

Oriental Education Society's
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 2020-21 under section 97 of the Maharashtra Public University Act, 2016.

21-22

Sr.No.		Name of Member	Role in CDC	Designation
1	A	Mrs. Humera J.Khan	Chairman	President Oriental Education Society
2	B	Mr. Waseem J. Khan	Secretary's Nominee	Founder Trustee Managing Director Oriental Education Society
3	C	Mrs. Tejal Nikam	Member	HOD- Professor
4	d (1)	Mrs.Swarnalata Soni	Member	Teaching Staff - Assistant Professor
	d (2)	Mrs. Divya Wadhwa	Member	Teaching Staff - Assistant Professor
	d (3)	Mrs. Asmita Wewhare	Member	Teaching Staff - Assistant Professor
	d (4)	Mrs. Pooja Tiwari	Member	Teaching Staff - Assistant Professor
	d (5)	Ms. Kinkini Dutta	Member	Teaching Staff - Assistant Professor
5	E	Mrs. Vijayadevi Patil	Member	Non-Teaching Staff - Office superintendent
6	f(1)	Dr. N. Shivprasad	Member	Expert from Industry Nominated by the Management
	f(2)	Dr.V.S.Velingkar	Member	Academician Nominated by the Management
	f(3)	Mrs. Sheela Warbhuvan	Member	Social Lawyer Nominated by the Management
	f(4)	Dr. Amjad Ali	Member	Social Service Nominated by the Management
7	g (1)	Ms. Tanzil Shaikh	Member	Student Council - (President)



submit the same to the management.

to perform such other duties and exercise such other powers as may be entrusted by the management and the university.

any other matter with the permission of chair.

Meeting has been conducted through Gmeet. Report as follows :-

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

1. Improvement in results

- a. To maintain record of 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 lecturers. expertise from dignified fields (Education or others)

2. Administrative Growth-

- a. Various committee have been framed to keep the check on co-curricular and extracurricular activities. For each committee there is in-charge, assistant coordinator, 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. Common committee is there to maintain records of infrastructure and maintenance related matter.
- 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.

Decide about overall teaching programs or annual calendar of the college-

Annual calendar is prepared every year in the month of May for both F.Y. and S.Y.B.Ed.

To inform Management about additional teaching and administrative post-

- a. A brief report for teaching staff regarding recruitment need/ advertisement is prepared to get approval from the university.

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 gives permission under University of Mumbai.

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

To strengthen research activities, teaching staff are motivated in writing the research projects, publish papers.

Extension activities in the college -

- i. Swatch Bharat Abhiyan.
- ii. Gandhi research Foundation- Gandhi Vichar Sanskar Parikhya.
- iii. Tree plantation / Kitchen garden at own Place.

According to the circular activities were conducted and report



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

No.	Event	Date
1.	Student Council Election	17/4/2021
2.	National Science Day	1/3/2021
3.	International Women's Day	8/3/2021
4.	International Yoga Day	21/06/2021
5.	Guru Purnima Celebration	24/7/2021
6.	Nature Conservation Day	28/7/2021
7.	Soft Skill Session	6/8/21
8.	National Library Day	12/8/21
9.	Sports Day	20/8/2021
10.	Independence Day	15/8/2021
11.	Teacher's Day Celebration	6/9/2021
12.	Diwali Celebration	23/10/21
13.	Jyotibha Phule Punyatithi	27/11/21
14.	Vaccination Drive	25/10/21
15.	Internship Orientation Program	13/11/21
16.	Nature's Club Activity	4/12/2021
17.	Inter Collegiate Workshop (Empowering Mind)	18/12/21
18.	Human Right's Day	10/12/21
19.	Savitribai Phule Birth Anniversary	3/1/22
20.	World Hindi Divas & World Laughter Day	9/1/22
21.	World Youth Day	12/1/22
22.	Traditional Day	14/1/22
23.	Yoga Day	15/1/22
24.	Marathi Divas (Pandharavada)	22/1/22
25.	SY Orientation (Sem IV)	21/2/22
26.	FY Orientation (Sem I)	24/2/22
27.	Science Day	25/2 & 26/2/22
28.	Marathi Divas	28/2/22

Recommend the administration about appropriate steps be taken regarding the safety and security issue of the college.

