



SOPAN'S
SUVIDYA COLLEGE OF SPECIAL EDUCATION
BMC School Bldg., Natwar Nagar. Road No. 5, Jogeshwari East, Mumbai 400060
Email:scseasd15@gmail.com

MINUTES OF THE LMC MEETING

A meeting of the Local Management Committee was held on January 25, 2024 at 2.30pm.

The meeting was attended by:

1. Dr. Rubina Lal: Chairperson
2. Ms. Shoba Srivastava: Management Representative
3. Ms. Nishat Imam: Member Secretary
4. Ms Sampada Shevde: Member
5. Dr Apoorva Panshikar: Member
6. Ms. Rashna Sadri: Member of Teaching Staff
7. Mr Vishal Kadam: Administrative Officer

Agenda of the Meeting:

1. Report on College Activities (September 01, 2023 – January 22, 2024)
2. NAAC
3. Compliance with Statutory Bodies
 - a. ARA
 - b. University of Mumbai (Eligibility & Enrollment)
 - c. CET
4. Four Year Integrated B.Ed. (Special Education)
5. Any Other

The session began with a welcome note by Mrs Imam, thereafter apprising the members of the agenda.

Minutes of the meeting discussing the above agenda:

1. Report on College Activities (September 01, 2023 – January 22, 2024): Ms. Sadri read the report where the committee members were apprised of the admissions for the academic session 2023-25. Students are now in semester I and the online admission procedure with Directorate of Higher Education is completed however; the procedure with Admission Regulatory Authority (ARA) is pending. The hard copies of all the documents have been submitted to ARA. The



enrolment and eligibility process for these students at University of Mumbai is complete. We have 7 students in the new batch. Further the enrolment of the students of batch VIII (2022 - 24) to the second year is pending as the online link at the university is not opened. Members were also informed that students of batch VII (2021 - 23) have received all pending results in December 2023.

Mrs Sadri also informed the members regarding various activities and programs conducted by the college in this period. The faculty endeavours to give a richer learning experience to the students and in line with that they planned an early intervention case study for semester III students where the students visited Spandan Early Intervention Centre to complete the case study. Besides fulfilling the requirements of the syllabus students were also encouraged to conduct community awareness, conduct and participate in cultural programs and participate in hands-on sessions geared towards intervention techniques for children with autism.

Members were also apprised of the placements of our students of Batch VII (2021-23) and orientations at different colleges by our faculty, Ms Chakraborty and Ms Biju.

Dr Lal informed the members that the faculty was assigned content writing for the IGNOU, Master's program in ECCE. Further, Mrs Chakraborty and Mrs Sadri have been assigned content writing for IGNOU B.Ed. program on Autism Spectrum Disorders.

2. **NAAC:** Mrs Imam informed the members that the criterion of Teaching - Learning scored the highest for our college in the NAAC process. Our college is now NAAC Accredited with a B+.
3. **Compliance with Statutory Bodies:**
 - a) **ARA:** The hard copies of all the documents for admission of batch IX have been submitted to ARA. If there's a further query Mr. Kadam will visit DHE Pune.
 - b) **University of Mumbai (Eligibility & Enrolment):** Batch VIII (2022 - 2024) second year enrolment is pending as the previous year's results have not reached MKCL from the Arts Department. Mr. Kadam is pursuing the matter with both the departments at the University.
 - c) **CET:** The shifting of the college premises is in process. Dr Lal informed that the file will be passed at Mantralaya by the end of the month and will go back to the University. As soon as the University formally sends the letter to the college, the college will apply in the CET with the new address of Panvel.
4. **Four Year Integrated B.Ed. (Special Education):** Mrs Imam invited a discussion on the four year integrated B.Ed. (Special Education) program. Dr Lal asked Dr Panshikar if Department of SNDT (W) University has envisioned a way forward.



Mrs Imam shared curriculum of the ITEP with the members to understand the program now to be implemented by the general B.Ed. colleges from the next academic year. The forum has now decided to get in touch with all Special Education colleges in Maharashtra and the Department SNTD (W) University to hold a conversation and ideate on the way forward for the new program.

The meeting ended with a vote of thanks to Chair.



SOPAN'S

SUVIDYA COLLEGE OF SPECIAL EDUCATION


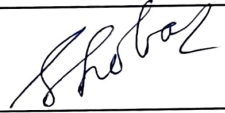
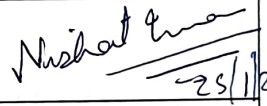
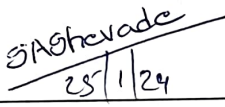
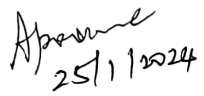
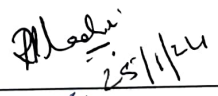
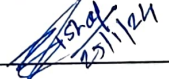
BMC School Bldg., Natwar Nagar, Road No. 5, Jogeshwari East, Mumbai 400060

Email: sceansd15@gmail.com

List of LMC Members

A meeting of the Local Management Committee was held on January 25, 2024 at 2:30 pm.

The meeting was attended by the undersigned:

Sr. No.	Name	Designation	Signature
1.	Prof. Rubina Shanker Lal, Society of Parents of Children with Autistic Disorders (SOPAN)	Chairperson	
2.	Ms. Shoba Srivastava, Society of Parents of Children with Autistic Disorders (SOPAN)	Management Representative	
3.	Ms. Nishat Imam, I/c, Principal Suvidya Centre of Special Education	Member Secretary	 25/1/24
4.	Ms. Sampada Shevde, South East Director, Voice and Vision International	Member	 25/1/24
5.	Dr. Apoorva Panshikar, Asst. Professor, Dept. of Special Education SNDT Women's University, Mumbai	Member	 25/1/2024
6.	Ms. Rashna Sadri, Asst. Professor, Suvidya Centre of Special Education	Member of Teaching Staff	 25/1/24
7.	Mr. Vishal Kadam, Suvidya Centre of Special Education	Administrative Officer	 25/1/24



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

MINUTES OF THE LMC MEETING

A meeting of the Local Management Committee was held on August 31, 2023 at 2.00 pm.

