

# 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

Date: 16/06/2018

## Office Order

The following committee has been constituted as "Academic Monitoring Committee" to have smooth functioning of academic session and course completion as per Academic Calendar. The responsibility of the committee is to conduct regular monitoring on syllabus completion and maintain a record for the same.

Sr. No.	Members	Designation	Signature
1	Mrs. Babita Kanojia	Chairman	
2	Mr. Amit Bansod	Convener	
3	Mr. Vijaykumar Makwana	Member	Makwana V.S.
4	Mrs. Jisha Varghese	Member	
5	Ms. Ruchita Pandhare	Member	
6	Ms. Neeta Wadhvani	Member	Neeta L. Wadhvani

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 co-curricular activities.

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

CC:-

1. All the concerned members.
2. Office Copy.



PRINCIPAL

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





# 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

## NOTICE OF THE AMC MEETING

Date :16/06/2018

NOTICE FOR THE 1<sup>st</sup> MEETING OF THE ACADEMIC MONITORING COMMITTEE FOR THE ACADEMIC YEAR 2018-19.

The Academic Monitoring Committee Meeting is scheduled on 18/06/2018 at 11.30 am in Principal Chamber.

Sr. No.	Members	Designation	Signature of Member
1	Mrs. Babita Kanojia	Chairman	
2	Mr. Amit Bansod	Convener	
3	Mr. Vijaykumar Makwana	Member	
4	Mrs. Jisha Varghese	Member	
5	Ms. Ruchita Pandhare	Member	
6	Ms. Neeta Wadhvani	Member	

### Agenda for the Meeting.

- 1) To assign role and responsibilities to members.
- 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.

You are requested to attend the meeting as mentioned above.

Principal



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





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Address - Yari Road, Versova, Mumbai - 400061

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

## MINUTES OF THE AMC MEETING

Minutes of the meeting of Academic Monitoring Committee held on 18/06/218 at 11.30 am are as under:

### Members Present:

Sr. No.	Members	Designation	Signature
1	Mrs. Babita Kanojia	Chairman	
2	Mr. Amit Bansod	Convener	<i>Amit Bansod</i>
3	Mr. Vijaykumar Makwana	Member	<i>Makwana V.S.</i>
4	Mrs. Jisha Varghese	Member	<i>Jisha</i>
5	Ms. Ruchita Pandhare	Member	<i>Ruchita</i>
6	Ms. Neeta Wadhvani	Member	<i>Neeta L. Wadhvani</i>

### Agenda for the Meeting.

- 1) To assign role and responsibilities to members.
- 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) The Chairman informed that roles and responsibilities of the members have been allotted to prevent any ragging incident and also to give 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 as and when required.
- 2) The Chairman informed to prepare academic calendar and display on website and students notice boards and to get it circulated to studentson Whats App groups.
- 3) The Chairman informed that we have decided to inform students about master time table so that students will start attending lectures without fail.
- 4) Principal thanked all the members present in the meeting.

*Amit Bansod*  
Mr. Amit Bansod  
Convener



*BK*  
Mrs. Babita Kanojia  
Principal





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## NOTICE OF THE AMC MEETING

Date 9/01/2019

### NOTICE FOR THE II<sup>nd</sup> MEETING OF THE ACADEMIC MONITORING COMMITTEE FOR THE ACADEMIC YEAR 2018-19.

The Academic Monitoring Committee Meeting is scheduled on 12/01/2019 at 11.30 am in the Principal's Chamber.

Sr. No.	Members	Designation	Signature of Member
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	Ms. Neeta Wadhvani	Member	

### Agenda for the meeting.

- 1) To take review of the lectures conducted as per the timetable.
- 2) To review of various academic and other activities conducted during 2018-19.
- 3) To take review of remedial lectures conducted for slow learners.
- 4) To discuss about the status of mentorship.
- 5) To discuss any other matter, if any.

You are requested to be attend the meeting as mentioned above.



