



CHILDREN WELFARE CENTRE Clara's College of Commerce

(Affiliated to University of Mumbai and NAAC Accredited)

Address - Yari Road, Versova, Mumbai - 400061

Contact No - 7738501168, Website - claracollegeofcommerce.edu.in

Academic Year : 2023-24

Office Order

Date: 14/06/2023

The following committee has been constituted as “Academic Monitoring Committee” to have smooth functioning of academic session and course completion as per Academic Calendar. Regular Monitoring on syllabus completion and maintain a record for the same.

Sr. No.	Members	Designation	Signature
1	Dr.Madhukar Gitte	Chairman	
2	Dr.Babita Kanojia	Convener	
3	Mr.Amit Bansod	Member	
4	Mr.Vijaykumar Makwana	Member	
5	Mrs.Jisha Varghese	Member	
6	Mr.Pravin Deshmukh	Member	

The committee will be responsible for smooth academic plan as per the Academic Calendar and Complete all the monitoring with the same effect including conducting curricular and other co-curricular activities.

The Committee should conduct meetings as per requirements and record be maintained accordingly.

CC:-

1.Dr.Babita Kanojia and all the members.

2. Office Copy



PRINCIPAL
Principal
Claras College of Commerce
Yari Road, Versova,
Andheri (W), Mumbai-400 061




NOTICE FOR THE MEETING OF THE ACADEMIC MONITORING COMMITTEE

FOR THE AY 2023-24

Date: 14/06/2023

The Academic Monitoring Committee Meeting is scheduled on Friday 16/06/2023 at 11.30 am in the Principal's Chamber.

Sr. No.	Members	Designation	Signature of Member Present
1	Dr.Madhukar Gitte	Chairman	
2	Dr.Babita Kanojia	Convener	
3	Mr.Amit Bansod	Member	
4	Mr. Vijaykumar Makwana	Member	
5	Mrs.Jisha Varghese	Member	
6	Mr.Pravin Deshmukh	Member	

Agenda for the Meeting.

- 1) To assign role and responsibilities to members of the committee
- 2) To circulate Academic Calendar for students and teachers
- 3) To prepare master and individual timetable prior to semester start.
- 4) To display timetable on notice boards and college website.

All are requested to attend the meeting on the above date





Principal

Principal
Claras College of Commerce
Yarf Road, Versova,
Andheri (W), Mumbai-400 061

INUTES OF THE ACADEMIC MONITORING COMMITTEE

Minutes of the meeting of Academic Monitoring Committee held on 16/06/2023 at 11.30 am in the Principal's Chamber.

Members Present:

Sr. No.	Members	Designation	Signature
1	Dr.Madhukar Gitte	Chairman	
2	Dr.Babita Kanojia	Convener	
3	Mr.Amit Bansod	Member	
4	Mr.Vijaykumar Makwana	Member	
5	Mrs.Jisha Varghese	Member	
6	Mr.Pravin Deshmukh	Member	

Agenda for the Meeting.

- 1) To assign role and responsibilities to members of the committee
- 2) To circulate Academic Calendar for students and teachers
- 3) To prepare master and individual timetable prior to semester start.
- 4) To display timetable on notice boards and college website.

Meeting Review:

- 1) Chairman informed that role and responsibilities of the members have been allotted to prevent any ragging incident as well as to provide for adequate information to fresher's for their right and to seniors for consequences for indulging in ragging. Resolved to authorize to assign role and responsibilities to the members and to amend the same time to time
- 2) Chairman informed to members to prepare academic calendar and display on website and notice boards
- 3) It was decided to inform students about master time table and starting of lectures semester so that students will start attending lectures without fail.

Dr.Babita Kanojia
Convener





Dr.Madhukar Gitte
Principal
Claras College of Commerce
Yari Road, Versova,
Andheri (W), Mumbai-400 061

Academic Year 2023-24

NOTICE FOR THE IInd MEETING OF THE ACADEMIC MONITORING COMMITTEE FOR THE AY 2023-24

Date: 26/02/2024

The Academic Monitoring Committee Meeting is scheduled on Wednesday 28/02/2024 at 11.30 am in the Principal's Chamber.

Sr. No.	Members	Designation	Signature of Member Present
1	Dr.Madhukar Gitte	Chairman	
2	Dr.Babita Kanojia	Convener	
3	Mr.Amit Bansod	Member	
4	Mr.Vijaykumar Makwana	Member	
5	Mrs.Jisha Varghese	Member	
6	Mr.Pravin Deshmukh	Member	

Agenda for the Meeting.

- 1) To review the lectures conducted as per the timetable.
- 2) To review of various academic and other activities conducted during 2023-24.
- 3) To take review of remedial lectures conducted for slow learners.
- 4) To discuss regarding progress and status of mentorship.
- 5) Any other matter, if any.

You are requested to be attend the meeting on the date, time and at the venue as aforesaid.



Principal

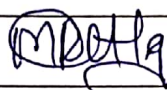
Principal
Claras College of Commerce
Yarl Road, Versova,
Andheri (W), Mumbai-400 061



MINUTES OF THE ACADEMIC MONITORING COMMITTEE

Minutes of the meeting of Academic Monitoring Committee held on 28/02/2024 at 11.30 am in the Principal's Chamber.

Members Present :

Sr. No.	Members	Designation	Signature
1	Dr.Madhukar Gitte	Chairman	
2	Dr.Babita Kanojia	Convener	
3	Mr.Amit Bansod	Member	
4	Mr.Vijaykumar Makwana	Member	
5	Mrs.Jisha Varghese	Member	
6	Mr.Pravin Deshmukh	Member	

Agenda for the meeting.

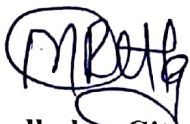
- 1) To review the lectures conducted as per the timetable
- 2) To review of various academic and other activities conducted during 2023-24.
- 3) To take review of remedial lectures conducted for slow learners
- 4) To discuss regarding mentorship
- 5) Any other matter, if any.

Meeting Review:

- 1) Review of lectures conducted as per timetable and syllabus so far completed was taken.
- 2) Discussion was held about various curricular and co-curricular activities organized during the academic year 2023-24.
- 3) Remedial lectures were conducted for slow learners of different classes, record of students attending classes was maintained by the teachers.
- 4) All the teachers are mentor of the students of different classes, mentors have been guiding to the mentees abouts their studies, careers and personal issues,
- 5) Meeting was ended with a Vote of Thanks

Dr.Babita Kanojia
Convener




Dr.Madhukar Gitte
Principal
Claras College of Commerce
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