

Notices & Minutes of Meeting for A.Y. 2018-19

Sr. No.	CDC Meeting	Date of Meeting
1	1st CDC AY 2018-19	12.07.2018
2	2nd CDC AY 2018-19	02.11.2018
3	3rd CDC AY 2018-19	09.04.2019
4	4th CDC AY 2018-19	30.04.2019

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CLARA'S COLLEGE OF COMMERCE
Yari Road, Versova, Mumbai – 400 061

Ref: CDC/AY 1819 / 1

22/06/2018

NOTICE

The meeting of the College Development Committee will be held on 12.07.2018 at 12.00 noon in the office of Clara's College of Commerce at Yari Road, Versova, Andheri (W), Mumbai - 400 061.

AGENDA

1. To discuss the Academic Calendar for AY 18-19
2. To discuss NAAC second cycle preparation
3. To appoint Mrs. Babita Kanojia as Member Secretary in place of Dr. Geeta Balakrishnan, Mr. Vijaykumar Makwana as HOD member and inclusion of Ms. Aarti Ahuja as teacher Elected.
4. To discuss the plan for conducting seminar's /workshop on Research
5. To discuss progress in conducting short term courses for student's
6. Business arising out of the minutes / Any other matter with the permission of the chair.



B. Kanojia

Mrs. Babita Kanojia
I/C Principal

I/C Principal
Claras College Of Commerce
Yari Road, Versova,
Andheri (W), Mumbai-400 061.

CLARA'S COLLEGE OF COMMERCE
Yari Road, Versova, Mumbai - 400 061.

MINUTES OF THE MEETING OF THE LOCAL MANAGING COMMITTEE HELD ON 12th July, 2018

The meeting of the College Development Committee (CDC) of the college was held on 12th July, 2018 at 12.noon where the following members were present.

Chairperson of Management or Nominee
Secretary of Management
One HOD
Principal of College-Member Secretary
Teacher Elected
Teacher Elected
Teacher Elected
One Elected Non-Teaching Employee
IQAC Coordinator
One Elected Non-Teaching Employee
Local member Nominated
Local member Nominated
Local member Nominated
Local member Nominated

Ms Shabnam Kapoor
Mr Ajay Kaul
Mr. Vijay Kumar Makwana
Ms Babita Kanojia
Mr. Amit Ashok Bansod
Ms. Aarti Ahuja
Mr. Faisal Tanwar
Mr. Prashant Walawalkar
Dr. Mamta Rajani
Mr. Prashant Walawalkar
Dr Shobha Menon
Dr. Bageshree Bangera Bandekar
Mr. Manohar Kumbhejkar
Ms Rita Kapoor

The following points were discussed:

1. The minutes of the CDC meeting held on 7th April 2018 were read and confirmed.
2. The Academic Calendar for AY18-19 was discussed, suggestion given the members were incorporated.



To discuss NAAC second cycle preparation -

Dr. Pramod Pabrekar, Ex- Principal ICLES Motilal Jhunjhunwala College' Navi Mumbai held a session on 'Way to NAAC'. For approaching the 2nd cycle of NAAC in a systematic manner. The seven criteria's were distributed amongst the staff members in the following manner

Criterion allotment to committee members for NAAC		
Sr No	Criterion	Faculty Incharge
1	Curricular Aspects	Ms.Jisha Verghese / Mr.Reetesh Singh /

		Mr.Shahid Ansari
2	Teaching- Learning and Evaluation	Mr.Amit Ashok Bansod/ Ms.Ruchita Pandhre/ /Ms.Vidushi
3	Research, Innovation and Extension	Dr. Seema Petkar/ Mrs.Babita.Kanojia/ Dr. Mamta Rajani
4	Infrastructure and Learning Resources	Ms.Poonam Lad/ Mr.Surendra Choudhary
5	Student, Support and progression	Mr.Sameer Gandhi / Mr.Faisal Tanwar/ Ms.Nikita
6	Governance, Leadership and Management	Ms.Reena Dave/Mr.Shripad Joshi/ Ms.Prabhavati Manjrekar
7	Institutional Values n Best Practices	Ms.Sangeeta Mhatre/ Ms. Vidushi /Mr. Faisal Tanwar
8	Reports	Ms.Arati Ahuja/ Ms.Minal Sharma
9	Evidence& Proof	Mr.Ashish/ Ms.Poonam Lad
10	Collecting Document	Mr.Surendra Choudhary

