Coordinator)	Member
14	Mrs. P.S. Mhatre	(Office Superintendent)	Member
15	Mr. Shailesh N. Vajekar	(RUSA-Coordinator)	Member
16	Dr. S. I. Unhale	(Controller of Examinations)	Permanent Invitee
17	Mr. G.K. Surve	(Head Clark)	Permanent Invitee
18	Mr. P.K. Gondhali	(Non-Teaching Staff)	Permanent Invitee

The following member could not attend the meeting and his leave of absence was granted to him:

Sr. No.	Name	Designation	Position
01	Shri. Paresh Thakur	(Representative-Social Service)	Member

The Agenda for the discussion was as follows:

Item No. 1

Discussion on commencement of new academic programmes and its approval for the academic year 2019-2020.

Item No. 2

Discussion on new examination system and its approval.

Item No. 3

Approval to purchase new computers for Administrative office/ Library/ Laboratories etc.

Item No. 4

Approval to purchase required furniture in Administrative Office/ Staff Room/ Laboratories/ Library and sanctioning of its maintenance expenditure.

Item No. 5

Approval to purchase new CCTV cameras and its installation at specific locations in college campus.

Item No. 6

Creation of Maker Space facility in the Library and sanctioning of its expenditure.

Item No. 7

Renovation of the existing Drainage System in the campus and to purchase new roof panels for stopping the leakage problem and sanctioning of required expenditure.

Item No. 8

Up gradation of college website and sanctioning of its expenditure.

Item No. 9

Approval of following scholarships, studentships, fellowships, prizes and medals.

- a. Prizes and Medals for Academic Rank Holders

- b. Scholarships for deserving current students on the basis of merit
- c. Fee concessions for national and international achievers in NCC, NSS, sports and cultural activities
- d. Special scholarships/ financial assistance for physically challenged students
- e. Late Shri. Janardan Atmaram Bhagat Prize for merit rankers
- f. Late Shri. Changu Kana Thakur Prize for merit rankers
- g. Late Smt. Bhagubai Changu Thakur Prize for merit rankers (Girls)

Item No. 10

Appointment of full-time Placement Officer

Item No. 11

Appointment of full-time Counsellor

Item No. 12

Appointment of full-time technical staff to support the smooth functioning of Science Resource Centre

Item No. 13

Discussion and approval of allocation of funds to the items/facilities mentioned in the Detailed Project Report (DPR) submitted to RUSA.

Item No. 14

Discussion and approval of a plan for the utilization of administrative grants of Autonomous College funded by UGC.

Item No. 15

Approval of revised honorarium to be provided to the Teaching and Non-Teaching Staff for unaided programmes.

Item No. 16

Discussion on yearly increment in the Salary to be provided to Teaching and Non-Teaching staff of Unaided Section.

Item No. 17

To make provision for additional increment to the teachers teaching in unaided section who have achieved higher academic qualification (Ph.D., NET, SET etc.).

Item No. 18

Discussion and approval of policy for promotion of research and consultancy.

Item No. 19

Approval for organization of Workshops/Seminars and Conferences at our college and sanctioning of its expenditure.

Item No. 20

Administrative approval of colouring of back side of our college building.

Item No. 21

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

Item No. 22

Closing remarks.

The meeting started with the welcome of Chairman and all the members by the Prof. (Dr.) V.D. Barhate, Principal, C.K.Thakur ACS College, New Panvel.

Prof. (Dr.) V.D. Barhate, presented a profile of college and presented the agenda of the meeting.

Agenda for the meeting was approved without modification.

Business of meeting:

Item No. 1

Discussion on commencement of new academic programmes and its approval for the academic year 2019-2020.

Description:

In this academic year, the college has started a new Programme: T.Y.B.Sc. Zoology, 14 new Certificate courses, 03 new Diploma courses and 05 new bridge courses which were approved by respective Board of Studies and Academic Council.

Discussion:

Shri. Ramsheth Thakur, Chairman, J.B.S.P. Sanstha, Panvel suggested that while commencing a new programme/course, care must be taken that the programme/course should be job oriented. We should analyse the future need of industry and then design the programme/course accordingly.

Before started any new programme the permission of Sanstha is required.

Resolution:

After having detailed discussion the new programmes and courses for the academic year 2019-20 have been approved.

Item No. 2

Discussion on new examination system and its approval.

Description:

Our college has set up an Examination Cell as per UGC guideline to conduct all examinations in the college and handles all matters related to it. The Examination Cell has prepared an examination manual as per the provision of University of Mumbai with necessary modifications in the examination patterns as per suggestions by the respective Board of Studies.