Principal

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







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Address - Yari Road, Versova, Mumbai - 400061

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

## MINUTES OF THE AMC MEETING

Minutes of the meeting of Academic Monitoring Committee held on 12/01/2019 at 11.30 am are as under:

### 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	Makwana V.S.
5	Mrs. Jisha Varghese	Member	Jisha
6	Ms. Neeta Wadhvani	Member	Neeta L. Wadhvani

### Agenda for the Meeting:

- 1) To take review of the lectures conducted as per the timetable.
- 2) To review of various academic and other activities conducted during 2018-19.
- 3) To take review of remedial lectures conducted for slow learners.
- 4) To discuss about the status of mentorship.
- 5) To discuss any other matter, if any.

### Meeting Review:

- 1) Review was taken of lectures conducted as per timetable and syllabus so far completed.
- 2) Discussion was held about various curricular and co-curricular activities organized during the academic year 2018-19.
- 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 about their studies, careers and personal issues.
- 5) Meeting was ended with a vote of thanks.

Dr. Babita Kanojia  
Convener



Dr. Madhukar Gitte

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





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Address - Yari Road, Versova, Mumbai - 400061

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

Date: 14/06/2019

## Office Order

The following committee has been constituted as "Academic Monitoring Committee" to have smooth functioning of academic session and course completion as per Academic Calendar. The responsibility of the committee is to conduct regular monitoring on syllabus completion and maintain a record for the same.

Sr. No.	Members	Designation	Signature
1	Dr.MadhukarGitte	Chairman	
2	Dr.BabitaKanojia	Convener	
3	Mr.Amit Bansod	Member	
4	Mr.VijaykumarMakwana	Member	
5	Mrs.Jisha Varghese	Member	
6	Ms. Neeta Wadhvani	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 co-curricular activities.

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

PRINCIPAL

CC:-

- 1.All the concerned members.
2. Office Copy.



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





# 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](http://claracollegeofcommerce.edu.in)

Date: 14/06/2019

## Office Order

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## NOTICE OF THE AMC MEETING

Date :14/06/2019

NOTICE FOR THE 1<sup>st</sup> MEETING OF THE ACADEMIC MONITORING COMMITTEE FOR THE ACADEMIC YEAR 2019-20.

The Academic Monitoring Committee Meeting is scheduled on 17/06/2019 at 11.30 am in Principal Chamber.

Sr. No.	Members	Designation	Signature of Member
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	Ms. Neeta Wadhvani	Member	

### Agenda for the Meeting.

- 1) To assign role and responsibilities to members.
- 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.

You are requested to attend the meeting as mentioned above.



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## MINUTES OF THE AMC MEETING

Minutes of the meeting of Academic Monitoring Committee held on 17/06/2019 at 11.30 am are as under:

### 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	Ms. Neeta Wadhvani	Member	

### Agenda for the Meeting.

- 1) To assign role and responsibilities to members.
- 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) The Chairman informed that roles and responsibilities of the members have been allotted to prevent any ragging incident and also to give 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 as and when required.
- 2) The Chairman informed to prepare academic calendar and display on website and students notice boards and to get it circulated to students on WhatsApp groups.
- 3) The Chairman informed that we have decided to inform students about master time table so that students will start attending lectures without fail.
- 4) Principal thanked all the members present in the meeting.

Dr. Babita Kanojia  
Convener



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



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## NOTICE OF THE AMC MEETING

Date : 6/01/2020

### NOTICE FOR THE II<sup>nd</sup> MEETING OF THE ACADEMIC MONITORING COMMITTEE FOR THE ACADEMIC YEAR 2019-20.

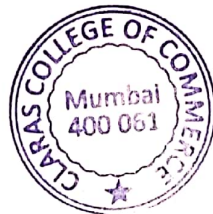
The Academic Monitoring Committee Meeting is scheduled on 9/01/2020 at 11.30 am in the Principal's Chamber.

