



A unit of St. Wilfred's Education Society

**ST. WILFRED'S COLLEGE OF ARTS, COMMERCE & SCIENCE**  
( NAAC ACCREDITED 'B++' GRADE )

Near Shedung Toll Plaza, Old Mumbai - Pune Highway, Shedung - Panvel - 410206

Tel : +91- 9372428420 / 9372428421 | Web : www.stwilfreds.org | Email : swacs.official@gmail.com

Ref No. SWACS/GEN/2026/

Date: 27.03.2026

To,

The Deputy Registrar,  
Affiliation Section,  
University of Mumbai.

**Subject: Submission of CDC Report for academic year 2025-26.**

**Dear Sir/Madam,**

I am writing to submit the college development committee (CDC) report for academic year 2025-26 on behalf of St. Wilfred's College of Arts, Commerce and Science, Shedung, Panvel. This report provides a comprehensive overview of the activities, achievements and outcomes related to the CDC initiatives during the specified period.

**Dr. Jayanata.K.Behera**

**Principal**

**(Member Secretary, CDC)**

**PRINCIPAL**  
**St. Wilfred's College of**  
**Arts, Commerce & Science**



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Date: 1<sup>st</sup> July, 2025

**NOTICE**

The first meeting of the College Development Committee for the academic year 2025-26 is scheduled on Monday, 7<sup>th</sup> July.2025 at 1:00 p.m. in the Seminar room, third floor of the College building.

The following is the agenda:-

1. Academic Calendar
2. Faculty Recruitment
3. Workload Distribution
4. Infrastructure Details
5. NAAC and NIRF Preparation
6. Any other matter with the permission of the Chair.

All members are requested to be present for the meeting.

**Dr. Jayanata K. Behera**  
**Principal**  
(Member Secretary, CDC)

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**COLLEGE DEVELOPMENT COMMITTEE**

**MINUTES OF COLLEGE DEVELOPMENT COMMITTEE**

Minutes of the first meeting of the College Development Committee of St. Wilfred's College of Arts, Commerce and science, Panvel held on Monday 7th July, 2025 at 1.00 p.m. in the seminar room.

The following members were present:

<b>Sr.No.</b>	<b>Name</b>	<b>Designation</b>
1	Dr. Keshav Badaya	Secretary
2	Mr. Suresh Kumar	President
3	Dr. Jayanta K. Behera	Principal/ Member Secretary
4	Mr. Mahesh Soni	Management Representative
5	Mr. Rajendra Patil	Local Representative
6	Mr. Neeraj Kumar	Technoriya eTechnologies Pvt. Ltd.
7	Mr. Jayesh Parihar	Alumni Member
8	Mr. Pankaj Sarwade	Faculty
9	Mr. Nilesh Pawar	Faculty
10	Mrs. Nirali Mehta	Faculty
11	Mrs. Sujata Pawar	Non-Teaching staff

The meeting started with the welcome of chairman and all the members by Mr.Nilesh Pawar, IQAC Head, St. Wilfred's college of Arts, Commerce and Science, Panvel.

Dr. Jayanta K. Behera presented a profile of college and the agenda of the meeting. Agenda for the meeting was approved without modification.



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### Minutes of the meeting:

The meeting was held under the Principal as a Member Secretary of CDC. The following agenda items were discussed and resolved as under:

#### Agenda of the Meeting:

1. Academic Calendar
2. Faculty Recruitment
3. Workload Distribution
4. Infrastructure Details
5. NAAC and NIRF Preparation
6. Any other matter with permission of chair

#### 1. Academic Calendar

The Academic Calendar for the academic year is prepared in the month of **June** prior to the commencement of the session. It includes all major academic activities such as:

- Commencement of classes
- Internal assessments
- Semester-end examinations
- Holidays and institutional events

During the course of the academic year, if any changes or additional activities arise due to unforeseen circumstances, university directives, or institutional requirements, the same are incorporated through **Academic Calendar updates**.

