Notices & Minutes of Meeting for A.Y. 2019-20

Sr. No.	CDC Meeting	Date of Meeting
1	1st CDC AY 2019-20	12.07.2019
2	2nd CDC AY 2019-20	15.11.2019
3	3rd CDC AY 2019-20	01.02.2020
4	4th CDC AY 2019-20	17.03.2020

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CLARA'S COLLEGE OF COMMERCE

Yari Road, Versova, Mumbai – 400 061

Ref: CDC/ AY 1920 / 1

05/0/72019

NOTICE

All the members of College Development Cell are hereby informed that there will be a meeting held on 12th July, 2019 in the Principal's Cabin at 12:00 noon.

Agenda :

1. To review of the minutes of the previous meeting

2. To review of the Annual Calendar prepared for AY 2019-20

3. To review the results of Third Year students for professional courses.

4. To discuss and recommend welfare schemes for students and employees.

5. To discuss the progression of AQR preparation and submission for AY 2018-19

6. To discuss and seek suggestion for improving safety , security & discipline of college.

7. Any other matter with the permission of the chair

(Dr. Gitte Madhukar)

Principal

(9)

CLARA'S COLLEGE OF COMMERCE

MINUTES OF THE MEETING OF THE COLLEGE DEVELOPMENT COMMITTEE HELD ON 12th July, 2019

The meeting of the College Development Committee (CDC) of the college was held on 12th July, 2019 at 12.00 noon 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 Makwana V. G
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. BabitaKanojia
IQAC Coordinator	Dr. Mamta Rajani Present
One Elected Non-Teaching Employee	Mr. Prashant Walawalkar
Local Member Nominated	Dr. Bageshree Bangera Bandekar BBandekar.
Local Member Nominated	Mr. Manohar Kumbhejkar Present

The following points were discussed

1. The minutes of the CDC meeting held on 30th April 2019 were read and confirmed.

2. **To review of the Annual Calendar prepared for AY 2019-20.**

The members of the committee were informed about the events/ programs / workshops / seminars that have been planned during the academic year 2019-20. The brief of the events planned is as under

Faculty Programs - 10 including FDP, Workshops, Sessions.

Student Program- 27 events Expert talks, Guidance session, Lectures / Media students 7 events are being arranged.

NSS - 6 Events (including Camp, Blood Donation Drive)

Cultural activities - 9 events are being organized (Competition, Traditional Day).

Library - 3 events including 2 Inter college competition.

WDC - 5 events are being organized.

Some of the suggestions given by Mr. Manohar Kumbhejkar were to do a workshop on Digital Media. He also suggested taking Mass Media students to printing press. He also suggested that a session Blog writing should be organized.

3. **To review the results of Third Year students for professional courses.**

The following were the results placed before the committee.

	Total Students	Result Declared for	Passed	Failed	Passing Percentage
BMS	96	86	65	21	76.0%
BAF	60	59	41	18	69.5%
BMM	26	24	15	9	62.5%

The committee was informed that the results were affected due some subjects like Operational Research in BMS, Financial Management in BMM and Financial Accounting in BAF. Committee members were of the view that additional remedial lectures of these subjects should be conducted.

4. **To discuss and recommend welfare schemes for students and employees.**

The following are the present welfare schemes implemented by the institute.

Teaching	**Advance Salary** - Maximum of one advance salary is paid in case of emergency. **Medical** – In case of staff being medically unfit to attend work, in the past the salary has still being paid to the employee.
Non teaching	**Advance Salary** - Maximum of one advance salary is paid in case of emergency. **Medical** – In case of staff being medically unfit to attend work, in the past the salary has still being paid to the employee.
Students	**Fees reduction**– As all sections of the college are unaided. Based on request of the students , the fees of students are reduced or waived for the students. **Government** – The College also propagates welfare scheme supported by Government for minorities , economically weaker sections, SC/ST/OBC.

No suggestions or recommendations were given by any of its members.

5. To discuss the progression of AQAR preparation and submission for AY 2018-19.

The committee members were informed that of the rough draft of all the seven criterions has been prepared and is awaiting approval from the principal and the management.