The meeting was attended by:

1. Prof. Rubina Lal: Management Representative and Director, Suvidya College of Special Education
2. Ms. Shoba Srivastava: Management Representative
3. Ms. Nishat Imam: Member Secretary
4. Ms. Rashna Sadri: Member of Teaching Staff
5. Dr. Apoorva Panshikar: Member
6. Ms. Sampada Shevde: Member
7. Mr. Vishal Kadam: Administrative Staff

Prof. Gulistan Kerawalla, Chairperson, was unable to come for the meeting. In her absence it was proposed that Prof. Rubina Lal chairs the meeting. It was consented by all the members.

The session began with a welcome note by Mrs Imam, thereafter apprising the members of the agenda.

The Meeting was called to discuss the following agenda:

1. Report on College Activities (January 27, 2023 to August 30, 2023):

Mrs Sadri read the report where the committee members were apprised that students of batch VII have completed the course; however, they have not received the results from semester I due to some issues at the examination centre of Mumbai University. The grievance has been sent to the Director examinations and they are trying to sort out the same.

The members were further informed about the students of both batches (VII & VIII) completing their theory and practicum courses successfully on time as planned by the faculty.

Mrs Sadri also spoke about activities that were organized to augment the curriculum inputs. Students and faculty attended webinars, workshops and seminars where resource persons from the community were invited. These were also in line with the NEP and NAAC requirements.

The faculty apart from attending these programs also attended or were invited as resource persons at various institutions adding to their professional development.



The Short Term Course in Autism in the form of online mode is currently in process.

2. Compliance with Statutory Bodies:

- a) ARA pending admissions confirmed (AY 2021-23): The current academic year 2021-23 admissions have been approved.
- b) University of Mumbai Eligibility & Enrolment process for the academic year 2021-23 is completed and Directorate of Higher Education (DHE), Pune has approved the admissions in the college.
- c) CET College registration: Mr. Vishal Kadam informed the members that the college registration has been done and the CET admissions are in the pipeline.

3. P G Diploma in Rehabilitation Psychology:

- a) Ms Imam informed the committee that this course has been approved by the University of Mumbai in the academic year 2023-24. The faculty requirement for the same was discussed. Ms Shevde offered to suggest faculty names for the course as the requirement is to have Rehabilitation Psychologist. Prof. Lal requested to look for a good faculty with the understanding of disabilities.
- b) The college has also obtained the affiliation letter for the academic year 2023-24. The affiliation fees of 7500/- will have to be paid yearly.
- c) Fee approval: Ms Imam invited discussion on fee approval. There were suggestions from Dr Panshikar to calculate the fee based on the expense of the teaching faculty and other logistics and cost incurred per student. The fee approval application should be forwarded to the University soon since it would take time to get University approval, which was pointed out by Ms Imam.

4. NAAC:

Ms Imam informed the committee members that Suvidya College had gone through the NAAC process for cycle 1 and SSR report had been submitted followed by DVV. Ms Rashna Sadri apprised the committee members that Suvidya College has passed the prequalification round. It was welcomed by all the members. Dr. Panshikar was called in by the chair to contribute to the discussion based on her experience of having gone through it. She suggested that the sequence of event and the protocol was to have principal's presentation, and IQAC coordinator's presentation. The presentation content was briefly highlighted by her.

The meeting ended with a vote of thanks to Chair.



SOPAN'S

SUVIDYA COLLEGE OF SPECIAL EDUCATION

BMC School Bldg., Natwar Nagar, Road No. 5, Jogeshwari East, Mumbai 400060

Email: scseasd15@gmail.com

List of LMC Members

A meeting of the Local Management Committee was held on August 31, 2023 at 2:00 pm.

The meeting was attended by the undersigned:

Sr. No.	Name	Designation	Signature
1.	Prof. Gulistan Kerawalla, Ex.HOD. Dept. of Education, University of Mumbai	Chairperson (Nominated by the Management)	-
2.	Prof. Rubina Shanker Lal, Society of Parents of Children with Autistic Disorders (SOPAN)	Management Representative	
3.	Ms. Shoba Srivastava, Society of Parents of Children with Autistic Disorders (SOPAN)	Management Representative	
4.	Ms. Nishat Imam, I/c, Principal Suvidya Centre of Special Education	Member Secretary	
5.	Ms. Sampada Shevde, South East Director, Voice and Vision International	Member	
6.	Ms. Apoorva Panshikar, Asst. Professor, Dept. of Special Education SNDT Women's University, Mumbai	Member	
7.	Ms. Rashna Sadri, Asst. Professor, Suvidya Centre of Special Education	Member of Teaching Staff	
8.	Mr. Vishal Kadam, Suvidya Centre of Special Education	Administrative Officer	



SOPAN'S
SUVIDYA COLLEGE OF SPECIAL EDUCATION
BMC School Bldg., Natwar Nagar, Road No. 5, Jogeshwari East, Mumbai 400060
Email:scseasd15@gmail.com

MINUTES OF THE LMC MEETING

A meeting of the Local Management Committee was held on February 04, 2023 at 11.30am.

The meeting was attended by:

1. Dr. Gulistan Kerawala: Chairperson
2. Dr. Rubina Lal: Management Representative
3. Ms. Shoba Srivastava: Management Representative
4. Ms. Nishat Imam: Member Secretary
5. Ms. Rashna Sadri: Member of Teaching Staff

Ms. Sampada Shevde, Dr. Apoorva Panshikar, Committee Members and Mr Vishal Kadam, Administrative Officer were excused from the meeting due to their prior commitments.

The online session began with a welcome note by Mrs Imam, thereafter apprising the members of the agenda.

The Meeting was called to discuss the following agenda:

1. Report on College Activities July 2022 to January 2023: Ms. Sadri read the report where the committee members were apprised of the admissions for the academic session 2022-24. Students are now in semester I however, the enrolments to University of Mumbai are yet to be confirmed and the approval of admissions from Directorate of Higher Education, Pune has yet to be obtained. She also informed the members regarding various activities and programs conducted by the college in this period. Two programs have now been formally introduced this year to enhance their teacher competencies; teaching - learning material and yoga for mental health and wellbeing. Students and faculty came together to celebrate AzadiKaAmritMohatsav where they planned and traced the national developments in the disability rehabilitation and higher education in an audio-visual format on the evolution of our country's contribution to PwDs.



Further various events and competitions were organized for the students throughout the term.

Apart from the regular college activities, Suvidya College for Special Education also conducts programs for parents and professionals in the field. Short Term Certificate Course in Autism Spectrum Disorders is currently in process at Shanay Autism Centre.

