



ROLES & RESPONSIBILITIES OF CDC COMMITTEE

The College Development Committee shall,-

- 1) Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities
- 2) Decide about the overall teaching programmes or annual calendar of the college
- 3) Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
- 4) Take review of the self-financing courses in the college, if any, and make recommendations for their improvement
- 5) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
- 6) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
- 7) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
- 8) Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
- 9) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
- 10) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
- 11) Make recommendations regarding the students' and employees' welfare activities in the college or institution
- 12) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations



K. J. Somaiya Institute of Engineering and Information Technology

Sion, Mumbai - 400022



NAAC Accredited Institute with 'A' Grade

NBA Accredited 3 Programs

(Computer Engineering, Electronics & Telecommunication Engineering and Electronics Engineering)

Permanently Affiliated to University of Mumbai, Approved by DTE and AICTE

- 13) Frame suitable admissions procedure for different programmes by following the statutory norms
- 14) Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- 15) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution