

## **Notices & Minutes of Meeting for A.Y. 2020-21**

<b>Sr. No.</b>	<b>CDC Meeting</b>	<b>Date of Meeting</b>
<b>1</b>	<b>1st CDC AY 2020-21</b>	<b>30.01.2021</b>
<b>2</b>	<b>2nd CDC AY 2020-21</b>	<b>23.03.2021</b>
<b>3</b>	<b>3rd CDC AY 2020-21</b>	<b>03.05.2021</b>
<b>4</b>	<b>4th CDC AY 2020-21</b>	<b>12.06.2021</b>



## CLARA'S COLLEGE OF COMMERCE

Yari Road, Versova, Mumbai – 400 061

Ref: CDC/ AY 2021 / 1

13/01/2021

### NOTICE

All the members of College Development Committee are hereby informed that there will be an online meeting to be held on 30<sup>th</sup> January 2021 at 01:00 pm.

#### **Agenda:**

1. To review of the minutes of the previous meeting.
2. To include Mr. Devadiga Kartik Hari Nirmala and Ms. Yadav Dhanam Ponmudi Saroja as member student representative.
3. To brief the committee members about admission, examination & college functioning during this academic year.
4. To discuss proposal for implementation of software proposal given by software companies for software regarding admission, examination, attendance, etc.
5. To discuss ways to improve the quality of online lectures.
6. To inform the committee members about various events conducted by the college in this academic year.
7. To inform the committee members about forthcoming co-circulars events planned.
8. Any other matter with the permission of the chair.

  
(Dr. Gitte Madhukar)

Principal



## CLARA'S COLLEGE OF COMMERCE

### MINUTES OF THE COLLEGE DEVELOPMENT COMMITTEE (CDC) MEETING HELD ON 30<sup>th</sup> January 2021 at 1.00 pm.

The meeting of the College Development Committee (CDC) was held on 30<sup>th</sup> January 2021 online at 01:00 pm where the following members were present.

- |  |                                |
|--|--------------------------------|
| 1. One HOD                               | Mr. Vijaykumar Makwana         |
| 2. Principal of College-Member Secretary | Dr. Gitte Madhukar             |
| 3. Teacher Elected                       | Mr. Amit Ashok Bansod          |
| 4. Teacher Elected                       | Ms. Sheryl Cusher              |
| 5. Teacher Elected                       | Mr. Faisal Tanwar              |
| 6. Teacher Elected                       | Mrs. BabitaKanojia             |
| 7. IQAC Coordinator                      | Dr. Mamta Rajani               |
| 8. Local Member Nominated                | Dr. Shobha Menon               |
| 9. Local Member Nominated                | Dr. Bageshree Bangera Bandekar |
| 10. Local Member Nominated               | Ms. Rita Kapoor                |

#### The following points were discussed:

##### 1. To review of the minutes of the previous meeting

The minutes of the last meeting held on 17<sup>th</sup> March 2020 were read and confirmed with the committee members

##### 2. To include Mr. Devadiga Kartik Hari Nirmala and Ms. Yadav Dhanam Ponmudi Saroja as member student representative.

Mr. Devadiga Kartik (President of Student Council) and Ms. Yadav Dhanam (Secretary of Student Council) were introduced to the committee members as student representatives. Both the new members were welcomed to the committee.

##### 3. To brief the committee members of about admission, examination & college functioning during this academic year

The Committee members were informed on the following aspects:

**Admission** -The students were given the option to pay fees at college counter or to send it online to the college bank account through NEFT. After payment of fees the students fills the online Google form providing personal details. The students were given the option to make part payment while taking the admission.



**Lectures** - Due to pandemic the college functioning was not as per academic plan. The professors conducted online lectures in the month of April for students of Semester VI & Semester II as their semester end examination were not conducted.

Lectures for current academic year were conducted from 15<sup>th</sup> July 2020. The lectures were taken online. The lecture Login details are shared with the students through the WhatsApp groups created for the class on a daily basis.

**Examinations** - As per university guideline the college conducted the exams of Semester V (ATKT) & Semester VI (Regular + ATKT) online in the month of October 2020. The college was part of the examination cluster formed under Bhavan's College. The online examination was conducted on examination application made by Teach Us Pvt. Ltd. There were glitches in the software, due to which some exams were rescheduled. On other occasions students who could not attend the examination due to technical issues were given additional chance to appear for the exam.

The college conducted internal examination on Google Form for semester I, III, V during the month of October 2020. The students were asked to login on Zoom App and the link of the examination was shared through chat box.

For students of this academic year the Semester end examination of Semester I, II, III, IV, V & VI was also conducted online through Teach Us application. This was an upgraded application which had photo proctoring & freezing of screen to reduce incidences of unfair means. Mock test was conducted for students before the actual examination. The incidence of technical issues was less as compared to the earlier version.

**4. To discuss proposal for implementation of software proposal given by software companies for software regarding admission, examination, attendance.**

The opinion of Dr. Shobha Menon (Principal, Valia College) & Dr. Bageshree Bangera Bandekar was sought for software proposal given by Teach Us Pvt Ltd, as the same software company is providing college administration software to them. Dr. Menon informed that the software company was responsive, and the pricing offer was competitive.

**5. To discuss ways to improve the quality of online lectures.**

As such online lecture was forced the faculties and students upon due to pandemic. Though most faculties were able to adjust quickly, some were struggling. To improve the quality of lecture, it was suggested to use videos, case studies and try to create more interaction with the students.





**6. To inform the committee members about various events conducted in this academic year.**

Few events which were conducted included:

- National level Quiz contest on World Environmental Day for creating awareness in regard to environmental issues. – 5<sup>th</sup> June 2020.
- One-day national level webinar on “How to convert script for web series & monetize it” – 8<sup>th</sup> June 2020.
- IQAC conducted online ‘Basic Accounting Quiz’ on 12<sup>th</sup> & 13<sup>th</sup> June 2020.
- NSS celebrated World Yoga Day on 21<sup>st</sup> June 2020.
- 20-Jul-20 to 20-Aug-20 distribution of Arsenic Album- 30 was distributed by NSS.
- On 16-Sep-20 & 17-Sep-20 Covid-19 Awareness Campaign and Downloading of Arogya Setu App was conducted by NSS.
- Parents-Teachers Meeting for Second and Third Year was held on 18th September 2020.
- Online Poster Making competition was conducted by NSS with the theme ‘Gratitude Towards Corona Warriors and Covid-19 Awareness’ on 8<sup>th</sup> October 2020.
- Fine Art Competition was conducted by the Cultural Committee on 6<sup>th</sup> November 2020.

**7. To inform the committee members about forthcoming co-circulars events planned.**

Few events have been planned in the coming month:

- The Library Advisory Committee is conducting - Online Quiz competition on 6<sup>th</sup> February 2021, for students of the college.
- WDC plan to conduct Online Quiz Competition on National Women’s Day, 18<sup>th</sup> February 2021.
- NSS plans to conduct Virtual Tour: Mission Compassion 2021 in association with Vegan Outreach on 22<sup>nd</sup> February 2021.
- NSS will be conducting essay Writing Competition on 25<sup>th</sup> February. 2021 and Expert Talk on 27<sup>th</sup> February 2021 to celebrate Marathi Bhasha Diwas Celebration.
- WDC has planned to conduct One Day National Level Webinar on Gender Sensitization on 8<sup>th</sup> March 2021.
- The college is planning to conduct a national conference. date, theme and other details are being finalized.

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



Suggestion was given to conduct webinar for Online teaching improvement & on research to be conducted. For staff welfare - Workshop on Time Management, Work Life Balance, Stress Management can be conducted.



(Dr. Gitte Madhukar)  
Principal



**CLARA'S COLLEGE OF COMMERCE**

**Yari Road, Versova, Mumbai – 400 061**

Ref: CDC/ AY 20-21 / 2

**09/03/2021**


**NOTICE**

All the members of College Development Committee are hereby informed that there will be an online meeting to be held on 23<sup>rd</sup> March 2021 at 01:00 pm.

**Agenda:**

1. To review of the minutes of the previous meeting.
2. To brief the committee members of the programs / events conducted since the last meeting.
3. To discuss forthcoming events planned.
4. To inform and discuss the status of AQAR preparation.
5. Any other matter with the permission of the chair.



