



APPROVED BY COUNCIL OF ARCHITECTURE, NEW DELHI • AFFILIATED TO UNIVERSITY OF MUMBAI

Aditya Education Campus, R.M. Bhattad Marg, Ram Nagar, Borivali (west) Mumbai - 400 092.

College Development Committee (CDC)

File Report

A.Y – 2025-2026

COLLEGE DEVELOPMENT COMMITTEE (CDC)

The committee formed as per Section 97 of the Maharashtra Public Universities Act, 2016 in November 2018.

Membership / Composition 2025-2026

Sr. No.	Name of the Committee Member (CDC)	Designation
1	Shri.Ashish Mishra	Chairman
2	Ar.Jamshid Bhiwandiwalla	Member Secretary - Principal
3	Ar.Rasika Chodankar	Teacher - HOD
4	Ar.Varsha Swar	Teacher
5	Ar.Salman Chouhan	Teacher
6	Ms.Seema Kedia	Member, Non-Teaching
7	Mr. Viveen Periera	Student representative
8	Ms. Preesha Sharma	Student representative
9	Ar. Sukumar Dharmadhikari	Local member from industry and social service

Term

- Elected & Nominated members shall have a term of 5 years from the date of election or nomination
- If any vacancy occurs in the office of such member; the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for on residual term for which the earlier member shall have held the office if the vacancy had not occurred.

Meetings and quorum:

- College development committee shall meet at least 4 times a year in the college campus. If chairperson is not available, he/she can nominate any member as pro-term chairman from amongst the members available for that meeting. It shall be the responsibility of the member secretary to ensure that meetings are held regularly and keeps records.
- The Quorum for the meeting shall be 50% of the total members of the governing council.

Functions Roles and Responsibilities

Functions of the Committee:

- Prepare an overall comprehensive development plan of the college regarding academic, administrative, and infrastructural growth and enable college to foster excellence in the curricular, co-curricular activities.
- Describe about the overall teaching programs or annual calendar of the college
- Recommend to management about introducing new academic courses and make recommendations for their improvement
- Take review of self- financing courses in the college, if any, and make recommendations for their improvement.
- Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
- Formulate proposals of new expenditure not provided for annual financial estimates (Budget)
- Discuss the reports of internal quality assurance committee and make suitable recommendations.

Recommend the administration about approximate steps to be taken regarding the discipline, safety and security issues of the college or institution.

Prepare the annual report on the work done by the committee for the year ending in June and submit the same to the management of the college. Perform such other duties, exercise such other powers as may be interested by the management and the university.

Roles and Responsibilities of Chairperson:

The chairperson is responsible to attend the meetings and approve the agenda He is also responsible for smooth conduction of meetings. In absence of the chairperson, any member nominated by the chairperson can chair the meeting

Role of Member Secretary

The Member Secretary is responsible for timely conduction of meetings, preparing agenda for meetings, convening meetings, circulating minutes of meetings and all communications. He is also responsible for preparing budget expenditure of committee

Role of Committee members:

The committee members are responsible to attend the meetings and support the committee in all its affairs.

MINUTES OF THE MEETING OF COLLEGE DEVELOPMENT COMMITTEE (CDC)

Date of Meeting: 11/07/2024

Venue: 5th Floor Board Room, Aditya Educational Campus

Time: 11:30 a.m.

Agenda of the Meeting:

1. Welcome to the New members

Update on -

1. NAAC Accreditation
3. Highlights of NAAC / peer team recommendations
4. Centre of Excellence – Short term course
5. Promotion of sports activities at ACA
6. Collaborations
7. Research Cell
8. Faculty Research
9. Faculty Development- FDP
10. International Design Conference (IDC) and International Design Research Design Conference (IDRC)- theme discussion.
11. Any other item with the permission of the chair

Members Present – Committee Members

Sr. No.	Attendees	Organization	Designation	Mode of Participation
1	Ar.Jamshid Bhiwandiwalla	ACA	Member Secretary - Principal	Present
2	Ar.Rasika Chodankar	ACA	Teacher - HOD	Present
3	Ar.Varsha Swar	ACA	Teacher	Present
4	Ar.Salman Chouhan	ACA	Teacher	Present
5	Ms.Seema Kedia	AGI	Member, Non-Teaching	Present
6	Mr. Viveen Periera	ACA	Student representative	Present
7	Ms. Preesha Sharma	ACA	Student representative	Present
8	Ar. Sukumar Dharmadhikari	ACA	Local member from industry and social service	Present

