

ORIENTAL COLLEGE OF EDUCATION, SANPADA

College Development Committee

This Committee is framed in accordance with Directorate Higher Education, Maharashtra & Mumbai University. The following is Composition of "College Development Committee" of Oriental College of Education, Sanpada, Navi Mumbai for the year 2020-2021 under section 97 of the Maharashtra Public University Act, 2016.

Sr.No.		Name of Member	Role in CDC	Designation
1	a	Prof. Javed Khan	Chairman	President Oriental Education Society
2	b	Mr. Waseem Khan	Secretary's Nominee	Founder Trustee Managing Director Oriental Education Society
3	c	Dr. Sangeeta Nath	Member	HOD- Professor
4	d (1)	Prof. Swarnlata Soni	Member	Teaching Staff - Assistant Professor
5	d (2)	Dr. Pushpa Torne	Member	Teaching Staff - Assistant Professor
6	d (3)	Prof. Kishor Chaudhari	Member	Teaching Staff - Assistant Professor
7	e	Mrs. Vijayadevi Patil	Member	Non-Teaching Staff - Office superintendent
8	f(1)	Dr. N. Shivprasad	Member	Expert from Industry Nominated by the Management
9	f(2)	Dr. V.S. Velingkar	Member	Academician Nominated by the Management
10	f(3)	Mrs. Sheela Warbhuvan	Member	Social Lawyer Nominated by the Management
11	f(3)	Dr. Amjad Ali	Member	Social Service Nominated by the Management
12	g	Dr. Harjot Kaur Dhatt	Member	Co-ordinator of IQAC
13	h (1)	Ms. Momin Alfiya Mushtaq	Member	Student Council - (President)
14	h (2)	Ms. Shaikh Yasmeen Sultan Ahmed	Member	Student Council - (Secretary)
15	i	Dr. Ratani Thakur	Member Secretary	Principal Member Secretary OCE



A. Overall comprehensive development plan of college (academic, administrative, infrastructural growth)

1. Improvement in results

- a. To keep test on each topic completed by all subject teachers
- b. To keep check on absenteeism of students. Each subject teacher is required to check attendance, if any student is absent in the lecture, they should give an application. If he/she remain absent further then their parents should be called.
- c. To call guest lectures. Experienced persons from field (Education or others)

2. Administrative Growth-

- a. Various committees have been framed to keep the check on co-curricular and extra-curricular activities. For each committee there is chairman, member secretary along with other members as per statutory requirement.
- b. Member secretary is responsible to call the meeting with proper agenda and submit minutes of meetings and report for action taken.

3. Infrastructural growth-

- a. For infrastructure and maintenance related matter, common committee is there.
- b. Now we will form separate committee for this and for this, meeting will be conducted every month to check the control on various matters.

B. Decide about overall teaching programmes or annual calendar of the college-

Annual calendar is prepared every year in the month of May.

C. To inform Management about additional teaching and administrative post-

- a. A brief report for teaching staff regarding advertisement is prepared to get approval from the university.
- b. One computer person is required urgently and one peon or Bai for office.

D. To take review of the self financing courses in the college, if any and make recommendations for implementations.-

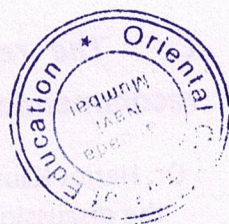
Self financing courses such as Integrated four year B. Ed and D. Ed to start when NCTE and university of Mumbai will sanction the permission.

E. Specific recommendations to the management to encourage and strengthen research culture, guidance and extension activities.

- a. To strengthen research activities, teaching staff are motivated in writing the research projects.
- b. Try for research grant from various sources as UGC, University of Mumbai etc.
- c. Management authority is requested to give sanction and guidance /advice to start Ph. D centre for B. Ed.
- d. Extension activities in the college -

- i. DLLE activities (University of Mumbai) for 10 grace marks.
- ii. Swatch Bharat Abhiyan.
- iii. Gandhi Jayanti celebration- community work.
- iv. Gandhi research Foundation- Gandhi Vichar Sanskar Parikhya.
- v. Tree plantation

According to the circular activities were conducted and reports have been submitted.