These updates may include:

- Revised examination schedules
- Additional academic or co-curricular activities
- Changes in holidays or working days
- Any regulatory or administrative updates

All such modifications are communicated to stakeholders in a timely manner. At the end of the academic year, all updates are systematically reviewed and merged with the original Academic Calendar to prepare a final consolidated Academic Calendar document. This ensures proper documentation, transparency, and serves as a reliable record for audit and accreditation purposes.

## 2. Faculty Recruitment

- Faculty recruitment is decided based on the **workload requirements of the respective departments**.
- Review of current faculty strength and identification of vacancies.
- Recruitment is planned considering student intake and subject requirements.

### Resolution:

- Mr. Anil Kokare was appointed as **Assistant Professor of Economics** in the **Arts Department** in the month of **July** based on departmental workload requirements.
- All recruitments sanctioned and appointments done by H.R. Department of Wilfred's Education Society.
- Ensuring compliance with qualification norms and reservation policies as per regulatory authorities.

## 3. Workload Distribution

- Teaching workload is distributed among faculty members based on:
  - Subject expertise
  - Experience
  - Credit-based norms
- Allocation of additional responsibilities such as:
  - Mentorship
  - Administrative duties
  - Committee work
- Ensuring fair and balanced workload among all faculty members.

## 4. Infrastructure Details

- Review of available infrastructure:
  - Classrooms
  - Laboratories
  - Library facilities
  - ICT-enabled teaching resources

### Developments and Improvements:

- Computers in the **ICT classroom** were repaired and made fully functional.
- Improvement and upgrading of facilities in the **IT laboratory** were carried out.

- Required **chemicals were purchased for the Science laboratory** to support practical work.
- Identification of further requirements:
  - Equipment upgrades
  - Maintenance needs
  - Expansion plans
- Budget planning and resource allocation for infrastructural improvement.

## 5. NAAC and NIRF Preparation

- The institution has initiated preparation for **NAAC accreditation** and **NIRF ranking**.
- Collection and documentation of data related to academic, administrative and infrastructural aspects have been started.

## Student Support Initiatives:

- Introduction of **student support services** including:
  - Scholarship guidance and assistance
  - Mentorship system for academic and personal support

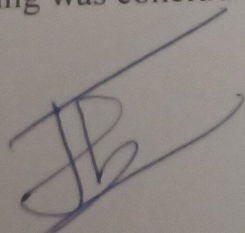
## Formation of Committees:

- Various institutional committees have been formed to ensure effective implementation and monitoring. These initiatives aim to enhance quality standards, ensure student welfare and improve institutional performance in accreditation and ranking processes.

## 6. Any other matter with permission of chair:

Under any other matter with the permission of Dr. Jayanta Behera, Member Secretary suggested that the College should focus on strengthening the admission process for the upcoming academic year. It was seconded by Mr. Pankaj Sarwade (Faculty). All members accepted the suggestion.

The meeting was concluded by vote of thanks by Mr. Nilesh Pawar (IQAC HEAD).



**Principal**  
**Member Secretary, CDC**

PRINCIPAL  
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Date: 1<sup>st</sup> October, 2025

## NOTICE

The Second meeting of the College Development Committee for the academic year 2025-26 is scheduled on Tuesday 7<sup>th</sup> October, 2025 at 1:00 p.m. in the Seminar room, third floor of the College building.

The following is the agenda:-

1. Review of Semester-wise Syllabus Completion.
2. Result Analysis of Previous Examination.
3. Review of Student's Attendance and Academic Performance.
4. Consideration of Attendance Relaxation for Working Students.
5. Faculty Development Programmes (FDP) and Research Activities.
6. Infrastructure Maintenance and Chemical Stock Review.
7. Procurement of Library Books and Learning Resources.
8. Activities and Progress of DLLE and NSS Units.
9. Comparative Analysis of Grievance Redressal (Previous Year vs Current Year).
10. Review of Financial Expenses and Budget Utilization.
11. Encouragement for Faculty Research Publications (Minimum Two Paper Presentations)
12. Any Other Matter with Permission of the Chair.