We have adopted the 75:25 scheme of evaluation for UG programmes of aided section where 75% weightage has given to External Semester End Examination and 25% weightage has given to Internal Examination continuous assessment.

The 60:40 scheme of evaluation for UG and PG programmes of self finance section where 60% weightage has given to External – Semester End Examination and 25% weightage has given to Internal Examination continuous assessment.

The final draft was approved by Academic Council and uploaded on the website. Examination Manual approved by, Board of Studies and Academic Council and implemented from Academic Year 2019-20.

Discussion:

Hon. Chairman suggested that utmost care should be taken to maintain the sanctity and secrecy of evaluation system as it is the core of entire education system.

Resolution:

After having detailed discussion the revised Examination scheme and Examination Manual have been approved.

Item No. 3

Approval to purchase new computers for Administrative office/ Library/ Laboratories etc.

Description:

Computer laboratory technicians have prepared the proposal of the requirement of new computers, outdated computers which are not usable for current academic programmes. Prin. Dr. V.D. Barhate has prepared a plan to purchase new computers and laptops in the academic year 2019-20 and 2020-21.

Discussion:

Prin. Dr. V.D. Barhate described the status of computers in the college including total existing computers, outdated computers, computers not useable for current academic programmes and new purchase of computers. Mr. Sachin Patil, Computer Lab Assistant was called to give the detailed explanation about the computers. Ad. Vinayak Koli, Member Representative-Education suggested to prepare list of computers which can be upgraded to use for current academic programmes with the cost of up-gradation as well as comparative cost analysis for by-back of computers. Prin. Dr. V.D. Barhate explained that the new computers and laptops will be purchased from the RUSA grant

Resolution:

After having detailed discussion approval has been granted to purchase new computers for Administrative office/ Library/ Laboratories

Item No. 4

Approval to purchase required furniture in Administrative Office/ Staff Room/ Laboratories/ Library and sanctioning of its maintenance expenditure.

Description:

The office has collected the data of requirement of new furniture and maintenance of old furniture by visiting to Administrative Office, Staff Rooms, Laboratories and library.

Discussion:

Hon. Chairman suggested to call the Civil engineer to check the measurement of required work and prepare the estimated expenditure using DSR. Then different parties to be informed and ask them to submit their quotations for the said work. Prepare the comparative chart for the approval. Advertisement may be given for of the above said work in newspaper.

Resolution:

After having detailed discussion the proposal to purchase required furniture in Administrative Office/ Staff Room/ Laboratories/ Library and sanctioning of its maintenance expenditure.

Item No. 5

Approval to purchase new CCTV cameras and its installation at specific locations in college campus

Description:

The college has set up the CCTV cameras in class rooms, there is need to set up the CCTV cameras in laboratories and other specific locations in college campus for security purpose. Total 60 cameras need to be installed in the college campus.

Discussion:

Hon. Chairman asked the conditions of previously installed cameras in the campus. After discussion Hon. Chairman permitted to purchase the cameras after completing the proper process of quotation.

Resolution:

After having detailed discussion the proposal to purchase new CCTV cameras and its installation at specific locations in college campus has been approved.

Item No. 6**Creation of Maker Space facility in the Library and sanctioning of its expenditure.****Description:**

As per NAAC guidelines accredited college should have Maker Space facility in the library to facilitate the creativity, experimentality and participative learning among the learners.

Discussion:

Hon. Chairman asked the concept of Makes Space. Prin. Dr. V.D. Barhate and Dr. D.S. Narkhede, Member, Teacher Representative explained the innovative concept and the features of Maker Space in the meeting.

Resolution:

After having the detailed discussion approval has been granted to the expenditure for Maker Space facility in the Library

Item No. 7**Renovation of the existing Drainage System in the campus and to purchase new roof panels for stopping the leakage problem and sanctioning of required expenditure.****Description:**

The drainage system in the college campus is damaged which needs to be repaired and some classrooms at third floor have a leakage from roof needs to be replaced the roof panels.

Discussion:

Hon. Chairman suggested to call the Civil engineer to take the measurement of required work and prepare the estimated expenditure by using DSR. Then the different parties to be informed and ask them to submit their quotations for the said work. After receiving the quotations, prepare the comparative chart and put for the approval. Advertisement of the above said work in newspaper may be given.

Resolution:

After having the detailed discussion permission has been granted for renovation of the existing Drainage System in the campus and to purchase new roof panels for stopping the leakage problem.

Item No. 8

Up-gradation of college website and sanctioning of its expenditure.