4. After resignation of Dr. Geeta Balakrishnan as Principal of the College, Mrs. Babita Kanojia was selected as Member Secretary in place of Dr. Geeta Balakrishnan, Mr. Vijaykumar Makwana would now act as 'HOD member' and Ms. Aarti Ahuja was selected as 'Teacher Elected'.
5. To discuss the plan for conducting seminar's /workshop on Research As per the new Academic Calendar Finalized



Date	Day	Events/Activities
FDP Planned		
30/6/2018	SAT	Faculty Enriching Programme for teaching and non-teaching staff - Seminar on 'Image Enhancement'
4/7/2018	WED	IQAC Meeting/Faculty Enriching Programme: Workshop on "NAAC Way Forward "
7/7/2018	SAT	Faculty Enriching Programme:One Day Workshop on "Framework for Data collection and Analysis in social science research "

4/8/2018	SAT	Faculty enriching programme "Workshop on E-resources of learning " -- WORKSHOP on E-Filling of Income tax " for M.COM/B.COM/BAF/BMS)
10/8/2018/&11/8/2018/	FRI & SAT	Faculty Enrichment Programme: Two Days State level workshop on "Innovative classroom teaching methods" by IQAC as a
8/9/2018	FRI & SAT	Faculty Development Programme: Research Workshop on "Writing Minor/ Major Research Projects"
5/1/2019	SAT	FDP: "Be an inspirational teacher through Emotional Intelligence."
Workshops		
12/7/2018	THU	WORKSHOP on E-Filling of Income tax " for M.COM/B.COM/BAF/BMS)
13/7/2018	FRI	WORKSHOP on " The emerging trends & transition of GST in the current scenario " for M.COM/B.COM/BAF/BMS)
2/8/2018	THU	Workshop on "Digital Banking Awareness Programme on cashless transactions" for B.Com/ BAF/ BMS/ BMM/M.Com
24/8/2018	FRI	Workshop on " "Understanding film promotion" for BMM
6/9/2018	THU	Workshop on Cashless transactions: Digital economy campaign (B.Com/ BMS/ BAF/ BMM/ M.Com)
30/11/2018	FRI	Research Workshop on "An insight to write quality Research Paper"
20/12/2018	THU	Workshop on "Photography & Short Film making" for BMM
Seminars & Expert Talks		
28/7/2018	SAT	Seminar on " From College to corporate " (BMS/BAF/ B.Com/M.Com/BMM)
29/9/2018	SAT	Expert talk on Cyber Crime by Sachin Dedhia (B.Com/ BMS/ BAF/ BMM/ M.Com)



5/10/2018	FRI	Session on Writing Effective Research Project Report/ Internship Report (BAF/ BMS/)
15/10/2018	MON	Student Development Programme: Workshop on "Application of Google tools"(BMS/BAF/BMM/ B.Com/M.Com
3/12/2018	MON	SDP: "Master the secret of successful career and life"
7/12/2018	FRI	Expert talk on "Start Up India, "
17/12/2018	MON	Expert talk by PETA: "Sensitising youth for love towards the animals"
5/1/2019	SAT	AD-O -Mania : Expert talk on:" Prospects of Advertising in digital era in globalised world" (B. Com/ BMS/BAF/BMM/M.Com
30/1/2019	WED	Career Guidance session on "Careers opportunities in travel & tourism "
1/2/2019	FRI	Expert Talk on "Women's Rights"
6/2/2019	WED	Career Development Workshop on" Competitive Exams Preparation"

It was also decided to work towards conducting 'Minor Research Project'. The students also would be identified for entering into 'Avishkar' Research Competition.

6. To discuss progress in conducting short term courses for student's

It was decided to work towards conducting short term courses of 'Tally' for BCom and BAF , Media related courses for BMM and Management Courses (Digital Marketing/ Soft Skills) .It is also decided to explore 'Skill Development' courses



Bharajis

I/C Principal & Member Secretary
College Development Committee

I/C Principal

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

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CLARA'S COLLEGE OF COMMERCE
Yari Road, Versova, Mumbai – 400 061

Ref: CDC/ AY 1819 / 2

19/10/2018

NOTICE

The meeting of the College Development Committee will be held on 02.11.2018 at 11.00 noon in the office of Clara's College of Commerce at Yari Road, Versova, Andheri (W), Mumbai - 400 061.

