



SWAYAM SIDDHI COLLEGE OF MANAGEMENT & RESEARCH

Affiliated to University of Mumbai, Approved by AICTE, Recognised by DTE Govt Of Maharashtra

NAAC Accredited B+

College Development Committee (CDC)

File Report

A.Y. 2022-23

SUBMITTED BY

Prof. CA Ujwal Dhokania



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College Development Committee (CDC) A.Y.2022-23

College Development Committee is formed as per Section 97 of the Maharashtra Public Universities Act, 2016.

4.1 Membership / Composition

Sr.No	Name	Designation
1	Mr. Parag Khandekar	Chairperson of the Management
2	Mrs . Rita Parag Khandekar	Secretary of the Management
3	Dr. Anil Matkar	Director of the College [Member-Secretary]
4	Prof. Choudhari Meetesh Gurnath	Teacher in the college or recognized institution
5	Prof. Tayde Vilas	Teacher in the college or recognized institution
6	Prof. Jategaonkar Suhas	Teacher in the college or recognized institution
7	Prof. Dhokania Ujwal Ashok	Teacher in the college or recognized institution
8	Prof. Ganeshan Dharmaraja Shankar Iyer	Teacher in the college or recognized institution
9	Mr. Sagar Bhanushali	Non-Teaching Employee elected by regular non-teaching staff from amongst themselves
10	Mr. Avinash Dewanand Ingle	President of the College Students' Council

- Elected & Nominated members shall have a term of 5 years from the date of election or nomination.
- If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.





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4.3 Meetings and quorum

The College Development Committee shall meet at least 4 times a year in the college Campus. If chairperson is not available, he / she can nominate any member as pro-term Chairman from amongst the members available for that meeting. It shall be the responsibility of the Member Secretary to ensure that the meetings are held regularly and keeps record.

The quorum for the meeting shall be 50% of the total members of the Governing Council.

4.4 Functions, Roles and Responsibilities

Functions of committee:

- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;
- Decide about the overall teaching programmes or annual calendar of the college
- Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
 - Take review of the self-financing courses in the college, if any, and make recommendations for their improvement
- Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
- Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
 - Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution
 - Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college.
 - Perform such other duties and exercise such other powers as may be entrusted by the management and the university





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Roles and Responsibilities of Chairperson:

The chairperson is responsible to attend the meetings and approve the agenda. He is also responsible for smooth conduction of meetings. In absence of the chairperson, any member nominated by the chairperson can chair the meeting.

Role of Member Secretary:

The Member Secretary is responsible for timely conduction of meetings, preparing agenda for meetings, convening meetings, circulating minutes of meetings and all communications. Notices should be sent one week before the conduction of meeting. He is also responsible for preparing budget expenditure of committee.

Role of Committee members:

The committee members are responsible to attend the meetings and support the committee in all its affairs.





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College Development Committee

NOTICE

Date: 10.10.2022

A meeting of College Development Committee will be held on 15.10.2022 in Trustee's Office at 12.30 PM to discuss the following points:

1. To read and confirm the minutes of the previous meeting.
2. To take review of following activities.
 - To sanction the fund of the faculty members as per their proposal to attend Seminars / Workshops/ Orientation Courses / Refresher Course.
 - To prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth.
 - To make recommendations to encourage and strengthen research culture, consultancy and extension activities in the college.
 - To formulate proposals of new expenditure not provided for in the Annual Financial Estimates (budget)
 - To make recommendations regarding the students' and employees' welfare activities in the College.
3. To add a member in CDC in place of the resigned member Mr.Suhas Jategaonkar.
4. Any other points with the permission of the chair.

Ahmed Khan
(Secretary)





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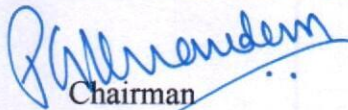
MINUTES OF THE MEETING OF THE COLLEGE DEVELOPMENT COMMITTEE HELD ON 10/10/2022 IN THE TRUSTEE'S OFFICE AT 12.30 P.M

List of members present at the meeting is attached separately.

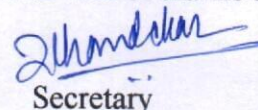
The following matters were discussed and sanctioned in the meeting:

1. Welcome to the meeting of the College Development Committee (2022-23):-
Director Dr. Ail Matkar, Secretary, College Development Committee welcomed all the members of the CDC.
2. To sanction the fund of the faculty members as per their proposal to attend Seminars / Workshops/ Orientation Courses / Refresher Courses:-
The Committee unanimously decided to increase the funds for research and participation in seminars. The provision will be made in budget. CA Parag Khandekar, Management Representative, C.D.C. gave the assurance that some financial assistance will be given by the management for participation in National & International seminars and conferences.
3. To prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth:-
The overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth has been discussed and approved by C.D.C.
4. To make recommendations to encourage and strengthen research culture, consultancy and extension activities in the college:-
It is decided that proper plan will be made by C.D.C. in the beginning of the next academic year to encourage and strengthen research culture, consultancy and extension activities of the college.
6. To formulate proposals of new expenditure not provided for in the Annual Financial Estimates (budget):- It was decided to discuss on this in next C.D.C. meeting.
7. To make recommendations regarding the students' and employees' welfare activities in the College:-
The C.D.C. recommends the students' and employees' welfare activities such as Health Checking Camps, Yoga and meditation camp and other related activities.
8. Professor Dr.Sudhakar R.Iyer was included in the CDC in place of Mr.Suhas Jategaonkar who resigned in August 2022.

There was no other matter on agenda, the meeting ended with vote of thanks to chair.


Chairman

College Development Committee


Secretary

College Development Committee





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List of members present at the meeting held on 15.10.2022:-

Sr.No	Name of Member	Signature
1	Mr. Parag Khandekar	
2	Mrs . Rita Parag Khandekar	
3	Dr. Anil D.Matkar	
4	Prof. Choudhari Meetesh Gurunath	
5	Prof. Tayde Vilas	
6	Prof. Dr.Sudhakar R. Iyer	
7	Prof. Dhokania Ujwal Ashok	
8	Prof. Ganeshan Dharmaraja Shankar Iyer	
9	Mr. Shivaji Gole	
10	Mr. Avinash Dewanand	