Sr. No.	Members	Designation	Signature of Member
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	Ms. Neeta Wadhvani	Member	

### Agenda for the meeting.

- 1) To take review of the lectures conducted as per the timetable.
- 2) To review of various academic and other activities conducted during 2019-20.
- 3) To take review of remedial lectures conducted for slow learners.
- 4) To discuss about the status of mentorship.
- 5) To discuss any other matter, if any.

You are requested to be attend the meeting as mentioned above.



Principal

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Andheri (W), Mumbai-400 061







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

## MINUTES OF THE AMC MEETING

Minutes of the meeting of Academic Monitoring Committee held on 9/01/2022 at 11.30 am are as under:

### 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	Ms. Neeta Wadhvani	Member	

### Agenda for the Meeting:

- 1) To take review of the lectures conducted as per the timetable.
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- 3) To take review of remedial lectures conducted for slow learners.
- 4) To discuss about the status of mentorship.
- 5) To discuss any other matter, if any.

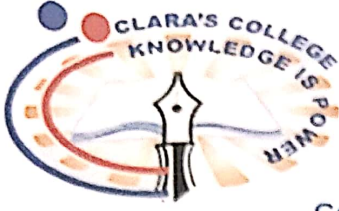
### Meeting Review:

- 1) Review was taken of lectures conducted as per timetable and syllabus so far completed.
- 2) Discussion was held about various curricular and co-curricular activities organized during the academic year 2019-20.
- 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 about their studies, careers and personal issues.
- 5) Meeting was ended with a vote of thanks.

Dr. Babita Kanojia  
Convener



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



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Address - Yari Road, Versova, Mumbai - 400061

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

## Academic Year 2020-21

Date: 16/06/2020

### Office Order

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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	Ms. Neeta Wadhvani	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 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





# CHILDREN WELFARE CENTRE Clara's College of Commerce

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

## NOTICE FOR THE AMC MEETING

Date :16/06/2020

### NOTICE FOR THE MEETING OF THE ACADEMIC MONITORING COMMITTEE FOR THE ACADEMIC YEAR 2020-21.

The Academic Monitoring Committee Meeting is scheduled on 19/06/2020 at 11.30 am in the Principal's Chamber.

Sr. No.	Members	Designation	Signature of Member
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	Ms. Neeta Wadhvani	Member	

### Agenda for the Meeting:

- 1) To assign role and responsibilities to members of the committee.
- 2) To circulate Academic Calendar to 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  
Yari Road, Versova,  
Bandra (W), Mumbai-400 061







# CHILDREN WELFARE CENTRE Clara's College of Commerce

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

## MINUTES OF THE AMC MEETING

Minutes of the meeting of Academic Monitoring Committee held on 19/06/2020 at 11.30 am in the Principal's Chamber are as under:

### 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	Ms. Neeta Wadhvani	Member	

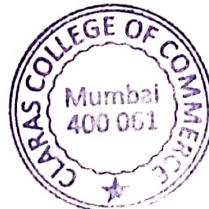
### Agenda for the Meeting:

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

### Meeting Review:

- 1) The 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 rights 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) The Chairman informed members to prepare the academic calendar and display on website and students notice boards and to get circulated to students in the class and on their whatsapp.
- 3) It was decided to inform students about master time table and starting of semester so that students will start attending lectures without fail.
- 4) Principal thanked all the members present in the meeting.

Dr. Babita Kanojia  
Convener



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



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## NOTICE FOR THE AMC MEETING

Date : 05/01/2021

### NOTICE FOR THE 11<sup>th</sup> MEETING OF THE ACADEMIC MONITORING COMMITTEE FOR THE ACADEMIC YEAR 2020-21.

The Academic Monitoring Committee Meeting is scheduled on 08/01/2021 at 11.30 am in the Principal's Chamber.

Sr. No.	Members	Designation	Signature of Member
1	Dr.MadhukarGitte	Chairman	
2	Dr.BabitaKanojia	Convener	
3	Mr.Amit Bansod	Member	
4	Mr.VijaykumarMakwana	Member	
5	Mrs.Jisha Varghese	Member	
6	Ms. Neeta Wadhvani	Member	

### Agenda for the Meeting:

- 1) To take review of lectures conducted and syllabus completed as per the timetable.
- 2) To review of various academic and other activities conducted during 2020-21.
- 3) To take review of remedial lectures conducted for slow learners.
- 4) To discuss regarding status and progress of mentorship.
- 5) To discuss about any other matter with the permission of the Chair.