6. To discuss and seek suggestion for improving safety, security & discipline of college.

The committee members were informed that for discipline a committee has been formed which is headed by our senior most faculty of degree Mr. Surendra Chaudhary. All faculty members are also responsible to maintain discipline in the college. The college also has an anti-ragging committee and student's grievance cells , which look into the concerns raised by students.

For Safety & Security of the student's CCTV camera's have been installed on all floors and in all classrooms.

Dr. Bhagyashree Bangera suggested that a lady security guard needs to be appointed due to a large number of girl student population. Mr. Manohar another member suggested that security camera's also need to be installed at the gates of the college so as to overlook the activities there.

7. An additional point regarding dwindling number of first admission was raised by BCom coordinator Mrs. Babita Kanojia. It was suggested that the college should focus on skill development and workshops which would attract students in future.

(Dr. Gitte Madhukar)
Principal

CLARA'S COLLEGE OF COMMERCE

Yari Road, Versova, Mumbai – 400 061

Ref: CDC/ AY 1920 / 2

15/11/72019

NOTICE

All the members of College Development Committee are hereby informed that there will be a meeting held on 29th November, 2019 in the Principal's Cabin at 12:00 noon.

Agenda:

1. To review of the minutes of the previous meeting
2. To discuss the progression of AQAR submission & preparation of NAAC SSR report
3. To review the events conducted in the 1st half of the academic year.
4. To discuss setting up of Language Lab for students.
5. To discuss the infrastructure requirement (ICT, LAN, Software)
6. To discuss setting up of Study room & extension of Library timing
7. To discuss ways to increase usage of ICT by teachers
8. To discuss preparation of major upcoming events (Sports day, Annual day, Industrial Visit)
9. To include of Ms. Sheryl Cusher as teacher elected in College Development Committee in place of Ms. Aarti Ahuja.
10. 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 MEETING HELD ON29[th] November 2019 at 11.00 am.

The meeting of the College Development Committee (CDC) of the college was held on 29th November,2019 at 11.00noon 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	Mr. Faisal Tanwar
Teacher Elected	Mrs. BabitaKanojia
IQAC Coordinator	Dr. Mamta Rajani
One Elected Non-Teaching Employee	Mr. Prashant Walawalkar
Local member Nominated	Dr Shoba Menon
Local Member Nominated	Dr. Bageshree Bangera Bandekar
Local Member Nominated	Mr. Manohar Kumbhejkar
Local member Nominated	Ms Rita Kapoor

The following points were discussed:

1. The minutes of the CDC meeting held on 12th July 2019 were read and confirmed.

2. **To discuss the progression of AQAR submission & preparation of NAAC SSR report**
   - AQAR Portal will open on 18th February 2020, All criteria in charges are working towards collection of documents

- NAAC SSR portal will open from 20thAugust 2020- Time lines for preparation needs to be discussed and finalized to meet the deadline.

3. **To review the events conducted in the 1st half of the academic year.**

The committee members were informed that all the events which were planned have been conducted except for the following

Date	Day	Events/Activities	Dept.	New Date
12-Jul-2019	Friday	Workshop on Portfolio Management	All Dept.	January
22-Jul-2019	Monday	Competition on - Best out of scrap	All Dept.	January
23-Jul-2019	Tuesday	Seminar on the development of Radio Jockey Skills	BMM	January
26-Jul-2019	Friday	Seminar on Video Editing	BMM	February
7-Aug-2019	Wednesday	A Talk on - 'Learning Net Banking'	BAF	January
10-Aug-2019	Saturday	Session on Career Guidance for Third Year Students	Placement Committee	
10-Aug-2019	Saturday	Librarians' Day - Library Activity	Library	January
30-Aug-2019	Friday	FDP - Moldings Young Minds	All Dept.	February
16-Sep-2019	Monday	Lecture on - E-Waste Management	All Dept.	February
19-Sep-19	Thursday	FDP - Office Management Resource Person : Bharti Narvekar	All Dept.	February
10-Oct-2019	Thursday	Traditional Day Celebration - 'Spreading Joy' 1)Mad Ads : Add making contest 2)Sizzle up : Cooking contest 3)Salad Dressing : Vegetable/Fruit Salad Sculpture 4)Pop up : On the spot photography	Cultural Committee	December
25-Sep-2019	Wednesday	Session on Digital Marketing	BMS and BMM	January