RCI-CRE program were conducted online on "Constructivism and Early Childhood Education: Implication for Children with Disabilities" (October 2022). 2-credit certificate course, "Qualitative Research: Method and Applications" at Shanay (October 2022) and an online webinar on "Review of Literature: Applications of IT Tools" (July 2022).

Dr.Kerawalla raised a concern regarding the existence of Suvidya College since NEP 2020 mandate is to have only multidisciplinary colleges and no standalone colleges will be there in future. What will be our future plan in the coming years to sustain? Dr.Lal responded by saying though we are looking at running more courses, so that ours is not a standalone college. Also in Maharashtra we are the only college offering the B.Ed. in ASD and schools require teachers in mainstream schools as per NEP 2020 mandate. Further, she informed that the shutdown of the colleges will happen in phases so first ones would be the aided B.Ed. colleges in 2023 that are standalone colleges, to implement the mandate and then aided colleges. The uniqueness of the course itself will make the shutdown a difficult decision for Suvidya College but gradually we will be preparing around the NEP directives.

Dr.Kerawalla also offered to be a resource person for further programs that Suvidya College would conduct in qualitative research since she was the first person to guide ethnographic research in University of Mumbai. Dr.Lalsuggested collaboration with Suvidya College and plan a 3 months research methods programme. It was welcomed by all the committee members.

2. Compliance with Statutory Bodies:

- a) ARA pending admissions confirmed (AY 2020-21): The last year, academic year 2020-21 admissions that were pending at ARA have been approved. For the academic year 2022-23 the approval will happen only after DHE and CET approval comes. It is in the pipeline, since there are huge numbers for approval and aided colleges have got the approval therefore in coming few days unaided colleges should also get the approval.
- b) AISHE and DHEMIS certificate for Academic year 2021-22 has been obtained from the statistical dept. The database at the University of Mumbai is completed.
- c) CET College registration: This will happen in the month of August, after the CET entrance exam in the month of April as scheduled currently.



- d) University of Mumbai (Eligibility & Enrolment): Mrs.Nishat Imam apprised the members regarding the enrolment of students in University of Mumbai. Academic year 2022-23 have completed the process of enrolment and eligibility. The PRN was generated and exam fees paid for the semester 1 and semester 2 exams in one shot during enrolment process.
3. P G Diploma in Rehabilitation Psychology proposed (July 27, 2022): This course has been passed through BOS and the proposal has to pass through academic council. It is getting delayed despite several meetings at University since there are many courses waiting for the approval.
4. Review of B.Ed. Syllabus:The B.Ed. Special Education syllabus has not had any major change since 2015. A sub-committee organized by University of Mumbai is to review the syllabus and a meeting is scheduled on February 13, 2023 to discuss the changes suggested by each of the colleges of special education. Suvidya College will also propose a few changes for the same. Mrs Imam will be attending the meeting.

The meeting ended with a vote of thanks to Chair.



SOPAN'S
SUVIDYA COLLEGE OF SPECIAL EDUCATION
BMC School Bldg., Natwar Nagar. Road No. 5, Jogeshwari East, Mumbai 400060
Email: scseasd15@gmail.com

List of LMC Members

A meeting of the Local Management Committee was held on February 04, 2023 at 11:30 am.

The meeting was attended by the undersigned:

Sr. No.	Name	Designation	Signature
1.	Prof. Gulistan Kerawalla, Ex.HOD. Dept. of Education, University of Mumbai	Chairperson (Nominated by the Management)	
2.	Prof. Rubina Shanker Lal, Society of Parents of Children with Autistic Disorders (SOPAN)	Management Representative	
3.	Ms. Shoba Srivastava, Society of Parents of Children with Autistic Disorders (SOPAN)	Management Representative	
4.	Ms. Nishat Imam, I/c, Principal Suvidya Centre of Special Education	Member Secretary	
5.	Ms. Sampada Shevde, South East Director, Voice and Vision International	Member	-
6.	Ms. Apoorva Panshikar, Asst. Professor, Dept. of Special Education SNDT Women's University, Mumbai	Member	-
7.	Ms. Rashna Sadri, Asst. Professor, Suvidya Centre of Special Education	Member of Teaching Staff	
8.	Mr. Vishal Kadam, Suvidya Centre of Special Education	Administrative Officer	-



SUVIDYA CENTRE OF SPECIAL EDUCATION
(Managed by SOPAN)

BMC School Bldg., Natwar Nagar. Road No. 5, Jogeshwari East, Mumbai 400060
Email:scseasd15@gmail.com

MINUTES OF THE LMC MEETING

A meeting of the Local Management Committee was held on June 26, 2019 at 2:15pm.

The meeting was attended by:

1. Dr. Gulistan Kerawala: Chairperson
2. Dr. Rubina Lal: Management Representative
3. Ms. Shoba Srivastava: Management Representative
4. Ms. Nishat Imam: Member Secretary
5. Mr. Vishal Kadam: Administrative Officer
6. Ms. Apoorva Panshikar: Member
7. Ms. Rashna Sadri: Member of Teaching Staff

Ms. Sampada Shevde, a committee member was excused from the meeting due to her prior commitments.

The session began with a welcome note and the reading of the minutes of the previous meeting by Ms Imam.

The Meeting was called to discuss the following agenda:

1. Report on college activities
 - a) Admissions in the academic year (2019-2020) for first year and second year
 - b) Program in six months
2. Issues related to CET
3. NAAC Application
4. New premises of college

1. **Report on College Activities:** Ms Sadri read the report of the Academic Year 2019-2020. The committee members were apprised of the admissions in the first year and second year and she also informed the members regarding various activities and programs conducted during June to December 2019.

2. **Common Entrance Test (CET):** Ms Imam mentioned about the difficulties faced by the students and colleges during the CET process. The concerns were duration



of time taken to complete the process, the college name not showing up and special education not being given its due importance therefore missing out on student enrolment. Further a brief account was shared about the CET interactive regional meeting that took place on January 7, 2020 where among other things discussions were done on systemic changes in the process and the CET brochure being too long or not in the regional languages and thus not read by the potential students.

The committee suggested that all special education colleges in Maharashtra should coordinate and put forth their points in the next meeting with the CET officials as under:

- a) A concise brochure.
- b) Sharing of the data of the potential students who have not got admission elsewhere in the institutional round to increase enrolment.
- c) A special mention about special education needs and the requirement of resource personnel in this field on the CET website.
- d) A separate or parallel CET for special education colleges in Maharashtra.