AGENDA

1. To read and confirm the meeting of College Development Committee held on 12th July 2018
2. To appoint Mr. Carl Swamy (General Secretary - Student Council) & Ms. Priyanka Mishra (President - Student Council) would join as Students representatives.
3. To inform the various activities conducted in the college since the last CDC meeting,
4. To discuss the Academic Calendar for AY 18-19 till Academic Year end.
5. To discuss progress in conducting short term courses & research activities for student's.
6. Business arising out of the minutes / any other matter with the permission of the chair.




Mrs. Babita Kanojia
I/C Principal

CLARA'S COLLEGE OF COMMERCE
Yari Road, Versova, Mumbai - 400 061.

MINUTES OF THE MEETING OF THE LOCAL MANAGING COMMITTEE HELD ON 2nd November, 2018

The meeting of the College Development Committee (CDC) of the college was held on 2nd November, 2018 at 11am where the following members were present.

Chairperson of Management or Nominee
Secretary of Management
One HOD
Principal of College-Member Secretary
Teacher Elected
Teacher Elected
Teacher Elected
Teacher Elected
Students representatives

Students representative

One Elected Non-Teaching Employee
IQAC Coordinator
One Elected Non-Teaching Employee
Local member Nominated
Local member Nominated
Local member Nominated
Local member Nominated

Ms Shabnam Kapoor
Mr Ajay Kaul
Mr. Vijaykumar Makwana
Dr. Gitte Madhukar
Mr. Amit Ashok Bansod
Ms. Aarti Ahuja
Mr. Faisal Tanwar
Mrs. Babita Kanojia
Mr. Carl Swamy (Secretary - Student Council)
Ms. Priyanka Mishra (President - Student Council)
Mr. Prashant Walawalkar
Dr. Mamta Rajani
Mr. Prashant Walawalkar
Dr Shobha Menon
Dr. Bageshree Bangera
Mr. Manohar Kumbhejkar
Ms Rita Kapoor

The following points were discussed:

1. The minutes of the CDC meeting held on 12th July, 2018 were read and confirmed.
2. Mr. Carl Swamy (General Secretary - Student Council) & Ms. Priyanka Mishra (President - Student Council) joined as Students representatives and they were introduced to the other members of the committee.
3. The members were informed the various activities conducted in the college since the last CDC meeting



Date	Events/Activities
24-07-18	NSS orientation for first year
02-08-18	Guidance lecture on Pulse polio drop - BMC
03-08-18	NSS Orientation to F.Ys of all courses
05-08-18	Pulse Polio Drive -At BMC school, Versova
16-08-19	NSS Voluntary orientation
08-09-18	Anti-Plastic Campaigning
01-09-18	Kerala Flood Relief Rally
26-09-18	"Observation for Surgical Strike"
28-09-18	Session held for 'Gender Sensitization'

	Student Activities
26-06-18	ANTI-DRUGS DAY: Making Signages Short documentary on Real life stories of drug abuse Seminar on "Drugs are retarded so don't get started"
27-06-18	Essay writing competition- "Fate of Plastic Ban"
12-07-18	WORKSHOP on E-Filing of Income tax " for M.COM/B.COM/BAF/BMS
14-07-18	Orientation to S.Y Students of all courses (Including library orientation)
27-07-18	Pre- Diabetic Assessment in Association with SNTD College
30-06-18	Session on Cinema Appreciation -for BMM students
28-07-18	Seminar on "conceptualization & copywriting for Ad campaign"
24-08-18	Workshop on " "Understanding film promotion" for BMM students
25-08-18	Orientation for First year students
26-09-18	Powerpoint Presentation Competition on "Save every drop of Water "
13-10-18	Financial Accounting & Auditing VII (Guest Lecture by Shama Sha)
13-10-18	FYBAF- Guest Lecture on Indian Constitution (By Aniesh V)



	IQAC Activities
25-07-18	Student Development Programme-" Building Emotional Wealth"
03-08-18	Seminar on Invest To Create Wealth-Start Early (B.Com/BMS/BAF)
04-08-18	Faculty enriching programme "Workshop on E-resources of learning "
27-08-18	Self Defense Training session by Dr. Advait Despande from IMTA
25-09-18	One day National Workshop on "Expanding emotional Intelligence for Professors"