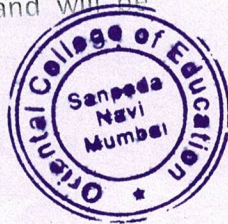
Various committee-maintained discipline by systemic structure as per the duties given.

Safety and security of students, teaching and non-teaching staff is taken care by centralized and administrative body.

Security staff is taken from the agencies approved by the government to maintain safe work culture.

Prepare the annual report on the work done by committee for the year ending -

by preparing Annual report on work done by various committee for the year and will be submitted to the management and in the university (file -college).



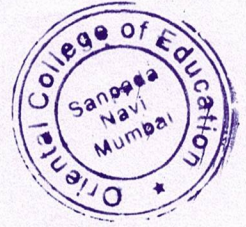
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us stakeholders & agency for content preparation and design update of OCE website

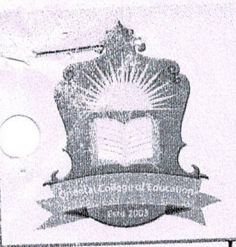
workshop on 'Empowering Minds' for B.Ed students.

o discussion Series on topic "The technology is around but are we ready" on 10th
alc- teaching learning consortium.

or MGNCRE Azadi Ka Amrit Mahotsav for student teachers of Ventel Cell online
Best Practices in Ventel organized by Pillai college.



EDUCATION
i Mumbai



ORIENTAL EDUCATION SOCIETY'S

ORIENTAL COLLEGE OF EDUCATION

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(NCTE Code No. 123024)

Sector-2, Plot No. 3,4,5, Adjacent to Sanpada Railway Station, Sanpada (W), Navi Mumbai- 400705.
Tel: 022- 27758715 / 022- 27752213 . Fax: 022- 27750351. Email: inquiry@oce.edu.in. Website: www.oce.edu.in

Ref. NO. OCE/202/ 2021

Date : 11/06/2021

College Development Committee

Academic Year 2021-22

CDC-I

Notice

The meeting of the College Development Committee for the academic year 2021-22 is scheduled on 21/06/2021 at 02.00 pm at the principal's cabin, to discuss the following agenda.

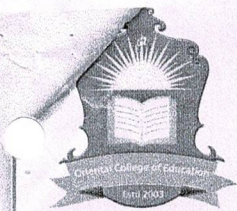
AGENDA

1. To determine the college's yearly schedule and course offerings.
2. To let management know that there are more unfilled administrative and teaching positions.
3. To suggest on how the college's management may support and enhance its research culture, consulting, and extension initiatives.
4. To offer particular suggestions for promoting scholarly cooperation in order to improve instruction and research.
5. To Create the college's or institution's yearly financial estimates (budget) and financial statement, then suggest approval to the management.

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
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. 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 determine the college's yearly schedule and course offerings.**

The month of May is always used to build the annual calendar. Events and activities will ostensibly take place according to the schedule.

2. **To let management know that there are more unfilled administrative and teaching positions.**

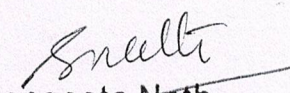
To obtain university clearance, a concise report on the need for and advertisement for hiring is created for the teaching staff.

3. **To suggest on how the college's management may support and enhance its research culture, consulting, and extension initiatives.**

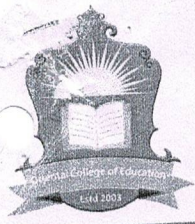
- Teaching staff members are inspired to write research projects and submit articles in order to enhance research activity.
 - Apply for research grants from the University of Mumbai, UGC, and other organizations.
 - The management authority is asked to approve and provide direction or advise for the establishment of a Ph. D. center for B. Ed.
4. **To offer particular suggestions for promoting scholarly cooperation in order to improve instruction and research.**
- Instructors have traveled to other universities to participate in FDP, various paper presentations, seminars, and workshops. Fees that the management must pay. (Once to all).
 - The management authority is asked to grant authorization for the teaching staff to attend orientation and refresher courses (at least twice a year in conjunction with adjusting to college work).