26-Sep-2019	Thursday	Plastic Free Society - Cloth Bags Distribution in Local Areas	NSS	January
27-Sep-2019	Friday	Session on Photography	BMM	February
28-Sep-2019	Saturday	Hindi Diwas : Performing Arts Theatre : Theme – Any Act from any famous movie Street play : Theme – Corruption Mime : *Theme is open Mimicry : *Theme is open Mono acting : *Theme is open (*Theme is open. - However participants have to get the theme approved from cultural coordinator.)	Cultural Committee	January
7-Oct-2019	Monday	Session on Exploring Opportunities for Young Entrepreneurs	IQAC	December
25-Oct-2019	Saturday	Workshop on NET and SET Exam	All Dept.	Cancelled

4. **To discuss setting up of Language Lab for students.**

- There is a need for language Lab for English language. A large section of students find difficulty to converse in English, which is now the business language and essential in securing jobs especially in the private sector.
- Management has agreed to explore the possibility to install language lab in the computer lab of the college.

5. **To discuss the infrastructure requirement (ICT, LAN, Software)**
   - **Presently ICT** - (Projector & white screen/ Smart Boards is available at 8 locations – 6 classes, AV room & IT lab). Presently these are being used by teachers for showing PPT's & Audio Visuals
   - **WIFI** - Presently WIFI is available only in IT LAB. The committee members were of the opinion that WIFI facilities should be provided. Management has

provided.Management has agreed to install WIFI facility which can be used in Classrooms where ICT facilities are available.

- **LAN** -Presently only three PC of Office are connected to central Server. All other PC's in coordinator room, Library, Principal Office, IT Labs, examination room are not on LAN. Sharing and access to data is hindered flow of information. Committee members suggested installation of LAN would increase efficiency and better decision making.

  The management has decided for implementation of LMS (Learning Management System). LMS would help in better delivery of lectures and creating online content for student its implementation

- **Software – FEES** -Presently we have software installed for fees collection on one PC of Office

- **Examination Software** – DOS based, installed in examination PC which is a standalone PC.

- **ID Card** – Has been Installed at one PC

- **Admission Software** – Not available

One of the major concern discussed was that software installed are from different vendors and not compatible with each other. Professor Shobha Menon Principal Valia College suggested a software installed in their college called 'Teachers' which they are presently being used for taking attendance, sending important notices, subject notes. The unique feature is that the parents can also login in the software and check the attendance of the student. This software also has a feature the teachers need to input the topics completed during the lecture which is also seen by the student. This particular feature keeps a tab that no topics are skipped by the professor.

6. **To discuss ways to increase usage of ICT by teachers** – At presently 6 faculty members are actively using the ICT facility available in the college. The other faculty members are also being encouraged to use the facility available for better delivery of subject.

7. **To discuss setting up of Study room & extension of Library timing**

- Present Timing of Library is 10.00 am to 5.00 pm. It was suggested that the library hours be increased especially during exam times where one of the peons can be allotted the duty of monitoring the students beyond 5.00 pm. The management has not agreed for the same due security concerns as the librarian and the teachers are not available for supervision.

8. To discuss preparation of major upcoming events (Sports day, Annual day, Industrial Visit)

   The committee members were informed of the upcoming events planned

   - Sports Day is scheduled for 21st December 2019 (10 individual events & 4 team events are conducted for College Students) Trials started 27th November 2019
   - Annual Day – Is scheduled for 15th February 2020, some events are
   - Industrial Visit – 7th & 8th January 2020

9. To include of Ms. Sheryl Cusher as teacher elected in College Development Committee in place of Ms. Aarti Ahuja who has left the institute.

(Dr. Gitte Madhukar)

Principal

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

CLARA'S COLLEGE OF COMMERCE

Yari Road, Versova, Mumbai – 400 061

Ref: CDC/ AY 1920 / 3

14/01/2020

NOTICE

All the members of College Development Committee are hereby informed that there will be a meeting held on 1st February 2020 in the Principal's Cabin at 01:00 pm.