CULTURAL COMMITTEE	
11-07-18	WORLD POPULATION DAY THEME: Poverty, Population and development Skit Competition:
14-07-18	LITERARY EVENTS: 1) Elocution (Eng/Hin/Mar/Guj/Urdu) : Talk show Topic : a) Murderous online games- How to protect the youth (B.COM) b) Demonetization pro's and con's (BAF) c) Impact of Digitization on Indian Democracy (BMM) d) Farm management – an aid to reduce suicides (BMS) e) Technology a double edge sword Justify (M.COM) 2) Debate (Eng/Mar) : Power of words a) Security cameras an invasion of our privacy b) Humans are too dependent on technology c) Fried foods should come with a warning d) Concept of Zoo should be nullified Quiz : Buzz the Buzzer Poetry : Poe-E - Meter Story writing : EXEMPLUM (Story with moral) Creative Writing : Mind Teaser
19-07-18	Health Awareness Session- diabetes check up



21-07-18	Hatho Ki Kala (FINE ART EVENTS) Rangoli : Rangoon Ki Dunia Theme : Beti bachao, beti Padhao/ Save Earth T-shirt painting : Tie Dye Collage making : Paper Art Pot painting : Paint Pottery Diya painting : Art on diya Mehendi : Jashn-E-Mehendi Poster Making : Paint it Out theme: Innovations and Entrepreneurship or Woman Empowerment or in 2030 Clay modeling: Clay Play Day Film marathon: Short film making Cartooning : Cart-O-Mania
10-10-18	TRADITIONAL DAY CELEBRATION IN-VEN-TO 1)Mad Ads : Add making contest 2)Sizzle up : Cooking contest 3)Salad Carving : Vegetable/Fruit Salad Sculpture 4)Pop up : On the spot photography

4. To discuss the Academic Calendar for AY 18-19 till Academic Year end.

MONTH: NOVEMBER 2018		
01-11-18	THU	Diwali Vacation (05-25 November)
07-11-18	WED	Diwali Amavasya(Laxmi Poojan) (Holiday)
08-11-18	THU	Diwali(Balipratipada) (Holiday)
09-11-18	FRI	Bhaubeej (Holiday)
21-11-18	WED	Eid-E-Milad (Holiday)
23-11-18	FRI	Guru Nanak Jayanti (Holiday)
27-11-18	TUE	LIBRARY COM: Intercollegiate Book Review competition (Dates to be postponed)
29-11-18	THU	IQAC Meeting
30-11-18	FRI	Research Workshop on "An insight to write quality Research Paper"
MONTH: DECEMBER 2018		
01-12-18	SAT	National / International Conference



01-12-18	SAT	WORLD AIDS DAY
03-12-18	MON	SDP: "Master the secret of successful career and life"
07-12-18	FRI	Expert talk on "Start Up India, "
08-12-18	SAT	Industrial Visit (BMS/BAF/BMM)
14-12-18	FRI	Blood Donation Drive
17-12-18	MON	Expert talk by PETA: "Sensitising youth for love towards the animals"
20-12-18	THU	Workshop on "Photography & Short Film making" for BMM
22-12-18	SAT	Annual Sports Day
25-12-18	TUE	CHRISTMAS(Holiday)
26-12-2018 TO 01-01-2019	WED	CHRISTMAS VACATION (26-31 December)/N.S.S Camp
MONTH: JANUARY 2019		
02-01-19	WED	College Re-opens
05-01-19	SAT	AD-O -Mania : Expert talk on:" Prospects of Advertising in digital era in globalised world" (B. Com/ BMS/BAF/BMM/M.Com
05-01-19	SAT	FDP: "Be an inspirational teacher through Emotional Intelligence."
12-01-19	SAT	Cultural Committee Activity : Talen'tell -"Stepping Stone To Stardom" 1) DANCE : Step into the spotlight 2) SINGING : Conquer the Mike 3) NAIL ART : Nailzzzz 4)HAIR STYLING : Hair 'n the Hood 5) FACE PAINTING: Face Art 6) MAKE UP : Powder and Glitter 7) Music Band : Band Quest
19-01-19	SAT	Feast -O- Mania : Marketing Fest
21-01-19	MON	IQAC MEETING
26-01-19	SAT	REPUBLIC DAY Celebration
28-01-19	MON	Seminar on Effective Resume Writing