N. To plan major annual events in the college such as annual day sports events cultural events etc.

All the major events have been conducted by the college are as follows :-

Sr.No.	Event	Date
1	Orientation Day (IIInd Year)	02/7/18
2	Orientation Day (Ist Year)	31/8/18
3	Freshers Party	29/9/18
4	Dawat - E- Khas	24/11/18
5	Sports Day	21 , 22/12/2018
6	District Level Sports	08 , 09/02/2019
7	Convocation Ceremony	16/2/2019
8	Annual Day	25/3/2019
9	Fairwell Day	27/4/2019
10	Inter Collegiate Competition	Continue in a Academic Year 2018-2019
11	College Competition and Programme	Continue in a Academic Year 2018 - 2019

O. To recommend the administration about appropriate steps be taken regarding the discipline, safety and security issue of the college.

- a . Discipline is maintained by various committee as per the duties given
- c. Safety and security care taken by centralized and administrative body.
- d. Security staff is taken from the agencies approved by the government.

P. To consider and make appropriate recommendations on inspection reports, Local inquiry reports -

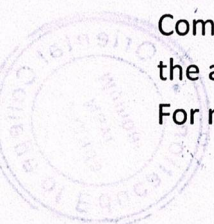
Recommendations of the Local inquiry committee for B. Ed by LIC of university.

Following were the conditions laid down by the Local inquiry Committee.

1. Service Books of teaching and non teaching staff to be maintained in duplicate
2. Salary of the teaching and non teaching staff should be scale wise
3. Vacation salary to be given to the staff.
4. Recruitment of qualified teaching faculty to be done
5. More number of books to be purchased.
6. Library need to be digitalized.
7. Provident fund for further staff to be initiated.

Compliance has been made for no 3, 5 and 7. For no 4 advertisement letter send to university for the approval.

For no 1,2 and 6 will be shortly fulfilled.



❖ **Dr. Harjot Kaur Dhatt :-**

- Research Papers 2 published in International Journal.
- 2 National Seminar attended and paper published in ISBN.
- IQAC - Incharge.

❖ **Prof. Salim Dharse :-**

- Attended National Seminar on Developing skill for managing library at Vaze College, Mulund.
- Attended 2 National Seminar at Oriental College of Education, Sanpada.

T. Any other matter with permission of Chair - Planning for Medical check-up of student. for this, policy is required to be implemented.

RThakur

Dr. Ratani Thakur.

PRINCIPAL

Principal
ORIENTAL COLLEGE OF EDUCATION
Sector 2, Sanpada, Navi Mumbai

Oriental College of Education



ORIENTAL EDUCATION SOCIETY'S
ORIENTAL COLLEGE OF EDUCATION

Affiliated to University of Mumbai & Approved by National Council For Teacher Education
(NCTE Code No. 123024)
Sector-2, Plot No. 3,4,5, Adjacent to Sanpada Railway Station, Sanpada (W), Navi Mumbai- 400705.
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Ref. NO. OCE/194/2020

Date 01/06/2020

College Development Committee

Academic Year 2020-2021

CDC-I

Notice

The meeting of the College Development Committee for the academic year 2020-21 is scheduled on 08/06/2020 at 01.00 pm at the principal's cabin, to discuss the following agenda.

AGENDA

1. To plan about overall comprehensive development of college in academics, infrastructural growth and administrative.
2. To plan about Teaching programme and Annual Calendar of College.
3. To inform management about additional vacant teaching and administrative posts.
4. Specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
5. To create the college's or institution's yearly financial estimates (budget), then suggest approval to the management.
6. To plan the college's yearly schedule and course offerings.

All members are requested to be present for the said meeting.