Description:

As per NAAC guidelines the college website should be interactive and user friendly and It required to upload information as per the requirement of NAAC and RUSA. The college website needs to upgrade as per new guidelines.

Discussion:

The quotations were invited for up-gradation of college website as per our requirement. Hon. Chairman suggested to see the websites of well known colleges of Mumbai, Pune and other states and upgrade our website. The comparative statement of quotations for up-gradation has been seen by Hon. Chairman and suggested to negotiate with the parties.

Resolution:

After having the detailed discussion permission has been granted for proposal of up-gradation of college website

Item No. 9

Approval of following scholarships, studentships, fellowships, prizes and medals.

- a) Prizes and Medals for Academic Rank Holders
- b) Scholarships for deserving current students on the basis of merit
- c) Fee concessions for national and international achievers in NCC, NSS, sports and cultural
- d) activities
- e) Special scholarships/ financial assistance for physically challenged students
- f) Late Shri. Janardan Atmaram Bhagat Prize for merit rankers
- g) Late Shri. Changu Kana Thakur Prize for merit rankers
- h) Late Smt. Bhagubai Changu Thakur Prize for merit rankers (Girls)

Description:

Principal Prof. (Dr.) V. D. Barhate informed to the members that as per guidelines of NAAC, the college has planned for scholarships for meritorious students, for National and International Awardees in NCC, NSS, Sports, DLLE and Cultural activities, and scholarship for physically disabled students (Divyangjan).

Discussion:

Hon. Chairman expressed his views that recognition and felicitation of students' achievement have positive impact on the progress of achievers and it also encourages other students for similar type of achievements.

Resolution:

After having detailed discussion approval for the amount of scholarships, studentships, fellowships, prizes and medals has been sanctioned

Item No. 10**Appointment of full-time Placement Officer for academic year 2020-2021****Description:**

As per the NAAC guidelines, every autonomous college needs to appoint full time placement officer to promote the employment opportunities for the students. It will help in strengthening the placement cell by organising pre-placement activities as well as job fairs.

Discussion:

Hon. Chairman approved the proposal and suggested to give an advertisement in newspaper for experienced full time placement officer as per our requirement for Academic year 2020-2021

Resolution:

After having detailed discussion the approval for appointment of full time Counsellor for Academic year 2020-2021 has been granted

Item No. 11**Appointment of full-time Counsellor.****Description:**

As per the guidelines of NAAC college has to appoint the Counsellor in the college.

Discussion:

Hon. Chairman approved the proposal and suggested to give an advertisement in newspaper for certified and experienced Counsellor as per our requirement. The counsellor of the college will also visit to the other institutions of the Sanstha for the same purpose.

Resolution:

All members have given the approval for appointment of full time Counsellor for Academic year 2020-2021

Item No. 12

Appointment of technical staff to support the smooth functioning of Science Resource Center

Description:

The college have well established Science Resource Centre with high end instrumentations. Under the RUSA grant, few more equipments will be purchased to promote the research culture and consultancy. For the purpose of handling these instruments, college required one technical staff having the appropriate knowledge of handling all sophisticated instruments.

Discussion:

Previously, college has appointed the Dr. Mukund Naik as a technical staff in the resource centre. Dr. Mukund Naik shall be appointed for Academic Year 2020-21 and handover the responsibility of Resource Center to him.

Resolution:

After having detailed discussion the appointment of technical staff in resource centre for the Academic Year 2020-2021 has been approved.

Item No. 13

Discussion and approval of allocation of funds to the items/facilities mentioned in the Detailed Project Report (DPR) submitted to RUSA.

Description:

Prin Dr. V.D Barharte informed to the members, that RUSA has sanctioned a fund of Rs. 05 Cr for up-gradation of academic and administrative processes. For the utilization of this fund, Detailed Project Report has been prepared by RUSA Fund Utilization Committee of our college and submitted to RUSA and RUSA has approved it.

Discussion:

The committee has suggested that college should take initiatives for the establishment of innovation centre. College should allocate the funds and utilize the grant only to the items/facilities mentioned in the Detailed Project Report (DPR) submitted to RUSA.

Resolution:

After having detailed discussion the allocation of funds to the items/facilities mentioned in the Detailed Project Report (DPR) submitted to RUSA has been approved

Item No. 14

Discussion and approval of a plan for the utilization of administrative grants of Autonomous College funded by UGC

Description:

The college has prepared a budget plan for the utilization of administrative grants funded by UGC to Autonomous colleges to meet their additional and special needs. The finance committee has approved the said plan.

Discussion:

The committee suggested that the college should utilize this grant strictly as per the guidelines from UGC.

