



Hirwal Education Trust's
College of Computer Science and Information Technology,
Mahad-Raigad
(Affiliated to Mumbai University)

Ref.No:-

Date: - 21/08/2018

Notice

The meeting of the College Development Committee will be held on Tuesday, 28th August 2018 at 2:00 pm at the conference hall of Hirwal Education Trust's College of CSIT, Mahad-Raigad to discuss the following agenda.

Agenda of the Meeting

- 1) To read and confirm minutes of the previous meeting.
- 2) Purchasing books and journals.
- 3) Upgrade Teaching-learning process.
- 4) Extension Services.
- 5) To arrange Parents Meeting.
- 6) Teaching, Non-teaching staff facilities.
- 7) Website development.
- 8) Review NAAC preparation.
- 9) Any other subject with the permission of Chairperson.

Chairperson
Hon. Shri. Kishor C Dharia
College Development Committee
HET's CCSIT, Mahad-Raigad.

Minutes of the meeting of College Development Committee

College Development Committee Meeting was arranged in Conference room on Tuesday, 28th August 2018 at 2.00 pm.

Following members were present:

Sr.No.	Name	Designation
1	Hon. Kishor C. Dharia	Chairman
2	Mrs.Sonali K. Dharia	Member
3	Mr.Sudesh N. Kadam	Member
4	Mrs. Samidha D. Chandvekar	Member
5.	Mrs.Anushka A Salunkhe	Member
6.	Mr.Rakesh S. Wadvalkar	Member
7.	Mr. Sameer S. Bondilkar	Member
8.	Dr. Snehal Donde	Member
9.	Dr. A. D. Sawant	Member
10.	Dr. Sandya Kulkarni	Member
11.	Mr. Vaibhav Pashilkar	Member
12	Mrs. Jyothi V. Poojary	Member
13	Mr. Kunal A. Dalvi	Member
14	Mr.Nikhil S. Utekar	Member
15	Dr. B.L. Jadhav	Secretary

Following points were discussed:

- 1) Previous meetings minutes were read & approved.

- 2) Mr. Kasabe, Librarian, presented the list of books and journal, as per changed syllabus. Dr. Snehal Donde (Chief Advisory of the Hirwal Education Trust) suggested that purchase at least three copies per subject of reference books, E-books and related to English Speaking, Management, IT, CS journals and magazine, such as University News in hard copies as well as in e-copies.
- 3) Dr. Snehal Donde told to principal that told to all teacher to use audio-visual aid in teaching-learning process. Peer learning must be executing in teaching session. Remedial coaching must be continued for fast learner and slow learner. She told to Mrs. Anushka Salunkhe that prepare a list of certificate courses and start it in next semester.
- 4) Mrs. Anushka Salunkhe presented Department of Life Long Learning and Extension (DLLE) activity schedule. She told that 61 students are registered in the DLLE.
Hon. Chairman, Kishorji Dharia asked about NSS and NCC services. Mr. Rakesh Wadvalkar presented the NSS activity, 50 students are enrol in NSS and Tree plantation Program, Dengue awareness & Anti- Plastic Rally, Cleaning at Chavdar Tale & Vireshwar Temple activities were done till date.
Dr. Snehal Donde suggested that communicate with Dr. Dilip Patil, Director DLLE regarding to arrange second term program at our college.
- 5) Mr. Sudesh Kadam presented the parents meetings report. Some suggestions was from parents such as Certificate courses fees keep less, provide electricity back up in computer lab, give Canteen facility in college premise, etc.
Mrs. Sonali Sonali Dharia suggested that Certificate course fee will be Rs.1000/-.
The Chairman told to Principal arrange battery backup for computer lab as well as in library and assured that we will try to start canteen at back side of the building of our college. All members accepted the chairman's decision.
- 6) Dr. Snehal Donde suggested that we have to maintain service books of our staff. There will be duty leave to staff for attending the workshop, conferences, meetings and inter college programs, etc. As decided in General body meeting, if any critical family problem in staffs family give advanced payment. If our staff want to upgrade his/her qualification such as P.hD. our institution will help financially to them, on basis of repayment by installment. The suggestion agreed by chairman decided by all member.

- 7) Dr. Snehal Donde suggested that our college should upgrade website and upload all our college information and other activities. This responsibility given to Mrs. Anushka Salunkhe.
- 8) In the preparation of NAAC, Dr. Snehal Donde told that all files, register and other information must be update. She suggested we are using bore well water for college. So the rain water harvesting is important and we have to make rain water harvesting. The suggestion was accepted and its responsibility is given to Mrs. Sonali Dharia. She also suggested that our college must establish the Incubation center, which is very supporting to grooming the creativity of students.
- 9) Chairman takes the review establishment of Alumni Association. Mr. Rakesh Wadvalkar reported that it will be completed till the 30th November 2018.

Secretary
CDC
HET's CCSIT- MAHAD

Chairman
CDC
HET's CCSIT- MAHAD