Agenda:

1. To review of the minutes of the previous meeting.
2. To discuss the result of third year students belonging to professional courses.
3. To discuss the updated AQR for AY 2018-19 submitted by IQAC
4. To seek suggestions for preparation of annual calendar and decide the deadline for its preparation.
5. To discuss the schedule of the forthcoming exams, result declaration and admission dates.
6. To brief the committee members of the recent events that were conducted (industrial visit & sports day) and seek suggestion for further improvement.
7. To discuss the activities to be conducted under the placement cell.
8. 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 MEETING HELD ON 1st February 2020 at 1.00 pm.

The meeting of the College Development Committee (CDC) of the college was held on 1st February 2020 at 1.00 pm noon 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. Sheryl Cusher
Teacher Elected	Mr. Faisal Tanwar
Teacher Elected	Mrs. Babita Kanojia
IQAC Coordinator	Dr. Mamta Rajani
One Elected Non-Teaching Employee	Mr. Prashant Walawalkar
Local member Nominated	Dr Shobha Menon
Local member Nominated	Ms. Rita Kapoor

The following points were discussed:

1. **The minutes of the CDC meeting held on 29th November 2020 were read and confirmed.**

The committee members added the following suggestions to the points discussed in the previous meeting.

- One of the points of the last meeting was review of the events planned as per academic calendar. Some events were postponed or cancelled, which is as under and were informed to the committee members

Conducted

Date	Events/Activities	Dept.	Conducted in
July 2019	Seminar on the development of Radio Jockey Skills – The aspects of Radio Jockeying were covered in the Industrial Visit to RED FM – 98.3	BMM	January 2020
August 2019	Session on Career Guidance for Third Year Students- Three sessions in lieu of this session were conducted in the month of December and January	Placement Committee	November – January 2020
August 2019	Librarians' Day - Library Activity – Make your Bookmark	Library	August 2019
October 2019	Traditional Day Celebration	Cultural Committee	December 2019
September 2019	Session on Digital Marketing – This session was conducted by Mr. Vikas Shirode	BMS and BMM	September 2019
September 2019	Plastic Free Society - Cloth Bags Distribution in Local Areas	NSS	January – 2020
August 2019	FDP - Moldings Young Minds - In lieu of this session on 'Creating Awareness and sensitizing students for Government beneficial programs'	All Dept.	January 2020

Postponed

Date	Events/Activities	Dept.	New Date
July 2019	Competition on - Best out of scrap	All Dept.	February 2020
September 2019	Session on Photography	BMM	February 2020

Cancelled events

Month	Events/Activities	Dept.
July 2019	Workshop on Portfolio Management	All Dept.
July 2019	Seminar on Video Editing	BMM
July 2019	A Talk on - 'Learning Net Banking'	BAF
August 2019	FDP - Moldings Young Minds	All Dept.

September 2019	Lecture on - E-Waste Management	All Dept.

- Also, one of the committee members Prof. Shobha Menon suggested for the improvement of ICT the college could invest in mobile projectors, which could be moved from classroom to classroom rather than having fixed projectors that are presently being installed in our college.

- For the improvement of usage of ICT – it was suggested that all teachers should at least prepare PPT's for two or three topics in each subject that they are teaching. Also use of ICT should be part of the annual meeting discussion of the teachers.

- One of members also suggested having a multimedia room for BMM students, for better and practical delivery of lectures.

2. **To discuss the result of third year students belonging to professional course**

   The following are the results of the professional courses and were informed to the committee members

Stream	Total number of Students	Total No. of Present	Total No. of Absent Students	Result not declared	Total No. of Pass Student	Total No. of Fail (A.T.K.T.)
BMS	92	90	02	02	71 (80.68%)	17 (19.32%)
BMM	32	29	03	-	13 (44.83%)	16 (55.17%)
BAF	64	64	-	-	52 (81.25%)	12 (18.75%)

3. **To seek suggestions for preparation of annual calendar and decide the deadline for its preparation.**

   It has been decided that the annual calendar should be prepared before the start of next academic year in June 2020.