All members are requested to be present for the meeting.

Principal  
Member Secretary, CDC

PRINCIPAL  
St. Wilfred's College of  
Arts, Commerce & Science

## COLLEGE DEVELOPMENT COMMITTEE

### MINUTES OF COLLEGE DEVELOPMENT COMMITTEE

Minutes of the first meeting of the College Development Committee of St. Wilfred's College of Arts, Commerce and science, Panvel held on Monday 7th October, 2025 at 1.00 p.m. in the seminar room.

The following members were present:

<b>Sr.No.</b>	<b>Name</b>	<b>Designation</b>
1	Dr. Keshav Badaya	Secretary
2	Mr. Suresh Kumar	President
3	Dr. Jayanta K. Behera	Principal/ Member Secretary
4	Mr. Mahesh Soni	Management Representative
5	Mr. Rajendra Patil	Local Representative
6	Mr. Neeraj Kumar	Technoriya eTechnologies Pvt. Ltd.
7	Mr. Jayesh Parihar	Alumni Member
8	Mr. Pankaj Sarwade	Faculty
9	Mr. Nilesh Pawar	Faculty
10	Mrs. Nirali Mehta	Faculty
11	Mrs. Sujata Pawar	Non-Teaching staff

The meeting started with the welcome of chairman and all the members by Mr. Nilesh Pawar, IQAC Head St. Wilfred's college of Arts, Commerce and Science, Panvel.

Dr. Jayanta K. Behera presented a profile of college and the agenda of the meeting. Agenda for the meeting was approved without modification.

# Minutes of the Meeting

## 1. Syllabus Completion

The committee reviewed the status of syllabus completion across all departments. It was noted that most departments have completed **85–90% of the syllabus**. Remaining portions will be completed as per the academic schedule.

**Resolution:** Departments must ensure **100% syllabus completion** before semester-end.

## 2. Result Analysis

Detailed analysis of previous semester results was presented. As compare to previous year result status is better. Certain subjects showed some fail status.

**Resolution:**

- Remedial classes to be conducted for weak students.
- Departments to submit action plans for improvement.

## 3. Student's Attendance and Performance

Attendance records and academic performance were reviewed. Some students showed irregular attendance. Overall attendance performance is improved compare to previous year due to mentoring by class teachers.

**Resolution:**

- Mentoring system to be strengthened.
- Regular follow-up with defaulters.

## 4. Attendance Relaxation for Working Students

The committee discussed providing flexibility for students engaged in part-time/full-time jobs.

**Resolution:**

- Attendance relaxation may be granted on a **case-by-case basis** with valid proof.
- Academic performance must not be compromised.

## 5. FDP and Research Activities

Faculty participation in FDPs and research was reviewed.

### Resolution:

- Faculty members are encouraged to attend **at least one FDP per year**.
- Research culture to be strengthened through workshops and collaborations.

## 6. Infrastructure and Chemical Review

The status of infrastructure and laboratory chemicals was assessed.

### Resolution:

- Immediate procurement of required chemicals.
- Regular maintenance of laboratory equipment and infrastructure.

## 7. Library Book Procurement

The need for updated books and digital resources was discussed.

### Resolution:

- Departments to submit lists of required books.
- Priority to be given to latest editions and reference materials.

## 8. Extension Activities (DLLE and NSS)

DLLE started newly this year only and Principal Dr. Jayanta Behera taken lot of efforts for it.

Mr. Prashant Dalvi is appointed coordinator of DLLE.

NSS activities resumed with good plan this year. Mr. Himanshu Agrawal and Ms. Roshani Singh are appointed Programme Officer of NSS.

### Resolution:

- Increase student participation in extension activities.
- Organize more community engagement programmes.