The following are the minutes of the meeting of CDC:

Sr. No	Items/Points discussed	Ownership	Due Date	Remarks
1	Welcome address by Principal and introduction of new members.	Prof. Jamshid Bhiwandiwalla	NA	
2	Reading previous meetings minutes, for recap	Prof. Rasika Chodankar	NA	
3	Update on NAAC: All criteria heads are working on AQAR for AY2023-24.	Prof. Rasika Chodankar	NA	Appreciated

4	Update on new courses under "Aditya Center for Excellence" - New short-term certificate courses, software courses to be introduced. The courses may be mapped with NSDC, wherever possible. AGI has also availed Institutional membership of "Coursera", to promote skill-based learning for all students & faculty.	Prof. Jamshid Bhiwandiwalla	NA	Appreciated
5	Update on Academics (B.Arch) - To incorporate new ways of Practical training, site monitoring has been introduced under College projects (Subject). Mr.Sukumar D. suggested few construction sites, for ease of the students.	Prof. Jamshid Bhiwandiwalla	NA	Noted
6	Update on Sports - Formal sports based collaborations to be explored. Budget proposal to be discussed separately	Ar. Varsha Swar	NA	Noted
7	Update on Collaborations – MOU to be signed with SCET University & Srilankan University soon, most things have been finalized.	Prof. Jamshid Bhiwandiwalla	NA	Appreciated
	It was suggested to approach SNTD & IIID for new collaborations	Prof. Jamshid Bhiwandiwalla	NA	Appreciated
8	Update on Research initiatives & Grants – RPG foundation research project and grants received for the same was presented. Suggestions were made for new prospects.	Prof. Jamshid Bhiwandiwalla	NA	Appreciated
9	Update on IDC, IDRC – This year's Theme on "Public Spaces" was discussed. Detailed Brief to be shared soon.	Prof. Rasika Chodankar	Aug-24	Noted
10	Update on Alumni – Alumni association LOGO yet to be finalized, constitution to be formed and organization structure to be formulated.	Ar.Varsha Swar	NA	Noted
11	Student representative suggested allowing Alumni to access the Library facility. (was also suggested in the previous meeting)	Prof. Jamshid Bhiwandiwalla.	NA	Appreciated
	Ar. Sukumar D. suggested that Alumni could mentor the current students periodically.	Ar.Varsha Swar		
12	Students suggested to have a collaboration with large-format Printers, to help students avail discounts & timely prints.	Mr. Viveen P.	NA	Noted
13	It was suggested that Student body should take the initiative for this & get options, based on their requirements, to be considered.	Ar. Rita Nayak	NA	Noted
14	Update on M.Arch, B.Arch, B.Voc, B.FA academics was given.	Prof. Jamshid Bhiwandiwalla, Prof. Rasika Chodankar		

15	Update on FDP - GIS based FDP successfully completed by most faculty	Prof. Jamshid Bhiwandiwalla	NA	Appreciated
16	Update on Gender audit – annual schedule discussed, next audit to be conducted in the upcoming semester.	Ar. Varsha Swar	NA	Noted
	Next date of meeting will be decided by the Principal, and will be conveyed.	Prof. Rasika Chodankar	To be decided	NA
	Meeting ended with Vote of Thanks to all the members	Prof. Rasika Chodankar	NA	NA

End of Report.

Secretary

MINUTES OF THE MEETING OF COLLEGE DEVELOPMENT COMMITTEE (CDC)

Date of Meeting: 10/10/2024

Venue: 5th Floor Board Room, Aditya Educational Campus

Time: 11:30 a.m.

Agenda of the Meeting:

2. Action Taken Report
3. NAAC - Progress of AQAR Submission
4. IDC- International Design Competition
5. IDRC - International Design and Research Conference
6. Budget 2024-25
7. ISO audit
8. Study Tour - Agenda
9. Student Exhibition
10. Any other item with the permission of the chair

Members Present – Committee Members

Sr. No.	Attendees	Organization	Designation	Mode of Participation
1	Ar.Jamshid Bhiwandiwalla	ACA	Member Secretary - Principal	Present
2	Ar.Rasika Chodankar	ACA	Teacher - HOD	Present
3	Ar.Varsha Swar	ACA	Teacher	Present
4	Ar.Salman Chouhan	ACA	Teacher	Present
5	Ms.Seema Kedia	AGI	Member, Non-Teaching	Present
6	Mr. Viveen Periera	ACA	Student representative	Present
7	Ms. Preesha Sharma	ACA	Student representative	Present
8	Ar. Sukumar Dharmadhikari	ACA	Local member from industry and social service	Present