   There were suggestions to include the following programs in the next academic year calendar

   - Session on E-content Development

- Creating paperless office' for non-teaching staff.
- Financial literacy

4. **To discuss the schedule of the forthcoming exams being conducted by college, result declaration and admission dates.**

The committee members were informed about the forthcoming schedule of the exams, the result declaration date and the admission dates, which is as under

Class	Exam Dates	Result Declaration	Admission Dates
First Year			
Semester I (ATKT)	17th Feb 2020 to 6th March 2020	20th March 2020	Admission from FY to SY 27th April 2020
Semester II	14th March 2020 to 21st March 2020	15th April 2020	
Semester III (ATKT)	17th Feb 2020 to 6th March 2020	20th March 2020	Admission from SY to TY 28th April 2020
Semester IV	3rd March 2020 to 13th March 2020	5th April 2020	
Additional Exam Semester II & IV	4th April 2020 to 15th April 2020	20th April 2020	
MCOM Part I	3rd March to 7th March 2020		
MCOM Part II	3rd March to 7th March 2020		

5. **To brief the committee members of the recent events that were conducted (industrial visit & sports day) and seek suggestion for further improvement.**
   The committee members were informed briefly about the two major events that have been conducted after the last CDC meeting.
   Sports Day

The Annual day was conducted on 21st December 2019. In all eight individual events and four team events were conducted. The winners were felicitated with medals and certificates. Events for faculty members and parents were also conducted.

Industrial Visit

The College had conducted a two-day Industrial visit to Nasik / Igatpuri for the students of BMS, BAF & BMM. A total of 93 students (50 boys & 43 girls) participated. They were accompanied by 6 faculty members.

The following industries were visited

BMS & BAF - Precision Engineering Works & Empire Spices (Owners of RAM Bandhu brand)

BMM – Lokmat Press & Red FM 98.3 (Radio Channel)

6. **To discuss the activities to be conducted under the placement cell.**

The committee members were informed that Mr. Aniesh V and Ms. Sheryl Cusher were recently appointed members to the placement committee and they have conducted the following activities during the last two months

I.   **Session Name** -Career Counseling for aspiring Chartered Accountants
     a. **Date of event** - 16th December 2019
     b. **Resource Person** -by Ms. Bhavna Radheswar CA faculty & associate member with ICAI
     c. **Beneficiaries** - 77 students of SY & TY.

II. **Session Name** - Lecture on Business Etiquettes and Curriculum Vitae making
     a. **Date of event** - 17th January 2020
     b. **Resource Person** - Mr. Dinesh Chotrani (Faculty with Wilson College & BL Amlani College)
     c. **Beneficiaries** - 41 students TY & FYBCOM

III. **Session Name** – Session on Mock Interviews / Interview Grooming
     a. **Date of event** - 24th January 2020
     b. **Resource Person** - Mr. Dinesh Chotrani (Faculty with Wilson College & BL Amlani College)
     c. **Beneficiaries** - 46 students (All Ty Students)

IV. **Session Name** – Creating Awareness and sensitizing students for Government beneficial programs'
     a. **Date of event** - 28th January 2020
     b. **Resource Person** – Ms. Divya Dholay, Social Activist and Managing Trustee of Sankalp Siddhi Trust.

c. **Beneficiaries** - 46 students (All Ty Students)

7. **Any other matter with the permission of the chair**

- A suggestion was given by a committee member Mr. Amit Ashok Bansod to create a 'A policy document stating the conditions and extent of financial support extendable to teachers for attending conference/ workshop and membership towards professional bodies.

(Dr. Gitte Madhukar)

Principal

CLARA'S COLLEGE OF COMMERCE

Yari Road, Versova, Mumbai – 400 061

Ref: CDC/ AY 1920 / 4

02/03//2020

NOTICE

All the members of College Development Committee are hereby informed that there will be a meeting to be held on 17th March 2020 in the Principal's Cabin at 01:00 pm.

Agenda:

1. To review of the minutes of the previous meeting.
2. To review the events conducted in the 2nd half of the academic year.
3. To review the preparation of annual calendar.
4. To discuss and frame suitable admission procedural changes for next academic year.
5. To discuss implementation and review of last NAAC recommendations.
6. Any other matter with the permission of the chair.