3. **NAAC Application:** The committee welcomed the idea of the college applying for NAAC Accreditation. The tentative names of the Internal Quality Assurance Cell were discussed and approved by the committee. For the quality assurance initiatives of the institution, since participation in NIRF or NBA would not be possible as they do not cater to educational institutions, ISO was suggested by Ms Panshikar. Dr Lal asked Mr Kadam to find out the process for application of the ISO certification.

4. **New premises of College:** Dr Lal informed the committee of the new premises for the college at CIDCO, New Panvel. For this a letter was sent to the affiliation section of Mumbai university and a letter regarding name change has been received where documents like an affidavit, NOC, fee payment by college to university have been asked which are being currently expedited by Mr Kadam. On being asked by Dr Kerawalla the reason for name change from 'centre' to 'college', Dr Lal mentioned that the current premises were rented and SOPAN is well-known as a centre in this area also at the new place the people around need to know it's a college. Dr Kerawalla further asked if a hostel was part of the plan at the new premise for which Dr Lal said that there will be tie-ups which can be suggested to a student if required.



SOPAN'S
SUVIDYA COLLEGE OF SPECIAL EDUCATION
BMC School Bldg., Natwar Nagar. Road No. 5, Jogeshwari East, Mumbai 400060
Email: scseasd15@gmail.com

List of LMC Members

A meeting of the Local Management Committee was held on June 26, 2019

The meeting was attended by the undersigned:

Sr. No.	Name	Designation	Signature
1.	Prof. Gulistan Kerawalla, Ex.HOD. Dept. of Education, University of Mumbai	Chairperson (Nominated by the Management)	
2.	Prof. Rubina Shanker Lal, Society of Parents of Children with Autistic Disorders (SOPAN)	Management Representative	
3.	Ms. Shoba Srivastava, Society of Parents of Children with Autistic Disorders (SOPAN)	Management Representative	
4.	Ms. Nishat Imam, I/c, Principal Suvidya Centre of Special Education	Member Secretary	
5.	Ms. Sampada Shevde, South East Director, Voice and Vision International	Member	-----
6.	Ms. Apoorva Panshikar, Asst. Professor, Dept. of Special Education SNDT Women's University, Mumbai	Member	
7.	Ms. Rashna Sadri, Asst. Professor, Suvidya Centre of Special Education	Member of Teaching Staff	
8.	Mr. Vishal Kadam, Suvidya Centre of Special Education	Administrative Officer	



SUVIDYA CENTRE OF SPECIAL EDUCATION
(Managed by SOPAN)
BMC School Bldg., Natwar Nagar. Road No. 5, Jogeshwari East, Mumbai 400060
Email:scseasd15@gmail.com

MINUTES OF THE LMC MEETING

A meeting of the Local Management Committee was held on January 29, 2020 at
2:15pm.

The meeting was attended by:

1. Dr. Gulistan Kerawala: Chairperson
2. Dr. Rubina Lal: Management Representative
3. Ms. Shoba Srivastava: Management Representative
4. Ms. Nishat Imam: Member Secretary
5. Mr. Vishal Kadam: Administrative Officer
6. Ms. Apoorva Panshikar: Member
7. Ms. Rashna Sadri: Member of Teaching Staff

Ms. Sampada Shevde, a committee member was excused from the meeting due to her prior commitments.

The session began with a welcome note and the reading of the minutes of the previous meeting by Ms Imam.

The Meeting was called to discuss the following agenda:

1. Report on college activities
 - a) Admissions in the academic year (2019-2020) for first year and second year
 - b) Program in six months
2. Issues related to CET
3. NAAC Application
4. New premises of college

1. **Report on College Activities:** Ms Sadri read the report of the Academic Year 2019-2020. The committee members were apprised of the admissions in the first year and second year and she also informed the members regarding various activities and programs conducted during June to December 2019.



2. **Common Entrance Test (CET):** Ms Imam mentioned about the difficulties faced by the students and colleges during the CET process. The concerns were duration of time taken to complete the process, the college name not showing up and special education not being given its due importance therefore missing out on student enrolment. Further a brief account was shared about the CET interactive regional meeting that took place on January 7, 2020 where among other things discussions were done on systemic changes in the process and the CET brochure being too long or not in the regional languages and thus not read by the potential students.

The committee suggested that all special education colleges in Maharashtra should coordinate and put forth their points in the next meeting with the CET officials as under:

- a) A concise brochure.
 - b) Sharing of the data of the potential students who have not got admission elsewhere in the institutional round to increase enrolment.
 - c) A special mention about special education needs and the requirement of resource personnel in this field on the CET website.
 - d) A separate or parallel CET for special education colleges in Maharashtra.
3. **NAAC Application:** The committee welcomed the idea of the college applying for NAAC Accreditation. The tentative names of the Internal Quality Assurance Cell were discussed and approved by the committee. For the quality assurance initiatives of the institution, since participation in NIRF or NBA would not be possible as they do not cater to educational institutions, ISO was suggested by Ms Panshikar. Dr Lal asked Mr Kadam to find out the process for application of the ISO certification.
4. **New premises of College:** Dr Lal informed the committee of the new premises for the college at CIDCO, New Panvel. For this a letter was sent to the affiliation section of Mumbai university and a letter regarding name change has been received where documents like an affidavit, NOC, fee payment by college to university have been asked which are being currently expedited by Mr Kadam. On being asked by Dr Kerawalla the reason for name change from 'centre' to 'college', Dr Lal mentioned that the current premises were rented and SOPAN is well-known as a centre in this area also at the new place the people around need to know it's a college. Dr Kerawalla further asked if a hostel was part of the plan at the new premise for which Dr Lal said that there will be tie-ups which can be suggested to a student if required.



SUVIDYA CENTRE OF SPECIAL EDUCATION

(Managed by SOPAN)

BMC School Bldg., Natwar Nagar. Road No. 5, Jogeshwari East, Mumbai 400060

Email:scseasd15@gmail.com

MINUTES OF THE LMC MEETING

A meeting of the Local Management Committee was held on February 04, 2023 at 11.30am.