## 9. Grievance Redressal Comparison

Previously there was no Grievance Cell actually actively working in our college. This year Every grievance is register in book which is keep in the library and regular follow-up of Grievances. Regular awareness to all stakeholders about raise grievance if any.

### Resolution:

- Continue transparent and timely grievance handling.
- Strengthen awareness about grievance mechanisms.

## 10. Financial Expenses Review

The committee reviewed financial expenditures and budget allocation. Major expenses allocated to Fresher's Party and Annual Day.

### Resolution:

- Ensure optimal utilization of funds.
- Maintain transparency in financial transactions.

## 11. Faculty Paper Presentations

The committee emphasized research output. For participation in conference OD leave will be sanction.

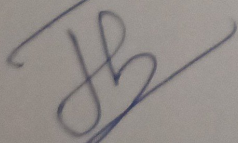
### Resolution:

- Each faculty member must present **at least two research papers annually**.
- Support to be provided for conference participation.

## 12. Any Other Matter

No additional matters were discussed.

The meeting was concluded by vote of thanks by Mr. Nilesh Pawar (IQAC HEAD).



Principal

Member Secretary, CDC

PRINCIPAL  
St. Wilfred's College of  
Arts, Commerce & Science

Date: 2<sup>nd</sup> January, 2026

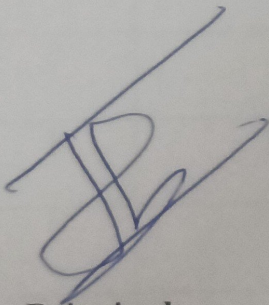
## NOTICE

The Third meeting of the College Development Committee for the academic year 2025-26 is scheduled on Friday, 9<sup>th</sup> January, 2026 at 1:00 p.m. in the Seminar room, third floor of the College building.

The following is the agenda:-

1. Student's Seminar
2. Department-wise Industrial Visits
3. Procurement of Science Instruments
4. Felicitation of Topper
5. Savitribai Phule Award
6. Cultural Events and Days Celebration
7. Any Other Matter

**All members are requested to be present for the meeting.**



**Principal  
Member Secretary, CDC**

**PRINCIPAL  
St. Wilfred's College of  
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## COLLEGE DEVELOPMENT COMMITTEE

### MINUTES OF COLLEGE DEVELOPMENT COMMITTEE

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Dr. Jayanta K. Behera presented a profile of college and the agenda of the meeting. Agenda for the meeting was approved without modification.

## Minutes of the Meeting

### 1. Student's Seminar

Student's Seminar be organized at the college level to promote research aptitude and presentation skills among students.

### 2. Department-wise Industrial Visits

All departments shall organize industrial visits relevant to their curriculum and submit schedules and budgets for approval.

### 3. Procurement of Science Instruments

New laboratory instruments be procured for the Science Department to strengthen practical learning facilities.

### 4. Felicitation of Topper

Ms. Pratiksha Phunde, Topper from the Science Department be felicitated for her outstanding academic performance.

### 5. Savitribai Phule Award

The institution shall institute the "Savitribai Phule Award" to be conferred annually upon the overall college topper.

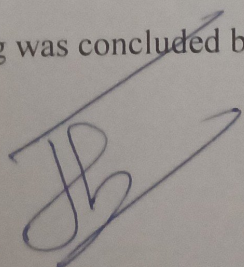
### 6. Cultural Events and Days Celebration

The college shall organize and celebrate various cultural events and important days such as Traditional Day, Cultural Day, Farewell Function, Annual Gathering, Women's Day and other relevant occasions to promote cultural values, creativity, and holistic development of students. A structured activity calendar shall be prepared and implemented.

### 7. Any Other Matter

No additional matters were discussed.

The meeting was concluded by vote of thanks by Mr. Nilesh Pawar (IQAC HEAD).



Principal  
Member Secretary, CDC

PRINCIPAL  
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