All members are requested to attend the meeting as mentioned above.



Principal  
Principal

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





# 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

## MINUTES OF THE AMC MEETING

Minutes of the meeting of Academic Monitoring Committee held on 08/01/2021 at 11.30 am are as under:

### 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	Ms. Neeta Wadhvani	Member	

### Agenda for the Meeting:

- 1) To take review of lectures conducted and syllabus completed as per the timetable.
- 2) To review of various academic and other activities conducted during 2020-21.
- 3) To take review of remedial lectures conducted for slow learners.
- 4) To discuss regarding status and progress of mentorship.
- 5) To discuss about any other matter with the permission of the Chair.

### Meeting Review:

- 1) Review was taken of lectures conducted as per timetable and syllabus so far completed.
- 2) Discussion was held about various curricular and co-curricular activities organized during the academic year 2020-21.
- 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 about their studies, careers and personal issues.
- 5) Meeting was ended with a vote of thanks.

Dr. Babita Kanojia

Convener



Dr. Madhukar Gitte

Principal

Principal

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Address - Yari Road, Versova, Mumbai - 400061

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Academic Year 2021-2022

Date: 15/06/2021

## Office Order

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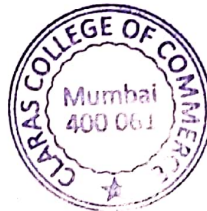
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1	Dr. Madhukar Gitte	Chairman	
2	Dr. Babita Kanojia	Convener	
3	Mr. Amit Bansod	Member	
4	Mr. Vijaykumar Makwana	Member	Makwana V. G.
5	Mrs. Jisha Varghese	Member	Jisha
6	Mr. Pravin Deshmukh	Member	Pravin

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 co-curricular activities.

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

CC:-

1. All the concerned members.
2. Office Copy.



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## NOTICE OF THE AMC MEETING

Date :15/06/2021

### NOTICE FOR THE 1<sup>st</sup> MEETING OF THE ACADEMIC MONITORING COMMITTEE FOR THE ACADEMIC YEAR 2021-22

The Academic Monitoring Committee Meeting is scheduled on 18/06/2021 at 11.30 am in Principal Chamber.

Sr. No.	Members	Designation	Signature of Member
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.
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- 4) To display timetable on notice boards and college website.

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Principal

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





# 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

## MINUTES OF THE AMC MEETING

Minutes of the meeting of Academic Monitoring Committee held on 18/06/2021 at 11.30 am are as under:

### 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.
- 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) The Chairman informed that roles and responsibilities of the members have been allotted to prevent any ragging incident and also to give 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 as and when required.
- 2) The Chairman informed to prepare academic calendar and display on website and students notice boards and to get it circulated to students on Whats App groups.
- 3) The Chairman informed that we have decided to inform students about master time table so that students will start attending lectures without fail.
- 4) Principal thanked all the members present in the meeting.

Dr. Babita Kanojia  
Convener



Dr. Madhukar Gitte  
Principal

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Clara's College of Commerce  
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## NOTICE OF THE AMC MEETING

Date :11/01/2022

### NOTICE FOR THE II<sup>nd</sup> MEETING OF THE ACADEMIC MONITORING COMMITTEE FOR THE ACADEMIC YEAR 2021-22.

The Academic Monitoring Committee Meeting is scheduled on 14/01/2022 at 11.30 am in the Principal's Chamber.

Sr. No.	Members	Designation	Signature of Member
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 take review of the lectures conducted as per the timetable.
- 2) To review of various academic and other activities conducted during 2021-22.
- 3) To take review of remedial lectures conducted for slow learners.
- 4) To discuss about the status of mentorship.
- 5) To discuss any other matter, if any.