Members:

Name of Member	Role in CDC	Designation
Prof. Javed Khan	Chairman	President, Oriental Education Society
Mr. Waseem J. Khan	Secretary's Nominee	Founder Trustee, Managing Director Oriental Education Society
Dr. Ratani Thakur	Member Secretary	Principal Member Secretary (OCE)
Dr. Sangeeta Nath	Member	HOD- Professor
Prof. Swarnalata Soni	Member	Teaching Staff -Assistant Professor
Dr. Pushpa Torne	Member	Teaching Staff -Assistant Professor
Prof. Kishor Chaudhari	Member	Teaching Staff -Assistant Professor
Mrs. Vijayadevi Patil	Member	Non-Teaching Staff -Office superintendent
Ms. Tanzil Shaikh	Member	Student Council -(President)
Ms. Manpreet Saini	Member	Student Council - (Secretary)

**Minutes Of the Meeting**

The following members were present for the meeting:

1. Mr. Waseem J. Khan
2. Dr. Ratani Thakur
3. Dr. Sangeeta Nath
4. Prof. Swarnalata Soni
5. Dr. Pushpa Torne
6. Mrs. Kishor Chaudhari
7. Mrs. Vijayadevi Patil
8. Ms. Tanzil Shaikh
9. Ms. Manpreet Saini

The following points were discussed:

1. **To plan about overall comprehensive development of college in academics, infrastructural growth and administrative:**
 - To keep test on each topic for improvement in result.
 - To keep a record of student's attendance as lecture wise, Experienced Guest were called Guest lecturers.
 - Various Committees will form and regularly meeting will be held on time, all records of meeting notice agendas and minutes will be maintained timely.
 - For infrastructural growth separate committee will form and meetings will be held every month.
2. **To inform management about additional vacant teaching and administrative posts:**
 - A brief report for teaching staff regarding advertisement is prepared to get approval from the university .
 - One computer person is required urgently.
3. **Specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college:**
 - To strengthen research activities, teaching staff are motivated in writing the research projects.
 - Try for research grant from various sources as UGC, University of Mumbai etc.
 - Management authority is requested to give sanction and guidance /advice to start Ph. D centre for B. Ed.
 - Extension activities in the college are as follows:
 - I. DLLE activities (University of Mumbai) for 10 grace marks.
 - II. Swatch Bharat Abhiyan.
 - III. Gandhi Jayanti celebration- community work.
 - IV. Gandhi research Foundation- Gandhi Vichar Sanskar Pariksha.
 - V. Tree plantation
4. **To create the college's or institution's yearly financial estimates (budget), then suggest approval to the management:**

The yearly financial estimate budget for annual day, sports day etc. budget is prepared and submitted for approval.
5. **To plan the college's yearly schedule and course offerings:**

The annual calendar is always built during the month of May. Presumably, everything will happen as planned.

Sneetha
Dr. Sangeeta Nath
Principal



Ref. No. OCE/196/2020

Date : 01/09/2020.

College Development Committee
Academic Year 2020-2021

CDC-II

Notice

The meeting of the College Development Committee for the academic year 2020-21 is scheduled on 09/09/2020 at 01.00 pm at the principal's cabin, to discuss the following agenda.

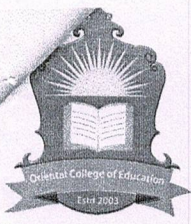
AGENDA

1. To plan major annual events in the college, such as annual day, Sports events, Cultural events etc.
2. To recommend the administration about appropriate steps be taken regarding the discipline, safety and security issues of the college.
3. To perform such other duties and exercise such other powers as may be entrusted by the management and the university.
4. To plan an Internship of 3 months as a part of syllabus.

All members are requested to be present for the said meeting.

