



SOPAN's SUVIDYA COLLEGE OF SPECIAL EDUCATION
B.Ed. Special Education (ASD)
BMC School Bldg., Natwar Nagar. Road No. 5, Jogeshwari East, Mumbai 400060
Email:scseasd15@gmail.com

MINUTES OF THE DEVELOPMENT COMMITTEE MEETING

Development Committee meeting was held on August 17, 2024

The meeting was attended by:

1. Ms Nishat Imam: I/C Principal
2. Ms Shoba Srivastava: Management Representative
3. Mr Vishal Kadam: Non-teaching staff
4. Ms Sunanda Chakraborty: Teaching Faculty

The Meeting was called to discuss the following agenda:

1. Stationery
2. Office Material
3. Infrastructure facilities

Details of the Meeting:

1. **Stationery:** Ms Imam expressed the concern regarding purchase of stationery for the college comprising of college files, pens, scissors, plastic sleeves and other items. Further, it was also decided that the prospectus, admission forms, and green sheets for practice of teaching lessons and syllabus will be printed for the academic year 2024. Material for the upcoming CRE was also sanctioned in the meeting.
2. **Office Material:** It was decided that the faculty should be given specific material as per requirement to maintain appropriate filing. Files, pen drives and file separators were sanctioned.
3. **Infrastructure facilities:** All the members consented on approval of one more computer or laptop for the classroom since one laptop was not in working condition. Ms Srivastava agreed to put in the request with the management for the sanction of the budget.



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ATTENDANCE

DEVELOPMENT COMMITTEE

| No. | Members | Designation | Signature |
|-----|------------------------|---------------------------|---|
| 1. | Ms Shoba Srivastava | Management Representative | <i>Shoba</i> |
| 2. | Ms Nishat Imam | In-Charge Principal | <i>Nishat Imam</i> 17/8/2024 |
| 3. | Ms Sunanda Chakraborty | Teaching faculty | <i>Sunanda Chakraborty</i> 17/8/2024 |
| 4. | Mr Vishal Kadam | Non-teaching Staff | <i>Vishal Kadam</i> |



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MINUTES OF THE DEVELOPMENT COMMITTEE MEETING

Development Committee meeting was held on May 3, 2024

The meeting was attended by:

1. Ms Nishat Imam: I/C Principal
2. Ms Shoba Srivastava: Management Representative
3. Ms Sherli Biju: Librarian
4. Mr Vishal Kadam: Non-teaching staff

The Meeting was called to discuss the following agenda:

1. Library books
2. Course Material
3. Clock

Details of the Meeting:

1. **Library books:** It was decided that more space to store the tests and new entry books will be required. Due to paucity of it will be delayed.
2. **Course Material:** It was decided that the faculty should plan e-resource material for two courses; one for the shadow teaching course for the month of July-August and SRCC training program in the month of June. The timetable and other resource material and certificates will be provided to all participants. It was approved and the accounts section is to be intimidated about the same.
3. **Clock:** The battery of the clock is to be changed since the clock had stopped working and it was getting difficult to keep time during lectures and examination for students and faculty.



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ATTENDANCE

DEVELOPMENT COMMITTEE

| No. | Members | Designation | Signature |
|-----|---------------------|---------------------------|--------------------|
| 1. | Ms Shoba Srivastava | Management Representative | <i>Shoba</i> |
| 2. | Ms Nishat Imam | In-Charge Principal | <i>Nishat Imam</i> |
| 3. | Ms Sherli Biju | Librarian | Absent |
| 4. | Mr Vishal Kadam | Non-teaching Staff | |



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MINUTES OF THE DEVELOPMENT COMMITTEE MEETING

Development Committee meeting was held on January 31, 2024

The meeting was attended by:

1. Ms Nishat Imam: I/C Principal
2. Ms Shoba Srivastava: Management Representative
3. Ms Sherli Biju: Librarian
4. Mr Vishal Kadam: Non-teaching staff

The Meeting was called to discuss the following agenda:

1. Library books
2. Customized Courses
3. Exam Preparation for Semester 3

Details of the Meeting:

1. **Library books:** Two copies of reference books in special education for undergraduate students were sanctioned.
2. **Customized Course Planning:** It was decided that the faculty should plan for two courses; one for the BMC school teachers on 'Guidance and Counselling' for the month of July and SRCC training program in the month of June. A faculty meeting should be organized for the same separately for it.
3. **Exam Preparation:** Second Year, Semester 3 examinations is scheduled for February 14, 2024. The arrangement is to be finalized one week prior. Vishal is going to pursue for the admission, generation of seat numbers and technical issues related to examination.