5. **To Create the college's or institution's yearly financial estimates (budget) and financial statement, then suggest approval to the management.**

- The University of Mumbai (IDOL), SWAYAM, and other online distance learning courses have been made available to student teachers for use in the teaching and learning process. These courses are available on computers and may be accessed through MOOCs.
- Workshop on improving soft skills is planned.


Dr. Sangeeta Nath
Principal

Oriental College of Education
Sanpada, Navi Mumbai.



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Ref. NO. OCE/203/2021

Date : 01/09/2021

College Development Committee Academic Year 2021-22

CDC-II

Notice

The meeting of the College Development Committee for the academic year 2021-22 is scheduled on 04/09/2021 at 02.00 pm at the principal's cabin, to discuss the following agenda.

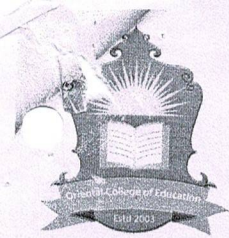
AGENDA

1. To advise the college's administration on the necessary actions to be done in relation to the discipline, safety, and security issues.
2. To plan for online internship for three months as a part of curriculum
3. To carry out any additional responsibilities and use any additional authority that the administration and university may assign you-
4. To provide particular suggestions for promoting teachers' 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. 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
Ms. Tanzil Shaikh	Member	Student Council -(President)
Ms. Manpreet Saini	Member	Student Council - (Secretary)



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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 advise the college's administration on the necessary actions to be done in relation to the discipline, safety, and security issues.**

- Various committee-maintained discipline by systemic structure as per the duties given.
- Safety and security of students, teaching and non-teaching staff is taken care by centralized and administrative body.
- Students also need to take care of college property and be responsible for the same.

- 2. To plan for online internship for three months as a part of curriculum**

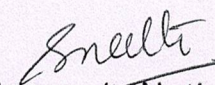
Proper planning adhering to covid norms and guidelines to be done SEM III internship through online mode. Students need to be oriented properly in handling online tools. Tentative date to start internship will be in October.

- 3. To make specific recommendation to foster professional development for teachers.**

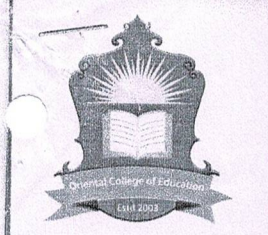
Teachers are involved in attending seminars, paper presentations and developing professionally through certificate courses. Sanctioning of finance for one seminar/conference per teacher has been granted by management too.

- 4. To carry out any additional responsibilities and use any additional authority that the administration and university may assign you-**

As per the university guidelines paper checking is being done by faculty (Online -college) Faculties are also the part of inspection committee, paper setting and other activities.


Dr. Sangeeta Nath
Principal

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Ref. NO. OCE/204/2022

Date : 03/01/2022

College Development Committee Academic Year 2021-22

CDC-III

Notice

The meeting of the College Development Committee for the academic year 2021-22 is scheduled on 08/01/2022 at 02.00 pm at the principal's cabin, to discuss the following agenda.

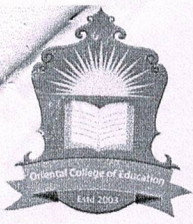
AGENDA

1. To sanction finance and decide dates for annual day, sports day, magazine printing
2. To plan for orientation of new batch after covid.
3. Recommendation for curtains, dustbins in staff room.
4. To carry out any additional responsibilities and use any additional authority that the administration and university may assign you-
5. To provide particular suggestions for promoting teachers' 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. Sangeeta Nath	Member Secretary	Principal Member Secretary (OCE)
Mrs. Tejal Nikam	Member	HOD- Professor
Mrs. Swarnalata Soni	Member	Teaching Staff -Assistant Professor
Mrs. Divya Wadhwa	Member	Teaching Staff -Assistant Professor
Mrs. Asmita Wewhare	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)



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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. Tejal Nikam
4. Mrs. Swarnalata Soni
5. Mrs. Divya Wadhwa
6. Mrs. Asmita Wewhare
7. Mrs. Vijayadevi Patil
8. Ms. Tanzil Shaikh
9. Ms. Manpreet Saini

The following points were discussed:

- 1. To sanction finance and decide dates for annual day, sports day, magazine printing**

Proposed dates for annual day, sports day tentatively to be in February & March. Finance to be sanctioned for the same along with proper schedules.

