



## Merchant Engineering College

Sr. No. :

O. R. No. :

Date:

06/12/2021

## <u>OfficeOrder</u> COLLEGE DEVELOPMENT COMMITTEE

## Committee Objective

The main objective of college development committee (CDC) to prepare overall comprehensive development plan of the college in annual basis like academic, placement, infrastructure, administrative, and admission growth.

## Role and Responsibility

- 1. Prepare overall teaching program or academic calendar of the institute
- 2. Recommend to the management regarding new add on modules and additional to concert with HoD of departments
- 3. Specific recommended to management regarding research and consultancy activities in college
- 4. Recommended and take action to use an effective use of ICT in campus
- 5. To promote a FDP for Teaching Improvement of faculty
- 6. Prepare financial budget of the college and the same for approval
- 7. Prepare students and employee welfare scheme in the institute
- 8. Review the report and monitoring the process of all existing committee in half yearly basis
- 9. Review the IQAC Report and change suitable action or recommendation
- 10. Track all activity of students and staff regarding undisciplined / or other activity which is not beneficial for the institute.

Sr.No.	Name of the member	Designation	Position in committee	ContactNo.
01	Dr. Gopal R Kulkarni	Principal	Chairman	9714540222
02	Mr. Ketankumar K Modi	Asst. Prof	Member	9723706169
03	Mr. Amrutbhai M Patel	Asst. Prof	Member	9723706163
04	Mr. Hardikkumar J Patel	Asst. Prof	Member	9737310000
05	Mr. Ketankumar G Patel	Asst. Prof	Member	9723706181
06	Mr. Dhruvit V Darji	Asst. Prof	Member secretary	9974807444

Principal

Merchant Engineering College,

Basna

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