(Dr. Gitte Madhukar)

Principal

MINUTES OF THE COLLEGE DEVELOPMENT COMMITTEE MEETING HELD ON 17th March 2020 at 1.00 pm.

The meeting of the College Development Committee (CDC) was held on 17th March 2020 in the Principal's Cabin at 01:00 pm where the following members were present.

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. Sheryl Cusher
acher Elected	Mr. Faisal Tanwar
Teacher Elected	Mrs. Babita Kanojia
IQAC Coordinator	Dr. Mamta Rajani
One Elected Non-Teaching Employee	Mr. Prashant Walawalkar
Local Member Nominated	Dr. Shobha Menon
Local Member Nominated	Dr. Bageshree Bangera Bandekar
Local Member Nominated	Mr. Manohar Kumbhejkar

he following points were discussed:

1. The minutes of the CDC meeting held on 1st February 2020 were read and confirmed.

2. To review the events conducted in the 2nd half of the academic year.

MONTH: NOVEMBER 2019			
20- Nov-2019	Wednesday	Seminar on Career in Media and Entertainment	BMM
22 Nov- 2019	Friday	Cyber Security Awareness Programme for Women	WDC
22 Nov- 2019	Friday	Session on Soft Skills	All Dept.
27 - Nov-2019	Wednesday	Sports- Running Race 400 Meter	Sport
27 - Nov -2019	Wednesday	Sport - Obstacle Course 100 Meter	Sport
27 - Nov-2019	Wednesday	Sport - Shot Put16LBS	Sport
27- Nov- 2019	Wednesday	Sport - One Legged Race 100 Meter	Sport
29- Nov- 2019	Friday	Sport - Balancing Act 100 Meter	Sport
29 - Nov- 2019	Friday	Sport - Long Jump	Sport
29- Nov- 2019	Friday	Sport - Relay Race	Sport
- Nov-2019	Friday	Sport - Tug of War	Sport
29 - Nov-2019	Saturday	Awareness Programme on Polycystic Ovary Syndrome (PCOS) & its Challenges	WDC
MONTH: DECEMBER 2019			
02-Dec-2019 to07-Dec- 2019	Monday to Saturday	Selection Round for Annual Sports Meet	All Dept.
3-Dec-2019	Thursday	A Completion of Short term, Certificate Course titled "Soft Skills" (Certificate Distribution)	All Dept.
5-Dec-2019	Thursday	A Study Tour to Bombay Stock Exchange	All Dept.
7-Dec-2019	Saturday	Inter-collegiate Book Review Competition	Library
Dec-2019 to 11-Dec-2019		Self Defense Training Session	WDC
06-Dec-2019 to 12-Dec-2019	Monday to Monday	N.S.S. Camp	NSS
14-Dec-2019	Saturday	Blood Donation Drive	NSS and Alumni
16-Dec-2019	Saturday	Career Counseling Programme for CA Course	All Dept.
18-Dec-2019	Wednesday	Traditional Day	Cultural
18-Dec-2019	Wednesday	Guest Lecture on the Importance of Citizen Journalism Today	BMM
19-Dec-2019	Thursday	A Session on Online Information Retrieval Tools and Plagiarism	All Dept.
19-Dec-2019	Thursday	Research Paper Competition	All Dept.

