



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

### MINUTES OF THE LMC MEETING

A meeting of the Local Management Committee was held on May 16, 2025 at 2.00pm.

The meeting was attended by:

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

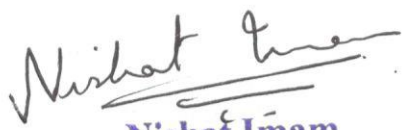
Ms Sampada Shevde was unable to attend the meeting due to last minute urgent commitment at her workplace.

#### Agenda of the Meeting:

1. Report on College Activities (September 25, 2025 – April 30, 2025)
2. Compliance with Statutory Bodies
  - a) ARA pending admissions confirmed
  - b) CET College registration
  - c) University of Mumbai (Eligibility & Enrollment)
3. Shifting of College from academic year 2025 - 26
4. Any Other

The session began with a welcome note by Mrs. Imam, thereafter apprising the members of the agenda. The minutes of the previous meeting was visited in a nutshell prior to discussion of the agenda of the current meeting.

Mrs. Sadri formally congratulated Mrs. Imam on her completion of the Ph.D. programme.

  
**Nishat Imam**  
I/c Principal  
Suvidya College of Special Education  
B.Ed. Special Education (ASD)





### Minutes of the meeting discussing the above agenda:

1. Report on College Activities (September 25, 2025 – April 30, 2025): The report on college activities was read out by Mrs. Sadri.
2. Compliance with Statutory Bodies: Mrs. Imam apprised the committee members with the following details;
  - a. Admissions (UoM)-Eligibility & Enrollment Process: Admission regulatory Authority (ARA) has sent a confirmation report for the first - year students (Batch X – 2024 – 26).
  - b. Affiliation Section MU -We have paid the fees towards yearly affiliation (MU) for 2024-25.
  - c. CET College registration circular has been published on May 14, 2025 by DHE Pune mentioning the dates as 28.05.2025 to 06.06.2025 for all B.Ed. colleges for the academic year 2025 – 2026. Mr Vishal Kadam informed the members about the documents required for college registration which he will procure and register for the CET.
3. Shifting of College from academic year 2025 – 26 – we have received the government permission to shift the college premises and take new admissions at Parnel, Raigad district. However, Mumbai University permission is yet to be received. Mr Vishal Kadam will be pursuing the affiliation letter for the new address from UoM. Mrs Imam further informed the members that the current batch X will complete their second year at the current location.
4. Syllabus Revision: The faculty was part of the committee for syllabus review which is yet to be passed form the Academic Council, MU.

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

**Nishat Imam**  
I/c Principal  
Suvidya College of Special Education  
B.Ed. Special Education (ASD)





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

### MINUTES OF THE LMC MEETING

A meeting of the Local Management Committee was held on September 26, 2024 at 2.00pm.

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

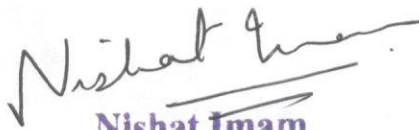
### Agenda of the Meeting:

1. Report on College Activities (January 26, 2024 – September 18, 2024)
2. Admissions (UoM)-Eligibility & Enrollment Process
3. Compliance with Statutory Bodies
4. AQAR
5. P G Diploma in Rehabilitation Psychology proposal
6. Scholarships

The session began with a welcome note by Mrs. Imam, thereafter apprising the members of the agenda. The minutes of the previous meeting was visited in a nutshell prior to discussion of the agenda of the current meeting.

### Minutes of the meeting discussing the above agenda:

1. Report on College Activities (January 26, 2024 – September 18, 2024): The report on college activities was read out by Mrs. Sadri.

  
**Nishat Imam**

I/c Principal

Suvidya College of Special Education  
B.Ed. Special Education (ASD)





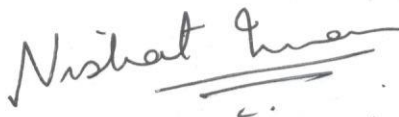


2. Admissions (UoM)-Eligibility & Enrollment Process: It was explained by Mrs. Imam that the last date was 25<sup>th</sup> Sept 2024 on the MU portal but the admissions remain pending of both the batches
  - a. **Batch IX-** Second Year (AY- 2023-25)-Enrollment not possible because semester 2 results have not been declared yet.
  - b. **Batch X-** First Year (AY- 2024-26)-Enrollment not possible since admission process is not yet complete.