The meeting was attended by:

1. Dr. Gulistan Kerawala: Chairperson
2. Dr. Rubina Lal: Management Representative
3. Ms. Shoba Srivastava: Management Representative
4. Ms. Nishat Imam: Member Secretary
5. Ms. Rashna Sadri: Member of Teaching Staff

Ms. Sampada Shevde, Dr. Apoorva Panshikar, Committee Members and Mr Vishal Kadam, Administrative Officer were excused from the meeting due to their prior commitments.

The online session began with a welcome note by Mrs Imam, thereafter apprising the members of the agenda.

The Meeting was called to discuss the following agenda:

1. Report on College Activities July 2022 to January 2023: Ms. Sadri read the report where the committee members were apprised of the admissions for the academic session 2022-24. Students are now in semester I however, the enrolments to University of Mumbai are yet to be confirmed and the approval of admissions from Directorate of Higher Education, Pune has yet to be obtained. She also informed the members regarding various activities and programs conducted by the college in this period. Two programs have now been formally introduced this year to enhance their teacher competencies; teaching - learning material and yoga for mental health and wellbeing. Students and faculty came together to celebrate Azadi Ka Amrit Mohatsav where they planned and traced the national developments in the disability rehabilitation and higher education in an audio-visual format on the evolution of our country's contribution to PwDs.



Further various events and competitions were organized for the students throughout the term.

Apart from the regular college activities, Suvidya College for Special Education also conducts programs for parents and professionals in the field. Short Term Certificate Course in Autism Spectrum Disorders is currently in process at Shanay Autism Centre.

RCI-CRE program were conducted online on "Constructivism and Early Childhood Education: Implication for Children with Disabilities" (October 2022). 2-credit certificate course, "Qualitative Research: Method and Applications" at Shanay (October 2022) and an online webinar on "Review of Literature: Applications of IT Tools" (July 2022).

Dr. Kerawalla raised a concern regarding the existence of Suvidya College since NEP 2020 mandate is to have only multidisciplinary colleges and no standalone colleges will be there in future. What will be our future plan in the coming years to sustain? Dr. Lal responded by saying though we are looking at running more courses, so that ours is not a standalone college. Also in Maharashtra we are the only college offering the B.Ed. in ASD and schools require teachers in mainstream schools as per NEP 2020 mandate. Further, she informed that the shutdown of the colleges will happen in phases so first ones would be the aided B.Ed. colleges in 2023 that are standalone colleges, to implement the mandate and then aided colleges. The uniqueness of the course itself will make the shutdown a difficult decision for Suvidya College but gradually we will be preparing around the NEP directives.

Dr. Kerawalla also offered to be a resource person for further programs that Suvidya College would conduct in qualitative research since she was the first person to guide ethnographic research in University of Mumbai. Dr. Lal suggested collaboration with Suvidya College and plan a 3 months research methods programme. It was welcomed by all the committee members.

2. Compliance with Statutory Bodies:

- a) ARA pending admissions confirmed (AY 2020-21): The last year, academic year 2020-21 admissions that were pending at ARA have been approved. For the academic year 2022-23 the approval will happen only after DHE and CET approval comes. It is in the pipeline, since there are huge numbers for approval and aided colleges have got the approval therefore in coming few days unaided colleges should also get the approval.
- b) AISHE and DHEMIS certificate for Academic year 2021-22 has been obtained from the statistical dept. The database at the University of Mumbai is completed.
- c) CET College registration: This will happen in the month of August, after the CET entrance exam in the month of April as scheduled currently.



- d) University of Mumbai (Eligibility & Enrolment): Mrs. Nishat Imam apprised the members regarding the enrolment of students in University of Mumbai. Academic year 2022-23 have completed the process of enrolment and eligibility. The PRN was generated and exam fees paid for the semester 1 and semester 2 exams in one shot during enrolment process.
3. P G Diploma in Rehabilitation Psychology proposed (July 27, 2022): This course has been passed through BOS and the proposal has to pass through academic council. It is getting delayed despite several meetings at University since there are many courses waiting for the approval.
4. Review of B.Ed. Syllabus: The B.Ed. Special Education syllabus has not had any major change since 2015. A sub-committee organized by University of Mumbai is to review the syllabus and a meeting is scheduled on February 13, 2023 to discuss the changes suggested by each of the colleges of special education. Suvidya College will also propose a few changes for the same. Mrs Imam will be attending the meeting.

The meeting ended with a vote of thanks to Chair.



JULY 08, 2022

SUVIDYA COLLEGE OF SPECIAL EDUCATION
(Managed by SOPAN)

BMC School Bldg., Natwar Nagar, Road No. 5, Jogeshwari East, Mumbai 400060
Email:scseasd15@gmail.com

MINUTES OF THE LMC MEETING

A meeting of the Local Management Committee was held on July 08, 2022 at 11.00pm.

The meeting was attended by:

1. Dr. Gulistan Kerawala: Chairperson
2. Dr. Rubina Lal: Management Representative
3. Ms. Shoba Srivastava: Management Representative
4. Ms. Nishat Imam: Member Secretary
5. Ms. Sampada Shevde: Member
6. Ms. Rashna Sadri: Member of Teaching Staff
7. Mr. Vishal Kadam: Administrative Officer

Dr. Apoorva Panshikar, a committee member was excused from the meeting due to her prior commitments.

The online session began with a welcome note by Ms. Imam, thereafter apprising the members of the agenda.

The meeting was called to discuss the following agenda:

1. Report on College Activities (January to June 2022): Ms. Sadri read the report from January, 2022 to June, 2022. The committee members were apprised of the admissions for the academic year 2022-23 which are delayed due to the MH-CET Examinations postponed to August 2022 that are mandatory for admissions in Maharashtra. She also informed the members regarding various activities and programs conducted by the college during the period of January, 2022 to June 2022. Webinars and workshops were arranged for students and faculty to enhance their knowledge in epilepsy and Indian Sign Language. Further various events and competitions were organized for the students throughout the term. Interns of



Master's Program (Hearing Impairment) from AYJNISHD conducted lectures, events and workshops.

Suvidya College also collaborated with AYJNISHD for a 5 day online course, 'Research Methods: Theory and Applications' (June 23-29, 2022).

Apart from the regular college activities, Suvidya College for Special Education also conducts programs for parents and professionals in the field. Short Term Certificate Course in Autism Spectrum Disorders was conducted in the online mode and has been outreached to various parts of India therefore, increasing the participation and demand for the same.