Resolution:

After having detailed discussion the plan has been approved for the utilization

Item No. 15

Approval of revised honorarium to be paid to the Teaching and Non-Teaching Staff for unaided programmes.

Description:

For PG programme, we invite visiting faculty to conduct theory lectures and some part of curriculum is conducted by in-house faculty subject to extra workload.

Discussion:

Since from last 10 years there is no revision in the Honorarium of visiting faculty. Hence it is proposed to increase Rs.100 per Lecture for in-house as well as visiting faculty and TA for visiting faculty increased by Rs.50/- per day

Resolution:

After having detailed discussion the proposal has been approved the revised Honorarium to be paid to the Teaching staff for unaided programmes.

Item No. 16

Discussion and finalization of yearly increment in the Salary to be paid to Teaching and Non-Teaching staff of Unaided Section.

Description:

Our Management is giving yearly increments to Teaching & Non-Teaching staff of self-financing

section in consolidated manner. We propose, the increment is to be given on the basis of percentage of salary and 10-15% annual increase is suggested.

Discussion:

Hon. Chairman suggested to Dr. S. T. Gadade, Secretary-J.B.S.P. Sanstha, Panvel to prepare the proposal for yearly increment in the Salary to be paid to Teaching and Non-Teaching staff of Unaided Section and submit for approval.

Resolution:

After having detailed discussion the proposal for yearly increment in the Salary to be paid to Teaching and Non-Teaching staff of Unaided Section has been approved.

Item No. 17

To make provision for additional increment to the teachers teaching in unaided section who have achieved higher academic qualification (Ph.D., NET, SET etc.).

Description:

For grantable section Government gives 03 increments those who completed Ph.D. during the service. As per the NAAC guidelines up-gradation in academic qualification of teachers is expected, hence college propose one increment to be given as a incentive to the teachers who have obtained higher academic qualifications (Ph.D., NET, SET etc.).

Discussion:

Detailed discussion has been held on the issue of additional increment to the staff who have completed Ph.D degree or obtained higher academic qualification (Ph.D., NET, SET etc.). Hon. Chairman principally given the permission for this and suggested to Dr. S. T. Gadade, Secretary-J.B.S.P. Sanstha, Panvel to look into the matter.

Resolution:

After having detailed discussion the proposal for one increment after finalisation of the yearly increment in the Salary to be provided to Teaching staff has been approved.

Item No. 18

Discussion and approval of policy for promotion of research and consultancy.

Description:

Principal Prof. (Dr.) V. D. Barhate presented the policy for promotion of research & consultancy

before the committee. The college has prepared the proposal for allotment of Seed money and incentives to the teachers and students. Details are given in Annexure 15

Discussion:

The detailed discussion was done on the policy for promotion of research and consultancy. Hon. Chairman appreciated the policy and approved it.

Resolution:

After having detailed discussion, approval for the policy for promotion of research and consultancy in the college has been approved

Item No. 19

Approval for organization of Workshops/Seminars and Conferences at our college and sanctioning of its expenditure.

Description:

The Internal Quality Assurance Cell (IQAC) has prepared the calendar of Workshops/Seminars and Conferences for the academic year 2019-20.

Discussion:

The detailed discussion was held on the organization of Workshops/Seminars and Conferences at our college and sanctioning of its expenditure. The expenditure of the same will be utilised from the grants given by RUSA.

Resolution:

After having detailed discussion all members approved the calendar and the expenditure for Workshops/Seminars and Conferences at our college.

Item No. 20

Administrative approval of colouring of back side of our college building.

Description:

The coloring of the college was completed in the year in 2017 at the time of third Cycle of the accreditation of the college except back side of the college. The quotations were invited by college for the above work.

Discussion:

Hon. Chairman approved the proposal. The authority has been given to Hon. Vice Chairman Shri. Y.T. Deshmukh to finalise the quotations for the earliest completion of the colouring work.

Resolution:

After having detailed discussion the proposal for colouring of back side of our college building has been approved.

Item No. 21

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

Discussion:

No other matter was proposed by any of the members.

Item No. 22

Closing remarks.

Discussion:

Hon. Chairman has suggested that prior approval needed for any college work related to maintenance and purchase of equipments.

The meeting was concluded with a vote of thanks by Dr. S.N. Vajekar, RUSA- Coordinator, C.K. Thakur A.C.S. College, New Panvel.



Prof. (Dr.) V. D. Barhate
**Member Secretary - College Development Committee
and Principal,**
Changu Kana Thakur A.C.S. College,
New Panvel