29-01-19	TUE	Farewell : M. Com/ B. Com/ BMS/ BAF / BMM
30-01-19	WED	MARTYRS DAY
30-01-19	WED	Career Guidance session on "Careers opportunities in travel & tourism "
Date	Day	Event/Activities
MONTH: FEBRUARY 2019		
01-02-19	FRI	Expert Talk on "Women's Rights"
02-02-19	SAT	Submission for Internal examination Question Papers : Sem _II/ IV/ VI
04-02-19	MON	Moke court session- "A case study on Contract Act (B.com/BAF/BMS)
06-02-19	WED	Career Development Workshop on" Competitive Exams Preparation"
13-02-19	WED	Holiday (Mahashivratri)
16-02-19	SAT	Annual Day
19-02-19	TUE	CHHATRAPATI SHIVAJI MAHARAJ JAYANTI (Holiday)
22-02-19	FRI	Internal Examination Sem-II,IV,VI (20-23 February)
27-02-19	WED	Prize Distibution for the winners of Marathi Poetry & Elocution competition/Essay Competion
28-02-19	THU	Beginning of ATKT examination sem I to IV (old syllabus)
MONTH: MARCH 2019		
01-03-19	FRI	Subject Guest Lecture For TYBMM/BMS/BAF/ Bcom
3/1/2019 & 3/2/2019	SAT	Placement Drive
04-03-19	MON	Mahashivratri (Holiday)
05-03-19	TUE	IQAC MEETING
06-03-19	WED	Subject Guest Lecture For TYBMM/ /BMS/BAF/ Bcom



a. Dr Shobha Menon suggested that in case the student strength for conducting 'Tally' is not got, the interested students can do the same course in the their college.

b. Mr. Manohar Kumbhejkar suggested that the college can work towards starting a course in Digital Advertisement. He also suggested that the college should take help of its successful alumni for placing the students. Guest lectures and visit for Media students should be conducted by media persons.



Principal & Member Secretary
College Development Committee



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

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CLARA'S COLLEGE OF COMMERCE
Yari Road, Versova, Mumbai – 400 061

Ref: CDC/ AY 1819 / 3

23/03/2019


NOTICE

All the members of College Development Cell are hereby informed that there will be a meeting held on 9th April, 2019 in the Principal's Cabin at 11:00am.

Agenda :

1. Review of the minutes of the previous meeting
2. Review of the International Conference held on 16th March, 2019
3. To discuss about the criteria's for NAAC
4. To discuss the preparation of annual Calendar for next academic year
5. To discuss the result of 5th semester result and any suggestion for improvement
6. Any other matter with the permission of the chair





(Dr. Gite Madhukar)
Principal

CLARA'S COLLEGE OF COMMERCE


MINUTES OF THE MEETING OF THE COLLEGE DEVELOPMENT COMMITTEE HELD ON 9th April 2019

The meeting of the College Development Committee (CDC) of the college was held on 9th April, 2019 at 11 am where the following members were present.


Chairperson of Management or Nominee

Ms Shabnam Kapoor 

Secretary of Management

Mr. Ajay Kaul 

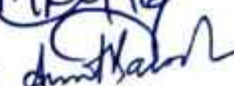
One HOD

Mr. Vijaykumar Makwana 

Principal of College-Member Secretary

Dr. Gitte Madhukar 

Teacher Elected

Mr. Amit Ashok Bansod 


Teacher Elected

Ms. Aarti Ahuja 

Teacher Elected

Mr. Faisal Tanwar 

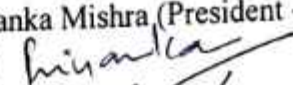
Teacher Elected

Mrs. Babita Kanojia 


Students representatives

Mr. Carl Swamy (Secretary - Student Council) 


Students representative

Ms. Priyanka Mishra (President - Student Council) 

IQAC Coordinator

Dr. Mamta Rajani 

One Elected Non-Teaching Employee


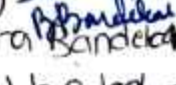
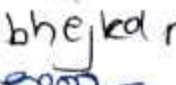

Mr. Prashant Walawalkar 



The following points were discussed:

1. The minutes of the previous meeting held on 2nd November, 2018 were read and reviewed.
2. The key points of the International Conference held on 16th March, 2019 were informed to the members of the committee

- International Conference was organized on 16th March 2019 in the fifth floor hall from 9.00am to 5.00pm. The topic for the conference was "World Road to Cashless Economy".