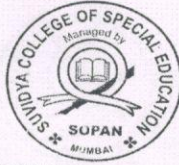
A RCI-CRE, online webinar programme was held on "Effective management of Special Needs: Academic and Behaviour (February 25-26, 2022).

2. Compliance with Statutory Bodies: Mrs Imam and Dr Lal discussed with the members the progress on the compliance and statutory bodies.
- RCI: It was informed in the last LMC the B.Ed. ASD programme had been given a 5 year approval and extension by RCI (2022-2026) but the letter was pending which has been received.
 - Fee fixation: The Fee Regulating authority, Shikshan Shulk Samiti had asked for review of fees after the period of 5 years and the college had sent the proposal but was awaiting their decision as per the last meeting. The fee has been approved which is 93910/- for two years so one year fee is 46,955/- though the college had proposed the figure of 113,692/-. The previous fee structure was 93799/-.
 - CET- The last date for student registration for MH-CET exams was July 07, 2022 and the date of examination as per the portal is August 21 & 22, 2022. It was also communicated that there is a likelihood of postponement since student registration was also postponed three times. After the examination is conducted in August there will be college registration.
 - University of Mumbai – Affiliation for 2021-22 has been granted. For 2022 -23 the affiliation yearly fee has to be paid by August, 2022 subsequently the letter will be received. The eligibility and enrollment of the current batch is in process. All documents have been submitted to the enrollment section which will take a month and half. After which the documents will be scrutinized by DHE (Pune) to update the college name.



3. To update change in name and address of the college: Mrs Imam informed the members that the process of name change is being pursued since the last two years. Due to covid, the process was at a standstill and now we have been aggressively following up since the last six months. The college has been asked to submit a proposal attaching documents as per the proforma given. The college name change letter has been approved by University of Mumbai and a letter to that effect has been received. But we are yet to receive the approval from the Government of Maharashtra (Mantralay). Dr Lal further mentioned that due to change in the government the process has slowed down.
4. P G Diploma in Early Intervention proposed: Mrs Imam again informed the members that the inauguration of the Shanay Autism Centre (Panvel) was in December, 2021. The infrastructure and facilities of the college are underutilized currently. In order to utilize and make up for the low enrollment it has been proposed that a P.G. Diploma in Early Intervention should run from there. Additionally it was informed that NEP 2020 has indicated that stand alone (one course) colleges will soon shut down and P.G. Diploma in Early Intervention suits the services being offered currently at Shanay so the practicum can be accommodated and the support at grass root level can be envisaged. The University affiliation should be taken as it is a requirement.
5. Any Other - A faculty member, Ms Remya U. has discontinued due to personal reasons. Ms Sunanda Chakraborty is continuing with us in the new academic year. Dr. Kerawalla suggested that the agenda should be shared in advance so that the members can give it a thought and make suggestions. She further suggested that to put down the previous minutes of the LMC meeting in the agenda points and share it in the beginning of the meeting. Words of appreciation of work being done in a short duration of time were shared by Dr. Kerawalla and Ms. Shevde. The support of the management was highly appreciated.

The meeting ended with a vote of thanks to all the members.



SUVIDYA COLLEGE OF SPECIAL EDUCATION
(Managed by SOPAN)
BMC School Bldg., Natwar Nagar. Road No. 5, Jogeshwari East, Mumbai 400060
Email:scseasd15@gmail.com

MINUTES OF THE LMC MEETING

A meeting of the Local Management Committee was held on January 28, 2022 at 4.00pm.

The meeting was attended by:

1. Dr. Gulistan Kerawala: Chairperson
2. Dr. Rubina Lal: Management Representative
3. Ms. Shoba Srivastava: Management Representative
4. Ms. Nishat Imam: Member Secretary
5. Ms. Apoorva Panshikar: Member
6. Ms. Rashna Sadri: Member of Teaching Staff
7. Mr. Vishal Kadam: Administrative Officer

Ms. Sampada Shevde, a committee member was excused from the meeting due to her prior commitments.

The online session began with a welcome note and stating the agenda by Mrs Imam

The meeting was called to discuss the following agenda:

1. Report on College Activities(June to December 2021)
2. Compliance with Statutory Bodies
 - a) RCI - Inspection for Extension of B.Ed. (ASD)Program
 - b) Fee fixation
 - c) CET
3. Diploma in Learning Disability
4. Inauguration of Shanay (December 05, 2021)

1. **Report on College Activities:** Ms Sadri read the report from June, 2021 to December, 2021. The committee members were apprised of the admissions for the academic year 2021-22 which was delayed due to the six - month lag in the conduct of MH-CET Examinations which are mandatory for admissions in Maharashtra. The seventh batch will begin end February, 2022 instead of the norm, October, 2021. She also informed the members regarding various



activities and programs conducted by the college during the period of June, 2021 to December 2021.

Apart from the regular college activities, Suvidya College for Special Education also conducts programs for parents and professionals in the field. One such ongoing program has been Short Term Certificate Course in Autism Spectrum Disorders. Due to the lockdown the program is being conducted in the online mode and has been outreached to various parts of India therefore, increasing the participation and demand for the same.

Ms Imam mentioned about the RCI Assessment of the college being delayed due to the pandemic and since the current approval letter was not sent to MH-DHE prior to the CET process the college name did not reflect on their portal. Thus students seeking admission could not select the college name and enrolment of first round resulted in only two students being able to enrol. The subsequent rounds will be held in February where further enrolments will happen.

The difficulties regarding the CET process where there were concerns of applicants being unaware of the B.Ed. special education courses have now been addressed by the concerned governing authority by giving special mention in their notices for Special Education.

2. **Compliance with Statutory Bodies:**

- a) RCI has completed the assessment that was pending and the B.Ed. ASD programme has been given 5 year approval and extension by them (2022-2026). However, the final approval letter is yet pending for which mails and letters have been sent periodically to them but there has been no reply.
- b) The fee regulating authority, Shikshan Shulk Samiti has asked for review of fees after the period of 5 years. The college is awaiting the decision. The fee structure for the new batch remains the same.
- c) The CAP process for admission had some glitches on changing the option of college on their website before round two but Mr Kadam has helped students change the same.

Mr Kadam is also pursuing the authorities at Mumbai University for opening the portal for application for admissions for new students.