Members:

Name of Member	Role in CDC	Designation
Prof. Javed Khan	Chairman	President, Oriental Education Society
Mr. Waseem J. Khan	Secretary's Nominee	Founder Trustee, Managing Director Oriental Education Society
Dr. Ratni Thakur	Member Secretary	Principal Member Secretary (OCE)
Dr. Sangeeta Nath	Member	HOD- Professor
Prof. Swarnalata Soni	Member	Teaching Staff -Assistant Professor
Dr. Pushpa Torne	Member	Teaching Staff -Assistant Professor
Prof. Kishor Chaudhari	Member	Teaching Staff -Assistant Professor
Mrs. Vijayadevi Patil	Member	Non-Teaching Staff -Office superintendent
Ms. Tanzil Shaikh	Member	Student Council -(President)
Ms. Manpreet Saini	Member	Student Council - (Secretary)

**Minutes Of the Meeting**

The following members were present for the meeting:

1. Mr. Waseem J. Khan
2. Dr. Ratani Thakur
3. Dr. Sangeeta Nath
4. Prof. Swarnalata Soni
5. Dr. Pushpa Torne
6. Mrs. Kishor Chaudhari
7. Mrs. Vijayadevi Patil
8. Ms. Tanzil Shaikh
9. Ms. Manpreet Saini

The following points were discussed:

1. **To plan major annual events in the college, such as annual day, Sports events, Cultural events etc.:**

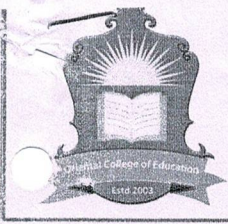
The major events are conducted by college are as follows:

Freshers Party	29/9/20
Dawat - E- Khas	24/11/20
Sports Day	21/12/2020, 22/12/2020
District Level Sports	08/02/2021, 09/02/2021
Convocation Ceremony	16/2/2021
Annual Day	25/3/2021
Fairwell Day	27/4/2021
Inter Collegiate Competition	Continue in an Academic Year 2020-2021
College Competition and Programme	Continue in an Academic Year 2020-2021

2. **To recommend the administration about appropriate steps be taken regarding the discipline, safety and security issues of the college:**
 - Different committees upheld systemic discipline in accordance with their responsibilities.
 - A centralized administrative body is responsible for ensuring the safety and security of both teaching and non-teaching staff as well as pupils.
 - To provide a safe work environment, security personnel are hired from government-approved agencies.
3. **To perform such other duties and exercise such other powers as may be entrusted by the management and the university:**
 - Academic: College faculty members correct papers online in accordance with university policies.
 - Teachers also participate in inspection committees and other college-related activities.
4. **To plan an Internship of 3 months as a part of syllabus:**

In accordance with university regulations, a three-month internship is scheduled to take place in the months of October, November, and December.

Sneel
Dr. Sangeeta Nath
Principal



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Ref.NO. OCE/197/2021

Date : 02/01/2021

College Development Committee

Academic Year 2020-2021

CDC-III

Notice

The meeting of the College Development Committee for the academic year 2020-21 is scheduled on 09/01/2021 at 02.00 pm at the principal's cabin, to discuss the following agenda.

AGENDA

1. To plan admission procedure for new academic year 2021-22 by following statutory norms.
2. Recommendation for student's and employee's welfare activities in the college.
3. Recommendation for distribution of different Certificates, Medals, and Prizes to the students.
4. To provide particular suggestions for promoting teacher's professional development

All members are requested to be present for the said meeting.

Members:

Name of Member	Role in CDC	Designation
Mrs. Humera J. Khan	Chairman	President, Oriental Education Society
Mr. Waseem J. Khan	Secretary's Nominee	Founder Trustee, Managing Director Oriental Education Society
Dr. Rihana Inamdar	Member Secretary	Principal Member Secretary (OCE)
Mrs. Swarnalata Soni	Member	Teaching Staff -Assistant Professor
Mrs. Divya Wadhwa	Member	Teaching Staff -Assistant Professor
Mrs. Vijayadevi Patil	Member	Non-Teaching Staff -Office superintendent
Ms. Tanzil Shaikh	Member	Student Council -(President)
Ms. Manpreet Saini	Member	Student Council - (Secretary)



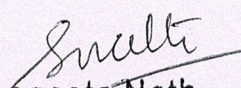
Minutes Of the Meeting

The following members were present for the meeting:

1. Mr. Waseem J. Khan
2. Dr. Rihana Inamdar
3. Mrs. Swarnalata Soni
4. Mrs. Divya Wadhwa
5. Mrs. Vijayadevi Patil
6. Ms. Tanzil Shaikh
7. Ms. Manpreet Saini

The following points were discussed:

1. **To plan admission procedure for new academic year 2021-22 by following statutory norms:**
B. Ed admissions are carried out in accordance with the directives and legal requirements provided by DHE and the University of Mumbai.
2. **Recommendation for student's and employee's welfare activities in the college:**
 - Students and Teacher Induction Programme are arranged by the college
 - Different activities will be conducted for the student teachers in the time of B.Ed. course.
 - Training for soft skill development program will be organised by the college for student teachers.
 - Social awareness programs will be conducted under extension program like blood donation drive, health awareness and first aid awareness.
3. **Recommendation for distribution of different Certificates, Medals, and Prizes to the students:**
Distribution of certificates, medals, prizes for cultural, sports and academic activities are decided in the meeting with respect of principal ma'am and other committee heads.
4. **To provide particular suggestions for promoting teacher's professional development**
Teachers are urged to enroll in refresher courses and are attending various faculty development programs.


Dr. Sangeeta Nath
Principal
Oriental College of Education
Sanpada, Navi Mumbai.



Ref. NO. OCE/198/2021

Date : 01/04/2021

College Development Committee

Academic Year 2020-2021

CDC-IV**Notice**

The meeting of the College Development Committee for the academic year 2020-21 is scheduled on 08/04/2021 at 01.00 pm at the principal's cabin, to discuss the following agenda.

AGENDA

1. To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendation.
2. To consider and make appropriate recommendations on inspection reports, Local Inquiry Report etc.
3. Prepare the annual report on the work done by committee for the year ending on the 20th May and submit the same to the management.
4. To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.

All members are requested to be present for the said meeting.

Members:

Name of Member	Role in CDC	Designation
Mrs. Humera J. Khan	Chairman	President, Oriental Education Society
Mr. Waseem J. Khan	Secretary's Nominee	Founder Trustee, Managing Director Oriental Education Society
Dr. Sangeeta Nath	Member Secretary	Principal Member Secretary (OCE)
Mrs. Swarnalata Soni	Member	Teaching Staff -Assistant Professor
Mrs. Divya Wadhwa	Member	Teaching Staff -Assistant Professor
Mrs. Vijayadevi Patil	Member	Non-Teaching Staff -Office superintendent
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Minutes Of the Meeting

The following members were present for the meeting:

1. Mr. Waseem J. Khan
2. Dr. Sangeeta Nath
3. Mrs. Swarnalata Soni
4. Mrs. Divya Wadhwa
5. Mrs. Vijayadevi Patil
6. Ms. Tanzil Shaikh
7. Ms. Manpreet Saini

The following points were discussed:

1. **To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendation:**

College is planning to have meeting with management for planning of NAAC.

2. **To consider and make appropriate recommendations on inspection reports, Local Inquiry Report etc.:**

Recommendations made by the LIC Mumbai University investigative committee

- Staff should get vacation pay in addition to scale-appropriate salaries for both teaching and non-teaching personnel.
- More books need to be bought;
- Qualified teaching staff needs to be recruited.
- The library must go for digitalized

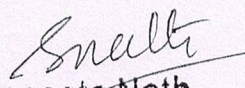
3. **Prepare the annual report on the work done by committee for the year ending on the 20th May and submit the same to the management:**

On 20th may 2021 annual report is to be ready and submitted the same to the management.

4. **To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.**

• Student teachers were informed about the online courses offered on the Mumbai University website (IDOL) and how to use MOOC as an online course.

• On the subject of awareness of cyber ethics and cybercrime, guest talks are scheduled for student teachers.


Dr. Sangeeta Nath
Principal
Oriental College of Education
Sanpada, Navi Mumbai.