Local member nominated - Dr. Shobha Menon 
 Local member nominated - Dr. Bageshree Bangera 
 Local member nominated - Mr. Monohar Kymbhekar 
 Local member nominated - Mrs. Rites Kapoor 

The conference was attended by

- Dr. Madhu Nair, Ex. Principal, Nirmala College of Commerce, Member Academic Council and Board of Studies in Commerce,
- Dr. Arvind Luhar, Associate Professor and Head of the Department of Business Accountancy, Ismail Yusuf College of Commerce and Chairman of Indian Accounting Association (Thane Chapter),
- Dr. Sanjay Biyani, Dean, Professor and Head of the Department of Business Management, Saurashtra University, Rajkot,
- Dr. P.T. Choudhary, Professor and Head of the Department of Commerce, M.J..College Jalgaon,
- Dr. Jayprakash Yadav, Assistant Professor of Accountancy at Gujrat Commerce College, Ahmedabad,
- Mr. Amod Bhatt, Director of IDRA Indian Centre,
- Dr. R.K Tailor, Associate Professor, Department of Accounting and Taxation,
- Dr. Gopal Kalkotti, Principal, M.V. College of Commerce and Science,
- Dr. Kuldeep Sharma, Hinduja College and Dr. Nishikant Jha, Associate Professor and Head of the Department of Accountancy, Thakur College of Commerce and Secretary of Indian Accounting Association (Thane Chapter) were the guest for the conference.

The Conference was organized by Clara's College Conference committee which included Dr. Madhukar Gitte (Chairman), Mrs. Babita Kanojia (Conveyor), Dr Mamta Rajani (IQAC Coordinator) and other staff members

All the speakers stressed that Cashless Economy is a concept which has been discussed widely.

The Technical Session was conducted after the plenary session track wise. The following were the tracks created to execute the Technical Session:

- Accountancy, Banking and Finance
- HRA and HRM/ICT & Education
- Commerce & Management / Tourism and Event Management
- Marketing & Mass Media
- Economics & Environment
- Legal Perspective/ Yoga & Physical Education/ Inter-Disciplinary



A total of 326 papers were published in over eight volumes of International Journal with impact factor of 7.36. The committee members were satisfied with the outcome of the conference.

3. The committee discussed the work for each criteria of NAAC

The NAAC criteria have been distributed amongst the teachers in the following manner. It has been decided to regularly meet each criteria team and ensure progress in made in implementation of the criteria.

Criterion I To VII	FORM_A (AQAR/SSR)	Dr. Mamta Rajani			
Criterion I	Curricular Aspects	Mrs.Jisha Varghese	Ms.Poonam Lad	Mr.Shripad Joshi	-
Criterion II	Teaching, Learning and Evaluation	Mrs.Babita Kanojia	Ms.Ruchita Pandhare	Ms.Sangeeta Mhatre	Ms.Prabhavati Manjrekar
Criterion III	Research, Innovations and Extension	Mr.Faisal Tanwar	Ms.Reena Dave	Mr.Nishad	
Criterion IV	Infrastructure and Learning Resources	Mr. Vijaykumar Makwana	Ms.Poonam Lad	Ms.Archana Narvekar	
Criterion V	Student Support and Progression	Dr.Seema Petkar	Mr.Sameer Gandhi	Mr.Shahid Ansari	Mr.Surendra Chaudhary
Criterion VI	Governance, Leadership and Management	Mr.Amit Bansod	Ms.Nikita Asawal	Ms.Minal Sharma	
Criterion VII	Institutional Values and Best Practices	Ms.Aarti Ahuja	Mr.Reetesh Singh		



The committee members were also informed that each team would prepare the AQAR for AY 2018-19. Each team is being guided by the principal and IQAC incharge Dr. Mamta Rajani in filling the AQAR and maintaining records/ evidence for the figures/ information submitted in AQAR. It has been decided to finalize the AQAR for AY2018-19 before the term end.