21-Dec-2019	Saturday	Annual Sports Day	Sport
24-Dec-2019	Tuesday	"Participation in Selection Round of 14th Avishkar Research Convention"	Research Committee
MONTH: JANUARY 2020			
2-Jan-2020	Thursday	College Reopens	All Dept.
4- Jan.-2020	Thursday	Convocation Ceremony	All Dept.
7-Jan-2020 & 8-Jan-2020	Tuesday	Industrial Visit to Naṣik / Igatpuri	All Dept.
10-Jan-2020	Friday	Swachha Bharat Abhiyan	NSS
10-Jan-2020	Friday	Session on "Science of Graphology and the Art of Handwriting Analysis"	WDC
15-Jan-2020	Wednesday	'Hunting Flairs' (Talent Hunt) Step into the spotlight - Solo &Group Dance Contest Categories Contemporary Dance Hip - Hop Conquer the Mike - Solo Singing Contest Shoot Your short Movie - Short film Competition Beat – Up - Beat Boxing Competition Nail Fornia - Nail Art Competition The Hair Lair - Hairstyle Competition Powder & Glitter - Make up Competition	Cultural Committee
16-Jan-2020	Thursday	Session on Intellectual Property Rights" Copyright and Patents" (SDP)	IQAC
17- Jan- 2020	Friday	Session on Business Etiquette and Application Making (CV)	All Dept.
-Jan-2020	Monday	Cloth Bags Distribution	NSS
24-Jan-2020	Thursday	Corporate Training – Mock Interviews	All Dept.
24 Jan. 2020	Thursday	Programme on First Aid and CPR Training	All Dept.
25-Jan-2020	Friday	Workshop on Life Skills: Time Management	WDC
27-Jan-2020	Monday	A Session on "Awareness and Sensitization of Students for Government Services"	IQAC
27-Jan -2020 to 08-Feb-2020		A Short-Term Certificate Course on Research Methodology	All Dept.
MONTH: FEBRUARY 2020			

1-Feb-2020	Saturday	BRAINVITA – Intercollegiate Quiz Competition	Library Advisory Committee
3-Feb-2020	Monday	Awareness Programme on Cyber Crime	All Dept.
3-Feb-2020	Monday	Rethink Plastic – An Awareness and Sanitization	NSS
3-Feb-2020	Monday	Essay Writing Competition	All Dept.
04 Feb. 2020	Tuesday	Awareness on Chemical Free Farming	NSS
4-Feb-2020	Tuesday	Youth: Making a Difference – NSS	NSS
6-Feb-2020	Thursday	2nd World March for Peace and Non-Violence	NSS
6-Feb-2020	Thursday	Session On Military Training	All Dept.
15-Feb-2020	Saturday	Annual Day	
25-Feb.2020	Tuesday	Marketing Fest - Theme - "Oasis Makers"	Cultural Committee
26-Feb-2020	Wednesday	Session on ' The Journey ahead – Career Awareness'	All Dept.
26 and 27-Feb-2020	Thursday	Marathi Bhasha Diwas Celebration *An Expert Talk on Importance of Marathi Language * Poetry recitation Programme of Invited Poets	Cultural Committee
28 Feb. 2020	Friday	National Science Day	All Dept.
28-Feb.2020	Friday	Competition on - Best Out of Waste	All Dept.
MONTH: MARCH 2020			
3- Mar- 2020 to 13-Mar- 2020	Tuesday to Friday	Semester End and ATKT Examinations - Sem. II (BCOM, BMS, BAF and BMM)	Exam Dept.
7-Mar-2020	Saturday	Session on Managing and Reducing Waste- An initiative Towards Sustainable Environment.	IQAC
Mar-2020	Saturday	Workshop on 'Making Yoga a Habit'	WDC
12 - Mar. -2020	Saturday	Session on "Awareness of Coronavirus"	IQAC

3. **To review the preparation of annual calendar.**

The annual Calendar is being prepared for next academic year. The planning is being done on department and committee wise basis. The detailed academic calendar would be prepared before the end of the academic session.

4. **To discuss and frame suitable admission procedural changes for next academic year.**

The result declaration of Semester II (Regular), Semester IV (Regular), Semester I (ATKT) & Semester III (ATKT) would be done by last week April 2020. Date of admission would be scheduled in the last week of April.

5. **To discuss implementation and review of last NAAC recommendations**

   Key recommendation includes:

   i.   Improving the research culture within the institute:
   - The institute has conducted National & International conferences.
   - The Institute has encouraged its faculty member to write papers for recognized journals.

   ii.   To reduce the dropout rate:
   - Regularly conduct PTM
   - Sending SMS to students.

   iii.   To introduce further courses:
   - College has started MCOM course.

6. Any other matter with the permission of the chair.

No issues were raised by the committee members.

(Dr. Gitte Madhukar)   Principal