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ATTENDANCE

DEVELOPMENT COMMITTEE

| No. | Members | Designation | Signature |
|-----|---------------------|---------------------------|----------------|
| 1. | Ms Shoba Srivastava | Management Representative | |
| 2. | Ms Nishat Imam | In-Charge Principal | Jan 31, 24 |
| 3. | Ms Sherli Biju | Librarian | 31/1/2024 |
| 4. | Mr Vishal Kadam | Non-teaching Staff | 31/1/24 |



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MINUTES OF THE DEVELOPMENT COMMITTEE MEETING

Development Committee meeting was held on December 22, 2023

The meeting was attended by:

1. Ms Nishat Imam: I/C Principal
2. Ms Shoba Srivastava: Management Representative
3. Ms Sherli Biju: Librarian
4. Mr Vishal Kadam: Non-teaching staff

The Meeting was called to discuss the following agenda:

1. Purchase of books for PG. Diploma Course
2. Extension of online platform for hybrid classes
3. Review of visiting faculty payment

Details of the meeting:

1. Purchase of books for PG. Diploma Course

The new course PG in Rehabilitation Psychology had been proposed to start from June 2024. Financial support was granted for the same. The additional material for the library has been sanctioned

2. Extension of online platform for hybrid classes

It was decided that zoom platform will be renewed considering hybrid classes and SOPAN will be the host. College will be able to use the same zoom platform for the conduct of their classes.

3. Review of visiting faculty payment

The visiting faculty payment was reviewed and it was to be taken up in the management Committee.

Vishal Kadam
22/12/2023

Nishat Imam
22/12/2023



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MINUTES OF THE DEVELOPMENT COMMITTEE MEETING

Development Committee meeting was held on August 23, 2023

The meeting was attended by:

1. Ms Nishat Imam: I/C Principal
2. Ms Shoba Srivastava: Management Representative
3. Ms Sherli Biju: Librarian
4. Mr Vishal Kadam: Non-teaching staff

The Meeting was called to discuss the following agenda:

1. Purchase of Stationery for Suvidya College
2. Permission for the use of space for Physical Education
3. Purchase of indoor games for students
4. Replacement of computer

Details of the meeting:

1. **Purchase of Stationery for Suvidya College:** The requirement of stationery was discussed and it was agreed upon that it will be subsequently approved. Inventory of the stock should be updated with faculty receiver's signature.
2. **Permission for the use of space for Physical Education:** It was informed by Ms Srivastava that the campus space can be utilised by the students for physical education and other outdoor games and activities.
3. **Purchase of indoor games for students:** It was suggested during rains education indoor activities can be explored for mental engagement besides the curriculum. After the discussion Carom board, chess and scrabble board games were approved for purchase.
4. **Replacement of computer:** Ms Rashna Sadri, faculty member's computer had stopped working. Replacement was suggested and the instruction for the same was given to the respective person responsible for it.



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MINUTES OF THE DEVELOPMENT COMMITTEE MEETING

Development Committee meeting was held on April 14, 2023

The meeting was attended by:

1. Ms Nishat Imam: I/C Principal
2. Ms Shoba Srivastava: Management Representative
3. Ms Sherli Biju: Librarian
4. Mr Vishal Kadam: Non-teaching staff

The Meeting was called to discuss the following agenda:

1. Library books
2. NAAC preparation
3. Admissions

Details of the Meeting:

1. **Library Books:** In the meeting it was decided to have additional in the library was sanctioned. The E- books to be incorporated by the librarian.
2. **NAAC preparation:** The budgetary allocation for NAAC was to be proposed to the management. The distribution of responsibilities and review was taken up. Feedback on work required to fast track work in the given timeframe.
3. **Admissions:** The preparation for admissions was reviewed and the stationery like folders, flyers for orientations and forms sanctioned.