I have informed the BOS chairperson, Dr. Ravi Prakash and the other members for the extension of date on the MU portal.
3. Compliance with Statutory Bodies: Mrs. Imam apprised the committee member with the following details;
  - a) **Shikshan Shulk Samiti-** We had proposed 50,000 fee but they have retained the same fee structure as 46,955/-. No change therefore in the fee structure.
  - b) **Affiliation Section MU -**We have received the 'pramanpatra' for 2024-25 and we have applied for 2025-26.
  - c) **CET-CAP** In process –The last date for the institutional round is 4<sup>th</sup> Sept 2024. Thereafter approval from **DHE** would be expedited.
4. AQAR- The college team had started working on Annual Quality Assurance Report as per NAAC guidelines which will have to be completed till November 2024.
5. P G Diploma in Rehabilitation Psychology proposal- Rehabilitation Council of India has asked for following compliance in the letter dated July 30, 2024;
  - a. **Faculty Consent/acceptance letter-**

Interviews of four interested candidates were conducted and they have signed the acceptance letter should the course commence.
  - b. **NOC from the govt. of Maharashtra-** The points of discussion were;

This course is not an add-on course according to deputy registrar Dr. Sanjana Sawant. Dr. Lal informed that the new courses do not require a new NOC and that college has an NOC. But since RCI wanted a new NOC, a letter from the registrar stating that it is an add-on course could have served the purpose but the registrar turned down the request of giving anything in writing. Instead he has asked the college to approach Mantralaya. Therefore now the college is jostling between the University and Mantralaya. However Mrs. Imam informed that the documents have been submitted in Mantralaya where usually HEI documents should be submitted. Once again we have been told that



**Nishat Imam**

**I/c Principal**

**Suvidya College of Special Education,  
B.Ed. Special Education (ASD)**





this course falls in the purview of the technical department and not HEI so we have to repeat the exercise now.

**c. RPwD certification**

Code of conduct finalization is in progress and no one has received this.

Now there are two separate govt. portals for applying which was not there earlier.

One is the institute working in the field of disability and two is the school for divyang. As a school we have applied but now we should apply as an institute.

We have registered for it now. Dr. Lal informed the members that we always had RPwD certification and that now we have applied for the new one.

6. Scholarships: Scholarship fees have been approved on the scholarship portal. Students have to keep their documents ready to apply for it, EWS, Caste validity etc. for new admissions. Current batch three students have availed of MAHA-DBT scholarships so far.
7. Others: The other topic of discussion was the four year integrated B.Ed. programs. Concerns were voiced by Dr. Lal regarding its viability in the long run and retention of teachers in the field of special education. Dr. Panshikar responded by saying that ISITEP is the in SNDT Pune as a pilot project. However it may be challenging to run it in Mumbai campus since Arts, Science, and Commerce is not offered in the same campus. It was also reiterated by Mrs Imam and Dr. Panshikar that two year B.Ed. will be going on till 2030. Surely the planning for ISITEP should be given a serious thought by all Special Education colleges in Maharashtra.  
Ms. Sampada Shevde added a few motivating words considering the work done by the college in the last six months.

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

**Nishat Imam**

**I/c Principal**

**Suvidya College of Special Education,  
B.Ed. Special Education (ASD)**





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

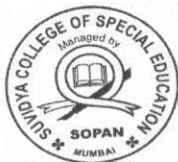
**Nishat Imam**  
I/c Principal

Suvidya College of Special Education  
B Ed Special Education (ASD)

*Nishat Imam*







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 SNDT (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.

**Nishat Imam**  
I/c Principal  
Suvidya College of Special Education  
B.Ed. Special Education (ASD)







**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 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 Aut 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](mailto: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:

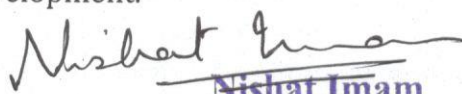
1. Prof. Rubina Lal: Management Representative and Director, Suvidya College of Special Education
2. Ms. Shoba Srivastava: Management Representative
3. Ms. Nishat Imam: Member Secretary
4. Ms. Rashna Sadri: Member of Teaching Staff
5. Dr. Apoorva Panshikar: Member
6. Ms. Sampada Shevde: Member
7. Mr.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

  
**Nishat Imam**

I/c Principal

Suvidya College of Special Education  
B.Ed. Special Education (ASD)







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.

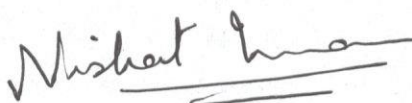
3. P G Diploma in Rehabilitation Psychology:

- 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.



**Nishat Imam**

I/c Principal

Suvidya College of Special Education  
B.Ed. Special Education (ASD)







**SOPAN'S**


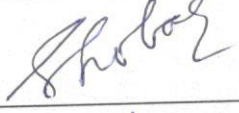


**SUVIDYA COLLEGE OF SPECIAL EDUCATION**

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.

  
**Nishat Imam**  
f/c Principal

Suvidya College of Special Education  
B.Ed. Special Education (ASD)







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.



**Nishat Imam**  
I/c Principal  
Suvidya College of Special Education  
B.Ed. Special Education (ASD)