The following are the minutes of the meeting of CDC:

Sr. No	Items/Points discussed	Ownership	Due Date	Remarks
1	Welcome address by Principal and introduction of new members.	Prof. Jamshid Bhiwandiwalla	NA	
2	Reading previous meetings minutes, for recap.	Prof. Rasika Chodankar	NA	
3	Update on new courses: New courses proposed under B.FA - Creative portrait & painting, Calligraphy, Chracter design, Metal craft, Photography & Retail design & management. Promotional activities have started & resourse persons have been identified. Final cost proposal & approvals are pending. Coursera (MOOC) - has been rolled out for B.Arch students, as an initiative under interdisciplinary & blended learning.	Prof. Rasika Chodankar		

4	Update on Sports - Meetings with vendors & venue partners conducted, quotations received, Processes & inventory to be made.	Ar.Varsha Swar	NA	Noted
5	Update on Collaboration - IPDC collaboration done, for B.Arch & B.Voc., Courses on communication skills commenced for 1st year batches.	Ar.Varsha Swar	NA	Noted
6	Update on Library: Access for alumni being discussed with the management & options are being evaluated.	Ar.Varsha Swar	NA	Noted
7	Update on Incubation Cell: Space allocated on 3rd floor, furniture+ furbishment ongoing, may be ready for use before end of year.	Ar.Varsha Swar	NA	Appreciated
5	Update on NAAC: All criteria heads are working on AQAR for AY2023-24, progress reviewed by Principal & IQAC coordinator. Final submission to be done by 25 th December 2024.	Prof. Rasika Chodankar	25 th December 2024	Noted
4	Update on IDC: Registrations & submissions ongoing, update on social media posts and engagement presented. All faculty are reaching out to different colleges & universities across the world, to connect with their respective acquaintances & encourage participation.	Ar. Salman Chouhan	1 st Dec 2024	Appreciated
5	Update on IDRC: Paper submissions ongoing, all faculty encouraged to participate and write papers, across different platforms/ journals etc. Suggestions for Research methodology-based FDP to be scheduled, in the next academic year were given.	Prof. Rasika Chodankar	31 st Dec 2024	Noted
5	Update on Budget: Based on actual admissions during current academic year, expenses to be revised and all committee heads to present their respective reports to the Principal.	Prof. Jamshid Bhiwandiwalla	NA	Noted
6	Update on ISO: B.Arch., B.FA, B.Voc - Internal review by ACA MR is ongoing, Audit by consultant scheduled for November (dates to be confirmed). Annual Audit by TUV SUD scheduled for January 2025 (dates to be confirmed).	Prof. Jamshid Bhiwandiwalla	NA	Noted

7	Update on Study Tour – B.Arch Sem 4 & Sem 6 study tours are scheduled around 15 th Oct 2024 (depend on availability of tickets). Sem 4 – Ahmedabad – Exposure to Architectural projects by the Masters, understanding traditional & Modernist Architecture, iconic Institutions (NID, CEPT, IIM etc) and their impact on architectural practice in India etc.	Ar.Varsha Swar	NA	Noted
	Sem 6 – Jodhpur, Jaipur – Understanding regional & traditional architecture, AD site study.			
	B.FA & B.Voc – study tours scheduled in January/ February 2025.			
8	Update on Student Exhibition – Students of all programs of ACA to prepare for the exhibition, scheduled to be displayed during BDF/ Udaan (student fest).	Prof. Jamshid Bhiwandiwalla	NA	Appreciated
9	Suggestions received from students to arrange for software-based workshop for 4 th & 5 th year students.	Viveen Periera	NA	Noted
10	Update on large format Printing for students - Student body had conducted feasibility study, which indicated variation in volume of printing, time & schedule. Considering the dynamic nature of requirement, collaborations not viable. Students have withdrawn their suggestion for collaboration with printing agencies.	Viveen Periera	NA	Noted
11	Update on M.Arch, B.Arch, B.Voc, B.FA academics was given.	Prof. Jamshid Bhiwandiwalla, Prof. Rasika Chodankar		
	Next date of meeting will be decided by the Principal, and will be conveyed.	Prof. Rasika Chodankar	To be decided	NA
	Meeting ended with Vote of Thanks to all the members	Prof. Rasika Chodankar	NA	NA

End of Report.