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ATTENDANCE

DEVELOPMENT COMMITTEE

| No. | Members | Designation | Signature |
|-----|---------------------|---------------------------|---------------------------------------|
| 1. | Ms Shoba Srivastava | Management Representative | |
| 2. | Ms Nishat Imam | In-Charge Principal | <i>Nishat Imam</i> April 14, 2023. |
| 3. | Ms Sherli Biju | Librarian | <i>Sherli Biju</i> 14/4/23 |
| 4. | Mr Vishal Kadam | Non-teaching Staff | |



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MINUTES OF THE DEVELOPMENT COMMITTEE MEETING

Development Committee meeting was held on January 19, 2023

The meeting was attended by:

1. Ms Nishat Imam: I/C Principal
2. Ms Shoba Srivastava: Management Representative
3. Ms Sherli Biju: Librarian
4. Mr Vishal Kadam: Non-teaching staff

The Meeting was called to discuss the following agenda:

1. Magazine for the library
2. CRE planning
3. NAAC preparation
4. Audio system and Purchase of Port for the pen drive and keyboards

Details of the Meeting:

1. **Magazine for the library:** Magazine issues for the library need to be increased. Ms Sherli Biju will be responsible to search and suggest relevant magazines for students and faculty. It will be subscribed after the approval from the management. It has been agreed upon that E-magazines should be explored in view of saving paper.
2. **CRE planning:** Faculty should plan CRE for the benefit of students and teachers so that they can renew the license. A faculty meeting should be organized for the same separately for it.
3. **NAAC preparation:** All duties to be sent to respective staff members were decided.
4. **Audio system and Purchase of Port for the pen drive and keyboards** have been approved by the management. Audio system for the classroom is essential to show the videos since the laptop audio does not have sound that can cover the entire class.

Sherli Biju
19/11/2023

Shoba

Nishat Imam
19/10/2023



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MINUTES OF THE DEVELOPMENT COMMITTEE MEETING

Development Committee meeting was held on May 25, 2017

The meeting was attended by:

1. Dr Rubina Lal: Principal
2. Ms Shoba Srivastava: Management Representative
3. Ms Nishat Imam: Faculty member
4. Mr Vishal Kadam: Non-teaching staff

The Meeting was called to discuss the following agenda

1. Introducing short term course for paraprofessional
2. Purchase of computer for the library and software Koha
3. Cupboard for more storage of material

Short term course for paraprofessionals

It was decided in the committee meeting that a six months part time course be introduced to develop human resources for inclusive education. The course material and the schedule was discussed and finalized in the meeting

Computer for the library and software Koha

There was a requirement of an additional computer in the library in order to support student access for online learning material. Also, Software Koha was recommended to allow for better management and access of books and E-learning materials.

Purchase of Cupboard

It was suggested by the committee to purchase two additional cupboards to increase the storage space for teaching learning aids prepared by students for display and as samples to learn from in the subsequent years by the students.



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MINUTES OF THE DEVELOPMENT COMMITTEE MEETING

Development Committee meeting was held on November 15, 2017

The meeting was attended by:

1. Dr Rubina Lal: Principal
2. Ms Shoba Srivastava: Management Representative
3. Ms Nishat Imam: Faculty member
4. Mr Vishal Kadam: Non-teaching staff

The Meeting was called to discuss the following agenda

1. Purchase of additional tables and chairs for the library
2. Purchase of laptop
3. ASD short term course

Purchase of additional tables and chairs for the library

In order to improvise the infrastructural facilities for students it was suggested additional tables and chairs should be purchased since more reading space had to be created in the library.

Purchase of laptop

To facilitate conduct of classes in two classrooms a new laptop was suggested to be purchased.

ASD short term course

It was suggested in the committee meeting that the short term course in Autism should be conducted twice in the year and the suggestions for course revision and schedule were invited.



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MINUTES OF THE DEVELOPMENT COMMITTEE MEETING

Development Committee meeting was held on May 12, 2018

The meeting was attended by:

1. Dr Rubina Lal: Principal
2. Ms Shoba Srivastava: Management Representative
3. Ms Nishat Imam: Faculty member
4. Mr Vishal Kadam: Non-teaching staff

The Meeting was called to discuss the following agenda

1. Purchase of white boards with accessories
2. New land for college and shifting of campus
3. Appointment of principal In-Charge

Purchase of white boards

Committee members suggested the purchase of white board for the lecture rooms along with the required accessories.

