



SOS J. N. KAUL INSTITUTE OF EDUCATION

Approved by National Council for Teacher Education (NCTE)

Affiliated to Kumaun University, Nainital

Minutes of the meeting

Date 03-03-2023

This is to inform to all faculty members that a meeting on review of the College Development Council's functions was held on March 03, 2023 in the principal's office. The minutes of the meeting were followings:

- Approval of the Income and Expenditure account for the Academic Year 2023-24
- Approval of the budget for the Year 2023-24
- Consider and make appropriate recommendation and inspection report of National Assessment and Accreditation Council etc.
- Recommend the distribution of different Prizes, medals and awards the Students.
- Prepare an overall comprehensive development plan of the College regarding academic, administrative and infrastructural growth and enable the College to faster curricular activities.
- Decide about the over teaching programme or annual Calendar of the College.
- Recommend to the management about introducing new academic courses and the Creation of additional teaching and administrative Posts.
- Make specific recommendation to the management to encourage the use of information and Communication Technology and learning process.
- Make specific recommendation regarding the improvement in teaching and suitable training programmes for the employees.
- Plan major annual events in the college such sports events, cultural events etc.
- Recommend the administration about appropriate step to be taken regarding the discipline, Safety and Security issues of the college.

S.N	Name Of Members Of College Development Council	Designation	Signature
1	Ms. Deborah Bose (Head-Education & Child Development)	Chairperson	<i>Deborah Bose</i>
2	Dr. Mukta (Principal)	President	<i>Mukta</i>
3	Ms. Beena Negi Chaudhary (Asst. Professor)	Teacher representative	<i>Beena</i>
4	Dr. Hema Mehra (Asst. Professor)	Teacher representative	<i>Hema</i>
5	Dr. Manoj Joshi	Teacher representative	<i>Manoj</i>
6	Ms. Pushpa Adhikari (Asst. Professor)	Teacher representative	<i>Pushpa</i>
7	Mr. Rajendra Singh Khatri (Asst. Professor)	Teacher representative	<i>Rajendra</i>
8	Mr. Sheetal Singh Maurya	Teacher representative	<i>Sheetal</i>
9	Mr. Neeraj Kumar	Teacher representative	<i>Neeraj</i>
10	Mr. Mukesh Arya	Librarian	<i>Mukesh</i>
11	Mr. Rahul Kumar	ICT	<i>Rahul</i>
12	Ms. Shalini Bharti	Cultural Activity	<i>Shalini</i>
13	Mr. Netra P. Gautam (Administrator)	Administration	<i>Netra</i>
14	Mr. Ganesh Chandra	Administration	<i>Ganesh</i>
15	Ms. Pooja Arya	Accountant	<i>Pooja</i>
16	Ms. Prerana Joshi (B.Ed. Student)	Student representative	<i>Prerana</i>
17	Mr. Pan Singh (B.Ed. Student)	Student representative	<i>Pan Singh</i>
18	Ms. Poonam Suwal	Student representative	<i>Poonam</i>
19	Mr. Chandra Bahhabh	Student representative	<i>Chandra</i>

SOS J.N. KAUL INSTITUTE OF EDUCATION, BHIMTAL

Date 02-03-2023

Notice

All faculty members are hereby notified that a meeting on review of the College Development Council's functions is going to be held in the principal's office at 11AM on March 02, 2023.

All faculty members kindly ensure their presence.

Agenda:


- To function as a policy making body in regard to proper planning and integrated development of College.
- To keep close contact with the other colleges with a view to collaborate with them in various cultural and academic matters.
- To prepare the college to get affiliation under the section 12(B) of U.G.C. Act 1956.
- To review the previous reports of the college and suggest remedies for the upliftment of the institution.
- To forward proposals of colleges to the UGC for grant under various plans of UGC.
- To arrange meetings per year to discuss the problem of college.
- Discussion on organization of Seminars/Workshops for Faculty Development.










J. N. Kaul Institute of Education
BHIMTAL - 231116
Dr. Mukta
Principal

SOS J.N. KAUL INSTITUTE OF EDUCATION, BHIMTAL

College Development Council

The College Development Council (CDC) is an apex body of the institution that plans and executes the developmental activities. The College Development Council of the institute was set up in 2022. The College Development Council is a very effective body in SOS J.N. Kaul Institute of Education, Bhimtal which serves as link between the college, student community and Administration.

With a view to establish an effective interface between various agencies, the University Grants Commission (UGC) introduced the concept of the College Development Council (CDC) in the 1980's. Given the substantial growth of Indian higher education system with fast increasing autonomous colleges, innovative teaching and learning methods, change in pedagogical perspectives as well as the challenges emerged out of socio-political and economic policies in relation to education, the CDCs have emerged as vital forces that frame collegiate education policies aiming at inclusive quality education. Numerous innovative schemes and best practices were introduced at SOS J.N. Kaul Institute of Education, Bhimtal, which were funded by the College Development Council (CDC)

OBJECTIVE OF THE DEVELOPMENT COMMITTEE

The prime objective of College Development Council (CDC) is to prepare a comprehensive development plan of the institute on annual basis like academic, placement, infrastructure, administrative, and admission growth.

ROLE AND RESPONSIBILITIES

- Prepare overall teaching program or academic calendar of the institute.
- Recommended and take action to make use of an effective ICT in campus.
- To promote a FDP for Teaching Improvement of faculty.
- Prepare financial budget of the college and approving the same.
- Prepare students and employee welfare activities in the institute.
- Discuss the reports of the IQAC and make suitable recommendations.
- Track all activities of students and staff regarding indiscipline or other activity which is not beneficial for the institute.

FUNCTIONS OF THE COLLEGE DEVELOPMENT COMMITTEE

- Prepare a comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable the college to foster excellence in curricular, co-curricular and extracurricular 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.
- Make specific recommendations to the management to encourage and strengthen academic, culture, consultancy and extension activities in the college.
- Make specific recommendations to the management to foster academic collaborations to strengthen teaching and learning.
- Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
- Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
- Prepare the annual financial estimates (budget) and financial statements of the institution and recommend the same to the management for approval.
- Formulate proposals of new expenditure which are not provided for in the annual budget.
- Make recommendations regarding the students' and employees' welfare activities in the college.
- Discuss the reports of the IQAC and make suitable recommendations.
- Frame suitable admissions procedure for different programmes by following the statutory norms.
- Plan major annual events in the college, such as national festivals, sports events, cultural events, etc.
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- Recommend the distribution of different prizes, medals and awards to the students.
- 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 and the university.
- Perform such other duties and exercise such other powers as may be entrusted by the management and the university.