4. To discuss the preparation of annual Calendar for next academic year

The preparing of the annual calendar has been started, each Committee head has been asked to provide the list of various activities that will be conducted next year, basis which the annual calendar will be prepared by 20th April 2019.

5. To discuss the result of 5th semester result and any suggestion for improvement

Class	Total No. of Students	Appeared	Passed	Passed Percentage	Failed	Failed Percentage
TYBAF	60	60	42	70	18	30
TYBMM	27	26	16	61.54	10	38.46
TYBMS	96	95	80	84.21	15	15.79
TYBCOM	163	162	43	27	119	73

The following are the suggestions given by the members:

- Teachers to keep hard copy of the notes with the library.
- To increase the library time for the students.
- To improve the use of ICT in teaching process.
- To identify and focus on weak students of the class.
- To create a policy in consultation with management to debar students with poor attendance.



(Dr. Gitte Madhukar)

Principal

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

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CLARA'S COLLEGE OF COMMERCE

Yari Road, Versova, Mumbai – 400 061

Ref: CDC/ AY 1819 / 4

23/04/2019

NOTICE

All the members of College Development Cell are hereby informed that there will be a meeting held on 30th April, 2019 in the Principal's Cabin at 11:00am.

Agenda :

1. Review of the minutes of the previous meeting
2. To finalize the Annual Calendar for A.Y. 2019-20
3. To discuss and finalize the admission schedule for second year and third year students
4. To discuss and recommend to the management to improve use of information and communication technology in teaching and learning process
5. Any other matter with the permission of the chair




(Dr. Gitte Madhukar)

Principal

CLARA'S COLLEGE OF COMMERCE

MINUTES OF THE MEETING OF THE COLLEGE DEVELOPMENT COMMITTEE HELD ON 30TH APRIL 2019

The meeting of the College Development Committee (CDC) of the college was held on 30th April, 2019 at 11 am where the following members were present.

Chairperson of Management or Nominee

Ms Shabnam Kapoor

Secretary of Management

Mr. Ajay Kaul

One HOD

Mr. Vijaykumar Makwana

Principal of College-Member Secretary

Dr. Gitte Madhukar

Teacher Elected

Mr. Amit Ashok Bansod

Teacher Elected

Ms. Aarti Ahuja

Teacher Elected

Mr. Faisal Tanwar

Teacher Elected

Mrs. Babita Kanojia

Students representatives

Mr. Carl Swamy (Secretary - Student Council)

Students representative

Ms. Priyanka Mishra (President - Student Council)

IQAC Coordinator

Dr. Mamta Rajani

One Elected Non-Teaching Employee

Mr. Prashant Walawalkar



The following points were discussed:

1. The minutes of the previous meeting held on 9th April 2019 were read and confirmed.
2. In regards to the Academic Calendar for A.Y. 2019-20 it has been decided to

- To finalize the plan of action for every Criterion (regarding activities) to be conducted in Academic Year 2019-20 and submit by 10th May, 2019.
- To finalize the plan of action (Committee wise) as a part of Academic Calendar by 2019-20 and submit the same by 10th May, 2019.

Local member nominated - Pr. Shobha Menon
 Local member nominated - Pr. Bageshree Bangera
 Local member nominated - Mr. Manohar Kumbhekar
 Local member nominated - Ms. Rita Kapoor

- To finalize the plan of action (Department wise) as a part of Academic Calendar by 2019-20 and submit the same by 20th May, 2019.

3. The admission schedule for next academic year were finalized

For students taking admission in SYBMS /SYBAF/SYBMM

- 4th May 2019 - Distribution of marksheet for Sem II & Sem I ATKT. Distribution of Admission form to students eligible for Sem III
- 7th May 2019 – Collection of Duly filled admission form with document for Sem III

For students taking admission in TYBMS /TYBAF/TYBMM

- 30th May 2019 - Distribution of marksheet for Sem IV & Sem III ATKT. Distribution of Admission form to students eligible for Sem V
- 3rd June 2019 – Collection of Duly filled admission form with document for Sem III

4. There was also discussion on ways to increase and improve the use of ICT in teaching and learning process. The following suggestions were given by the member

- To increase the number of classes having audio-visual equipment
- To have a training session for teachers on how to prepare an impactful presentation



(Dr. Gitte Madhukar)

Principal

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