Secretary

MINUTES OF THE MEETING OF COLLEGE DEVELOPMENT COMMITTEE (CDC)

Date of Meeting: 27/02/2025

Venue: 5th Floor Board Room, Aditya Educational Campus

Time: 11:30 a.m.

Agenda of the Meeting:

- Update on
- 11. ISO audit
- 12. Completion of IDC and IDRC
- 13. New Advisory Board members and first meeting
- 14. Submission of AQAR
- 15. Discussion on B.Voc. syllabus and academic revision
- 16. Energy Audit
- 17. Gender Audit & Self -defense workshop/ seminar
- 18. Any other item with the permission of the chair.
- 19. Members Present – Committee Members**

Sr. No.	Attendees	Organization	Designation	Mode of Participation
1	Ar.Jamshid Bhiwandiwalla	ACA	Member Secretary - Principal	Present
2	Ar.Rasika Chodankar	ACA	Teacher - HOD	Present
3	Ar.Varsha Swar	ACA	Teacher	Present
4	Ar.Salman Chouhan	ACA	Teacher	Present
5	Ms.Seema Kedia	AGI	Member, Non-Teaching	Present
6	Mr. Viveen Periera	ACA	Student representative	Present
7	Ms. Preesha Sharma	ACA	Student representative	Present
8	Ar. Sukumar Dharmadhikari	ACA	Local member from industry and social service	Present

The following are the minutes of the meeting of CDC:

Sr. No	Items/Points discussed	Ownership	Due Date	Remarks
1	Welcome address by Principal.	Prof. Jamshid Bhiwandiwalla	NA	
2	Reading previous meetings minutes, for recap	Prof. Rasika Chodankar	NA	
3	Update on ISO Audit held in January 2025: ACA MR reiterated the importance of ISO and ISO processes. Audit report & outcomes were presented. B.Voc academic processes to be reviewed by B.Voc HOD & Principal.	Prof. Rasika Chodankar	Before next Academic Year commences	Noted

4	Update on IDC & IDRC: IDC & IDRC registration & submission details, IDRC submission details and conference proceedings were presented, both events were successfully conducted & concluded.	Prof. Rasika Chodankar	NA	Appreciated
5	Update on Academic Advisory Committee: New members have been invited & added as suggested by the Trustees. The first meeting was held in January 2025, and minutes of the same were presented. Key suggestions were: (a) Pedagogical approach & interdisciplinary learning to be developed. (b) Possibilities of dual-degree programs to be evaluated by the Principal & other HODs. (c) Exposure to other allied streams & professional collaborations to be encouraged & developed. (d) Emphasis on faculty capacity building and retention of faculty was laid. (e) For B.FA, pedagogy inculcating strong social & humanitarian perspectives through theory, to be developed. (f) Management presented their vision and initiatives for boosting infrastructure for the upcoming B.Des. program, including upgrading of Photography Lab & 3D Printing Lab, and adding of new Hardware & Softwares.	Prof. Jamshid Bhiwandiwalla	NA	Noted
6	Update on AQAR: Submitted in December 2024, as per schedule. For the current academic year (2024-25), energy audit & gender audit to be scheduled, preferably in collaboration with other AGI programs.	Prof. Rasika Chodankar	Prior to commencement of AY 2025-26	Noted
7	Update on Academics (B.Arch): Academic Calendar to be evaluated, and streamline annual events & exhibition, across programs.	Ar.Varsha Swar	Prior to commencement of AY 2025-26	Noted
8	Update on Academics (B.Voc): Based on audit & Advisory committee suggestions, Syllabus to be reviewed, suggestions to be presented to the university.	Prof. Rasika Chodankar	Prior to commencement of AY 2025-26	Noted
9	Update on Seminars, Workshops and FDP: List of seminars & workshops conducted was presented, student suggestions & feedback received to be reviewed and list of prospective topics/ subjects/ speakers to be discussed with Principal. Self-defence workshop for students has been scheduled on 8 th March 2025. Options for FDP during semester breaks (May/ November) to be explored for the next academic year	Ar.Varsha Swar	Prior to commencement of AY 2025-26	Noted

10	Next date of meeting will be decided by the Principal, and will be conveyed.	Prof. Rasika Chodankar	To be decided	NA
11	Meeting ended with Vote of Thanks to all the members	Prof. Rasika Chodankar	NA	NA

End of Report.

Secretary