You are requested to attend the meeting as mentioned above.



Principal

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## MINUTES OF THE AMC MEETING

Minutes of the meeting of Academic Monitoring Committee held on 14/01/2022 at 11.30 am are as under:

### 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 take review of the lectures conducted as per the timetable.
- 2) To review of various academic and other activities conducted during 2021-22.
- 3) To take review of remedial lectures conducted for slow learners.
- 4) To discuss about the status of mentorship.
- 5) To discuss any other matter, if any.

### Meeting Review:

- 1) Review was taken of lectures conducted as per timetable and syllabus so far completed.
- 2) Discussion was held about various curricular and co-curricular activities organized during the academic year 2021-22.
- 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 about their studies, careers and personal issues.
- 5) Meeting was ended with a vote of thanks.

Dr. Babita Kanojia  
Convener



Dr. Madhukar Gitte  
Principal  
Principal  
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## Academic Year 2022-23

Date: 14/06/2022

### Office Order

The following committee has been constituted as "Academic Monitoring Committee" to have smooth functioning of academic session and course completion as per Academic Calendar. The responsibility of the committee is 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 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.

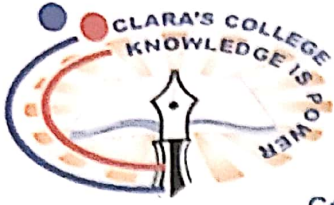


PRINCIPAL

Principal  
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## NOTICE FOR THE AMC MEETING

Date :14/06/2022

### NOTICE FOR THE MEETING OF THE ACADEMIC MONITORING COMMITTEE FOR THE ACADEMIC YEAR 2022-23.

The Academic Monitoring Committee Meeting is scheduled on 16/06/2022 at 11.30 am in the Principal's Chamber.

Sr. No.	Members	Designation	Signature of Member
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 to 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

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## MINUTES OF THE AMC MEETING

Minutes of the meeting of Academic Monitoring Committee held on 16/06/2022 at 11.30 am in the Principal's Chamber are as under:

### 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 to students and teachers.
- 3) To prepare master and individual time table prior to semester start.
- 4) To display timetable on notice boards and college website.

### Meeting Review:

- 1) The 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 rights 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) The Chairman informed members to prepare the academic calendar and display on website and students notice boards and to get circulated to students in the class and on their whatsapp.
- 3) It was decided to inform students about master time table and starting of semester so that students will start attending lectures without fail.
- 4) Principal thanked all the members present in the meeting.

Dr. Babita Kanojia  
Convener



Dr. Madhukar Gitte  
Principal  
Principal  
Claras College of Commerce  
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## NOTICE FOR THE AMC MEETING

Date :09/01/2023

### NOTICE FOR THE II<sup>nd</sup> MEETING OF THE ACADEMIC MONITORING COMMITTEE FOR THE ACADEMIC YEAR 2022-23.

The Academic Monitoring Committee Meeting is scheduled on 12/01/2023 at 11.30 am in the Principal's Chamber.

Sr. No.	Members	Designation	Signature of Member
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 take review of lectures conducted and syllabus completed as per the timetable.
- 2) To review of various academic and other activities conducted during 2022-23.
- 3) To take review of remedial lectures conducted for slow learners.
- 4) To discuss regarding status and progress of mentorship.
- 5) To discuss about any other matter with the permission of the Chair.

All members are requested to attend the meeting as mentioned above.



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## MINUTES OF THE AMC MEETING

Minutes of the meeting of Academic Monitoring Committee held on 12/01/2023 at 11.30 am are as under:

### 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 take review of lectures conducted and syllabus completed as per the timetable.
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### Meeting Review:

- 1) Review was taken of lectures conducted as per timetable and syllabus so far completed.
- 2) Discussion was held about various curricular and co-curricular activities organized during the academic year 2022-23.
- 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 about their studies, careers and personal issues.
- 5) Meeting was ended with a vote of thanks.

Dr. Babita Kanojia  
Convener



Dr. Madhukar Gitte  
Principal  
Principal  
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