New college address

It was suggested that the college would be shifted to the new campus on the purchased land immediately after the construction work would be completed.

Appointment of New Principal In-Charge

Ms Nishat Imam was appointed as the new In-Charge principal from the coming academic year, the committee members was apprised about it.



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MINUTES OF THE DEVELOPMENT COMMITTEE MEETING

Development Committee meeting was held on January 15, 2019

The meeting was attended by:

1. Dr Rubina Lal: Principal
2. Ms Shoba Srivastava: Management Representative
3. Ms Nishat Imam: Faculty member
4. Mr Vishal Kadam: Non-teaching staff

The Meeting was called to discuss the following agenda

1. Purchase of a new computer and a printer
2. Appointment of a part time faculty
3. Development of short term course in learning Disability

Purchase of a new computer and printer

A new computer and a printer was installed for the In-Charge principal as per the recommendations of the committee.

Appointment of a part time faculty

Appointment of a new part time faculty in the coming academic year was suggested as per the faculty guidelines of Rehabilitation Council of India (RCI).

Development of short term course in learning Disability

It was suggested that besides ASD course we must also start short term course in Learning Disability. The responsibility to develop it was handed over to the faculty.



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MINUTES OF THE DEVELOPMENT COMMITTEE MEETING

Development Committee meeting was held on June 15, 2019

The meeting was attended by:

1. Dr Rubina Lal: Principal
2. Ms Shoba Srivastava: Management Representative
3. Ms Nishat Imam: Faculty member
4. Mr Vishal Kadam: Non-teaching staff

The Meeting was called to discuss the following agenda

1. Review of Syllabus proposed
2. Job responsibilities for staff
3. Methods of curriculum transaction

Review of Syllabus proposed

Discussion on the syllabus was conducted and changes were proposed which will be later presented to the BOS members.

Job Responsibilities for staff

Job responsibilities were discussed by the members to increase productivity and introduce new courses, planning of webinars and professional development was encouraged by all members.

Methods of curriculum transaction

New methods using online tools for transacting curriculum were encouraged by asking the principal and management to conduct various webinars for the staff.



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MINUTES OF THE DEVELOPMENT COMMITTEE MEETING

Development Committee meeting was held on January 09, 2020

The meeting was attended by

1. Ms Nishat Imam: I/C Principal
2. Ms Shoba Srivastava: Management Representative
3. Ms Sherli Biju: Librarian
4. Mr Vishal Kadam: Non-teaching staff

The Meeting was called to discuss the following agenda

1. Purchase of Library Books and book ends
2. Discussion of online webinars

Purchase of Library Books and book ends

Various books on the disability and cross disability were suggested for purchase. The metallic book ends were also proposed as the books were falling in the cupboards and these would help the books be kept straight without curving.

Discussion of online webinars

The committee once again felt the need for online webinars to be conducted for staff, students and parents of children with disabilities. A variety of topics were discussed and professionals listed to be contacted. Further faculty members were encouraged to take a couple of webinars themselves.



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MINUTES OF THE DEVELOPMENT COMMITTEE MEETING

Development Committee meeting was held on June 02, 2020

The meeting was attended by

1. Ms Nishat Imam: I/C Principal
2. Ms Shoba Srivastava: Management Representative
3. Ms Sherli Biju: Librarian
4. Mr Vishal Kadam: Non-teaching staff

The Meeting was called to discuss the following agenda

1. NAAC Accreditation
2. Laptop for Classroom
3. Discussion of online webinars

NAAC Accreditation

The committee members proposed that since the college has completed five years and various quality controls are in place the college should initiate the process of NAAC accreditation once it shifts to Panvel. For this the faculty and some members of the management were encouraged to enrol for online workshops / seminars conducted by various organisations in the country.

Purchase of Laptop for Classroom

A need arose for a new laptop for the classroom which the committee members confirmed its necessity.

Discussion of online webinars

The committee once again felt the need for online webinars to be conducted for staff, students and parents of children with disabilities. A variety of topics were discussed and professionals listed to be contacted. Further faculty members were encouraged to take a couple of webinars themselves.