3. **Diploma in Learning Disability:** Mrs Imam mentioned that the first Certificate Course is completed and the second one will begin soon.

4. **Inauguration at Shanay:** Mrs Imam informed the members that the new centre at Panvel was inaugurated on December 05, 2021 and the school for children with autism and other developmental disorders has started with admissions of



around 20 students. Currently due to the pandemic, the children come for a short period of time, around 2 hours for therapy and special education.

Dr Lal mentioned that the college will be shifted there after Mantralay passes the order which will happen on the receipt of the letter from RCI for the approval of extension of the B.Ed. ASD course. The new batch will continue in the old premises as of now.

On the query by Dr Kerawalla as to how much do B.Ed trainees understand via the online mode and will be able to implement from theory to practice, Mrs Imam replied that online was really difficult during the practicum though everyone puts in their best effort. To overcome this lacuna it has been decided that students will be travelling to Panvel for their practicum (practice of teaching and Case Study) where they can be given an opportunity for hands-on practice.



SUVIDYA CENTRE OF SPECIAL EDUCATION

(Managed by SOPAN)

BMC School Bldg., Natwar Nagar. Road No. 5, Jogeshwari East, Mumbai 400060

Email:scseasd15@gmail.com

MINUTES OF THE LMC MEETING

A meeting of the Local Management Committee was held on July 03, 2021 at 4.30pm.

The meeting was attended by:

1. Dr. Gulistan Kerawala: Chairperson
2. Dr. Rubina Lal: Management Representative
3. Ms. Shoba Srivastava: Management Representative
4. Ms. Nishat Imam: Member Secretary
5. Mr. Vishal Kadam: Administrative Officer
6. Ms. Apoorva Panshikar: Member
7. Ms. Rashna Sadri: Member of Teaching Staff

Ms. Sampada Shevde, a committee member was excused from the meeting due to her prior commitments.

The session began with a welcome note and the reading of the minutes of the previous meeting by Ms Imam.

The Meeting was called to discuss the following agenda:

1. Report on college activities
 - a) Admissions in the academic year (2020-2021) for first year and second year
 - b) Program in six months-3 reports for one and half year
2. Appointment of new staff
3. Compliance with statutory bodies
4. New course- Diploma in Learning Disability and ongoing
5. Short term course in ASD
6. NAAC Application
7. New premise of college

1. **Report on College Activities:** Ms Sadri read the report from January, 2020 to May, 2021. Since the lockdown began in March, 2020 this was the first LMC held in the online mode. The committee members were apprised of the admissions for the academic year 2020-22 which was delayed due to the six - month lag in the



conduct of MH-CET Examinations which are mandatory for admissions in Maharashtra. The sixth batch began in February, 2021 instead of the norm, October, 2020. She also informed the members regarding various activities and programs conducted by the college during the period of January, 2020 to May 2021.

Apart from the regular college activities, Suvidya College for Special Education also conducts programs for parents and professionals in the field. One such ongoing program has been Short Term Certificate Course in Autism Spectrum Disorders. Due to the lockdown the program is being conducted in the online mode and has been outreached to various parts of India therefore, increasing the participation and demand for the same.

Ms Imam mentioned about the CET process being delayed by six-months and students not being able to wait for that period and taking up other opportunities/courses. Therefore, enrolment though being higher than any of the previous batches is yet low. 12 students have been enrolled in semester I and classes have begun in the first week of February, 2021.

The difficulties regarding the CET process where there were concerns of applicants being unaware of the B.Ed. special education courses have now been addressed by the concerned governing authority by giving special mention in their notices for Special Education.

2. **Appointment of New Staff:** Mrs Imam informed the committee on the appointment of two teaching staff from September, 2021. This is as per the requirement of the RCI.
3. **Compliance with Statutory Bodies:** Dr Lal informed the members of the assessment by RCI yet pending due to the lockdown. The RCI had given an extension of approval for the academic year 2020-21; that is one year for the program without assessment due to the lockdown. However, that period has now lapsed in June 2020. Mails and letters for approval and extension have been sent periodically to them but there has been no reply.
Further the affiliation section from Mumbai University has not yet sent the letter for continuing affiliation though it is ready with them and the payment for the same was done in August, 2020 and January, 2021. There has been a request from them for the RCI approval letter for the academic year 2021-22. Mr Vishal Kadam has been pursuing the matter.
4. **New Course in Learning Disability:** Dr Lal spoke about the upcoming affiliation with Azim Premji University for a one-year Diploma Course in Learning Disability. It will have 4 Certificate Programs where participants can choose to do any or all of the programs. It is in online blended mode with one week face to



face in Mumbai. The Committee members appreciated this endeavour. Dr Kerawala has volunteered to promote the program in various institutes and general education programs.

5. **Short Term Course in ASD:** Mrs Imam informed the members that short term course has been gaining impetus and has been conducted two times; February to April 2020 in offline and midway online mode after the lockdown. Second time from February to May 2021 with around 25 and 35 participants respectively in each program. Mrs Srivastava also added that there has been constant increase in participation in the on line mode of transaction. It has also involved participants across the country, since it's easier for the learners. Dr. Lal informed everyone that the Tata trust funding has facilitated interested learners to train themselves and improve service delivery. Also, professionals who may have not been able to afford are able to learn.
6. **NAAC Application:** The committee welcomed the idea of the college applying for NAAC Accreditation during the meeting held in January, 2020. The College has made efforts in understanding the process by attending an online seminar conducted by IAE, Telangana. Dr. Panshikar has volunteered to consult as and when required. The committee also proposed that a professional consultant would be of help for the same.
7. **New premises of College:** Dr Lal informed the committee of the new premises for the college at CIDCO, New Panvel is now ready and the occupation certificate will be handed over to the management in a months' time. Mrs. Srivastava informed that the campus should be ready to function by October, 2021. For this a letter was sent to the affiliation section of Mumbai university and a letter regarding name change has been received where documents like an affidavit, NOC, fee payment by college to university have been asked which have been expedited by Mr Kadam. However, for address change the process has yet to be completed as there is a clause by Mumbai University that the change of address for any college should be within a 5km radius.



SUVIDYA CENTRE OF SPECIAL EDUCATION

(Managed by SOPAN)

BMC School Bldg., Natwar Nagar, Road No. 5, Jogeshwari East, Mumbai 400060

Email:scseasd15@gmail.com

MINUTES OF THE LMC MEETING

A meeting of the Local Management Committee was held on 2nd May, 2018 at 2.30 pm.