- 2. To plan for orientation of new batch after covid.**

Proper guidelines to be maintained in welcoming the new batch, following covid norms. Students to be guided as per norms. Portfolios for teachers with committees to be distributed. Planning for fresher's party to be executed at the earliest.

- 3. Recommendation for curtains, dustbins in staff room.**

There is need of curtains, dustbins in the staffroom and classroom also to maintain hygiene.

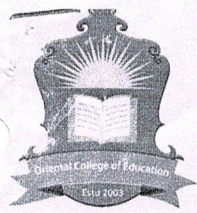
- 4. To make specific recommendation to conduct community work**

Planning for community work, permission letters, schedules to be made. Allotment of lectures to be adjusted as required. Students need to be oriented adhering to covid norms also.

Dr. Sangeeta Nath

Principal

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Ref. NO. OCE/205/2022

Date : 02/04/2022

College Development Committee

Academic Year 2021-22

CDC-IV

Notice

The meeting of the College Development Committee for the academic year 2021-22 is scheduled on 09/04/2022 at 02.00 pm at the principal's cabin, to discuss the following agenda.

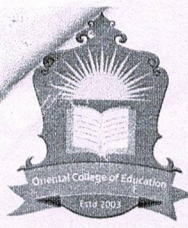
AGENDA

1. Overall comprehensive development plan of college (academic, administrative, infrastructural growth)
2. To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
3. Make Recommendations regarding student and employees welfare activities in the college-
4. Approve annual report for the last academic year.

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 General Secretary Oriental Education Society
Dr. Haider E-Karrar	Member	Nominee of the Management
Dr.Sangeeta Nath	Member Secretary	Principal Member Secretary OCE
Mrs. Tejal Nikam	Member	Head of the Department , Co-ordinator of IQAC
Mrs. Asmita Wewhare	Member	Teaching Staff - Assistant Professor
Mrs. Pooja Tiwari	Member	Teaching Staff - Assistant Professor
Ms. Kinkini Dutta	Member	Teaching Staff - Assistant Professor
Mrs. Shilpa Naik	Member	Teaching Staff - Assistant Professor
Mrs. Apurva Vichare	Member	Non-Teaching Staff - Office superintendent
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Ms.Manpreet Kuar	Member	Student Council - (Secretary)



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Minutes Of the Meeting

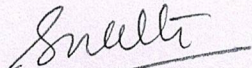
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2. Dr. Haider E-Karrar
3. Dr.Sangeeta Nath
4. Mrs. Tejal Nikam
5. Mrs. Asmita Wewhare
6. Mrs. Pooja Tiwari
7. Ms. Kinkini Dutta
8. Mrs. Apurva Vichare
9. Ms. Tanzil Shaikh
10. Ms. Manpreet Kuar

The following points were discussed:

- 1. Overall comprehensive development plan of college (academic, administrative, infrastructural growth)**
 - To keep track of every topic that all subject instructors have finished.
 - To monitor pupils' absences from class. Every topic instructor is expected to verify attendance; if a student is not present during the lecture, they must submit an application.
 - To invite guest speakers or experts from respectable professions (such as education or alumni)
 - A number of committees have been established to monitor extracurricular and co-curricular activities. As required by law, each committee has an in-charge, assistant coordinator, member secretary, and other members.
- 2. To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.**
 - Student teacher have been informed about the courses-the computer (MOOCs) and courses run by University of Mumbai (IDOL), SWAYAM and other online distance courses to learn and apply in teaching learning process.
- 3. Make Recommendations regarding student and employees welfare activities in the college-**
 - College conduct various activities like orientation programme for first year students, fresher's party, teacher's day, Independence Day, republic day, yoga day, library day, Publication of college magazine (UNNATI), farewell party for Final year students, career guidance, mock interviews, placement, training for soft skill development, foundation day celebrations etc.
 - Personality development training for first year students.
 - Special CET lectures conducted to promote admission.
- 4. Approve annual report for the last academic year.**

The annual report for 2021-22 is presented for approval.


Dr. Sangeeta Nath
Principal
Oriental College of Education