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MINUTES OF THE DEVELOPMENT COMMITTEE MEETING

Development Committee meeting was held on May 12, 2021

The meeting was attended by:

1. Ms Nishat Imam: I/C Principal
2. Ms Shoba Srivastava: Management Representative
3. Ms Sherli Biju: Librarian
4. Mr Vishal Kadam: Non-teaching staff

The Meeting was called to discuss the following agenda:

1. Purchase of Library books, international journal, standardized tests and renewal of KOHA.
2. Continuous Rehabilitation Programmes
3. NAAC Accreditation

Purchase of standardized tests

It was suggested by the committee members to purchase standardized tests like Binet Kamat Test of Intelligence and Aston Index.

Continuous Rehabilitation Programmes

The topics for the upcoming CRE to be held in August were discussed. Suggestions were invited from the committee members regarding the schedule and faculty.

NAAC Accreditation

The committee members proposed that since the college has completed five years and various quality controls are in place the college should initiate the process of NAAC accreditation once it shifts to Panvel. For that they proposed that an expert should orient the management, faculty and staff on the initial process.



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MINUTES OF THE DEVELOPMENT COMMITTEE MEETING

Development Committee meeting was held on January 22, 2021

The meeting was attended by

1. Ms Nishat Imam: I/C Principal
2. Ms Shoba Srivastava: Management Representative
3. Ms Sherli Biju: Librarian
4. Mr Vishal Kadam: Non-teaching staff

The Meeting was called to discuss the following agenda:

1. New Computer for Library
2. Short term certificate online courses following NAAC protocol

New Computer for Library

It was suggested by the committee members to purchase a desktop computer for the purpose of installing the KOHA software for the library.

Short term certificate online courses following NAAC protocol

As per the NAAC protocol, short term courses for 30 hours should be organised. A 7 - Day online workshop was proposed on Development of Tools for Research to be organised in April 2021. Research scholars, students from master's programs and faculty of higher education were proposed to be the target audience.



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MINUTES OF THE DEVELOPMENT COMMITTEE MEETING

Development Committee meeting was held on January 10, 2022

The meeting was attended by:

1. Ms Nishat Imam: I/C Principal
2. Ms Shoba Srivastava: Management Representative
3. Ms Sherli Biju: Librarian
4. Mr Vishal Kadam: Non-teaching staff

The Meeting was called to discuss the following agenda:

1. Purchase of Library books, international journal, standardized tests and renewal of KOHA.
2. Continuous Rehabilitation Programmes
3. Short term certificate online courses following NAAC protocol

Purchase of Library Books international journal, standardized tests and renewal of KOHA

It was suggested by the committee members to purchase more books on autism and learning disability from international platforms. Standardized tests like VSMS and Expressive Emergent Language Test was suggested for purchase. The committee members were further informed on the need for renewal of KOHA software for the library which was agreed and granted.

Continuous Rehabilitation Programmes

The topics for the upcoming CRE to be held were discussed. Suggestions were invited from the committee members regarding the schedule and faculty.

Short term certificate online courses following NAAC protocol

As per the NAAC protocol, short term courses for 30 hours should be organised. A 5 - Day online course was proposed on Research Methods as was organised in April 2021. Research scholars, students from master's programs and faculty of higher education were proposed to be the target audience.



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MINUTES OF THE DEVELOPMENT COMMITTEE MEETING

Development Committee meeting was held on May 15, 2022

The meeting was attended by

1. Ms Nishat Imam: I/C Principal
2. Ms Shoba Srivastava: Management Representative
3. Ms Sherli Biju: Librarian
4. Mr Vishal Kadam: Non-teaching staff

The Meeting was called to discuss the following agenda:

1. Purchase of Library books.
2. Continuous Rehabilitation Programmes
3. Application for recognition and affiliation for new course at Panvel.
4. Formation of Alumni Association

Purchase of Library Books

It was suggested by the committee members to purchase more books on autism and learning disability from international platforms.

Continuous Rehabilitation Programmes

The topics for the upcoming CRE to be held in September were discussed. Suggestions were invited from the committee members regarding the schedule and faculty.

Application for recognition and affiliation for new course at Panvel

The process of RCI recognition and affiliation of Mumbai University for a new course, P. G. Diploma in Rehabilitation Psychology which will run from the Panvel Centre.

Formation of Alumni Association

The members proposed that since six batches passed out from the college it's time that the alumni association is formed. The faculty has been asked to begin the process of registration.