The meeting was attended by:

1. Gulistan Kerawala: Chairperson
2. Dr. Rubina Lal: Principal
3. Shoba Srivastava: Management Representative
4. Nishat Imam: Member of the Teaching Staff
5. Vishal Kadam: Administrative Officer

Ms. Sampada Shevde and Ms. Apoorva Panshikar were excused from the meeting due to other prior commitments.

The Meeting was called to discuss the following agenda

1. Report of activities in the last 6 months
2. Fee fixation
3. Meeting of Selection Committee and recommendation for appointment of Asst. Professor and Librarian
4. Nomination for In Charge Principal

REPORT ON THE COLLEGE ACTIVITIES

The meeting began by reading of the report on the activities of Suvidya Centre of Special Education (ASD) in the last six months, by Dr. Rubina Lal. The report has been attached

FEE FIXATION

Dr. Rubina Lal updated the members regarding the suggestion in the last LIC for having separate balance sheet for Pay fixation. Complying with the suggestion received by the LIC member Dr. Lal informed the members that now there is a separate balance sheet for the college. The meeting of fee regulatory authority had taken place without intimation to our college; nevertheless the revised fee calculation form was sent for approval. Although there is a possibility of increasing the fee looking at the yearly increase in the expense but that would lead to a drop in students applying for the course. Therefore, the fee for the current year should remain the same as last year which is 50,000 for a year. Hence, even if the FRA recommends a higher fee, we would have to charge only Rs. 50,000/- as yearly fee this year too.

The concern of a general drop in enrolment across all courses was discussed.



Dr. Gulistan Kerawala spoke about the reputation of the college being crucial in pulling students and Dr. Lal reiterated that transaction and quality makes a program sustainable since it attracts more students.

MEETING OF SELECTION COMMITTEE FOR RECOMMENDATION OF ASST. PROFESSOR and LIBRARIAN'S APPOINTMENT

Dr. Gulistan Kerawala was the chairperson of the selection committee and 6 other members were a part of the committee. The University had asked Dr. Sunita Magre, Dr. Asmita Huddar, and Dr. Priya Pillai, to serve as Vice Chancellor's nominee and Subject Experts respectively. Hence, the Selection Committee consisted of the following members:

- Prof. Gulistan Kerawala: Chairperson
- Ms. Shoba Srivastava: Subject Expert nominated by the Governing Body
- Prof. Rubina Shanker Lal: Principal of Suvidya
- Vishal Kadam: Administrative Officer
- Dr. Asmita Huddar: Subject Expert, Mumbai University
- Dr. Sunita Magre: Vice Chancellor's nominee
- Dr. Priya Pillai: Subject Expert, Mumbai University

For the post of librarian, five applications were received. All were intimated about the interview however four candidates turned up. Among all the candidates one candidate had cleared NET/SLET, thus fulfilling the qualification. However in the interview this candidate scored poorly. All the other candidates did not have this qualification. Therefore Ms. Prachi Patil was recommended for the post based on the interview scores. Her name was recommended for temporary appointment.

There were two posts for the Asst. Professor (open-1 and SC-1). No application from reserved candidate was received. There were two applicants for this post and both were from open category. Ms. Nishat Imam was recommended for the post of asst. professor. Since there was no reserved category candidate it was decided by the governing body in its meeting to retain Ms. Rashna Sadri for the college. Both the candidates were currently involved in teaching as faculty of Suvidya.

RECOMMENDATION FOR INCHARGE PRINCIPAL FROM THE NEW ACADEMIC YEAR

The management committee resolved to follow the procedure as recommended by University Of Mumbai to give the charge of the Principal to Ms. Nishat Imam once her appointment for Asst. Professorship is approved by the University.

The meeting ended with a vote of thanks to Chair.

LMC MEETING

20th Dec, 2017

The meeting was attended by:

1. Gulistan Kerawala
2. Sampada Shevde
3. Apoorva Panshikar
4. Dr. Rubina Lal
5. Shoba Srivastava
6. Nishat Imam
7. Vishal Kadam

A. STATUTORY BODIES

The meeting began by reading of the report on Academic Year 2016-2017 by Ms. Nishat Imam. It was followed by brief information about the statutory bodies like ARA, FRA and the need, purpose of CRE programmes.

The concern regarding poor enrolments generally across Maharashtra for admissions in special education courses was discussed and a number of reasons were pointed out for the same:

1. Govt. funding for special education can improve admissions
2. Only 1 post in CBSE schools for special educator, step in the right direction
3. Counsellors taking on the role of special education teacher in most schools due to paucity of funds to employ special educator.
4. Non Attending seats filled by other colleges and therefore poor quality of students passing out. Many students enquire to seek admission to take the degree without actual physical presence in the college.

This discussion concluded by the need of more funding and sanction of the special education posts in at least in govt. funded schools to create job opportunities which will facilitate more admissions.

B. LIC COMPLIANCE: Dr Rubina Lal discussed the LIC recommendations and compliance measures taken by Suvidya Centre of special education.

C. Sustainability of the program: The financial aspect was discussed and financial drain in running the program was put forth as a concern and suggestions were invited from all committee members. Dr. Gulistan Kerawalla suggested generating more need based courses to supplement the finances. Dr. Lal voiced the concern of the need for running the course in few schools but they are unable to afford the training for it to be financially viable. However where there is a need we are unable to help due to the financial constraints. In house training programs for schools were suggested. Ms Shevde suggested having a MOU with SSA for 5 years and thereby sharing the expertise which can be a continuous source of income. Ms Srivastava found this suggestion good and offered to speak with Ms. Prachi Sathe in RMSA. MS. Srivastava also suggested another 3 month multidisciplinary courses. It was also suggested to run the current ASD short term course twice a year. But it does not have takers so it is not feasible to run it.

Ms. Panshikar suggested a course on Inclusive education for general schools. It was decided to meet around 15th to 30th January for the objectives and course formulation.

More workshops on PECS, Makaton and communication needs could be thought of as per suggestions.

It was concluded by Mr. Vishal Kadam sharing his experience of Online and hard copy submissions to the Mumbai University and other statutory bodies.

The next LMC meeting has been proposed to be scheduled in second week of April.