  
(Dr. Gitte Madhukar)  
Principal

## CLARA'S COLLEGE OF COMMERCE

### MINUTES OF THE COLLEGE DEVELOPMENT COMMITTEE MEETING HELD ON 23<sup>rd</sup> March 2021 at 01:00 pm.

The meeting of the College Development Committee (CDC) was held on 23<sup>rd</sup> March 2021 at 01:00 pm online where the following members were present:

- |  |                                |
|--|--------------------------------|
| 1. One HOD                               | Mr. Vijaykumar Makwana         |
| 2. Principal of College-Member Secretary | Dr. Gitte Madhukar             |
| 3. Teacher Elected                       | Mr. Amit Ashok Bansod          |
| 4. Teacher Elected                       | Ms. Sheryl Cusher              |
| 5. Teacher Elected                       | Mr. Faisal Tanwar              |
| 6. Teacher Elected                       | Mrs. BabitaKanojia             |
| 7. IQAC Coordinator                      | Dr. Mamta Rajani               |
| 8. Local member Nominated                | Dr Shobha Menon                |
| 9. Local Member Nominated                | Dr. Bageshree Bangera Bandekar |
| 10. Local Member Nominated               | Mr. Manohar Kumbhejkar         |
| 11. Local member Nominated               | Ms. Rita Kapoor                |

#### The following points were discussed:

##### 1. To review of the minutes of the previous meeting

The minutes of the last meeting held on 1<sup>st</sup> February 2021 were read and confirmed with the committee members.

##### 2. To brief the committee members of the programs / events conducted since the last meeting.

- The Library Advisory Committee conducted 3<sup>rd</sup> annual online Quiz contest on 5<sup>th</sup> & 6<sup>th</sup> February - Online Quiz competition on 6<sup>th</sup> February 2021, for students of the college.
- NSS conducted a keynote talk 'Mission Compassion 2021' by Mr. Kuntal A Joisher on the benefits plant-based diet (Vegan Diet). This session was held on 22<sup>nd</sup> February 2021 at 4 p.m.





- Marathi Bhasha Divas was celebrated on 27<sup>th</sup> February 2021, where essay writing competition was kept along with session by Dr. Shrikant Susar. The session was named as 'Marathi Bhasha Divas Sohara: Vyakhan – Marathi Bhashecha Samrudh Theva'.
- Women Development Cell organized 'One-day national level webinar on Gender Sensitization on 8th March 2021, Resource Person: Mrs. Anita Singh (Clinical Psychologist, Counselor, Remedial Educator).
- IQAC organized one-day national level webinar on "Revised NAAC Accreditation Framework: Understanding & Challenges", with resource person: Dr Ayub Shaikh (Founder Member) IQAC Cluster India. The webinar was conducted on 9<sup>th</sup> March 2021.
- Internal Quality Assurance Cell in collaboration with Techno Serve conducted a session – 'Campus to Corporate Careers Program' The program covered important topics of Personality development and Job placement opportunities.
- Clara's College Alumni Association conducted an online session on 'Career Opportunities in Digital Marketing' Speaker - Sushant Redekar. The session was conducted on 20<sup>th</sup> March 2021.
- The college is also participating in 53rd Youth Festival 2021, being organized by Mumbai University. The college is participating in the following events:
  - On the Spot Painting
  - Indian Light Vocal Solo Competition
  - Elocution (English)
  - Cartooning
  - Poster Making
  - Western Vocal Solo
  - Story Telling/ Mono Acting

### 3. To discuss forthcoming events planned.

- IQAC & all departments are organizing A One Day National Level Webinar on Innovative Teaching Methodology in Higher Education with Resource Person Mrs. Shadab Khan of St. Xavier's Institute of Education. This webinar is scheduled for 27<sup>th</sup> March 2021.



- IQAC is planning to conduct One Day National Level Workshop on Journey from Idea to Opportunity - Business Model Canvas and Integrating IPR on 1<sup>st</sup> April 2021.
- BCOM department is planning to conduct Intercollegiate Drawing Competition on the Theme: Caretakers of Nature on 3<sup>rd</sup> April 2021.
- All Departments plan to conduct Online Short-Term Certificate Course on Personality Development from 15<sup>th</sup> April 2021 to 24<sup>th</sup> April 2021.

**4. To inform and discuss the status of AQAR preparation.**

AQAR for AY 18-19 is prepared for upload, AQAR for AY 2019- 20 is under process, rough draft would be ready by end of this month.

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

Dr. Mamta Rajani informed the committee members about the upcoming One Day International Multidisciplinary E- Conference planned for on 20<sup>th</sup> April 2021. The theme of the Conference being 'Impact of COVID on Sustainable Development.

Dr. Babita also informed the committee members about the planned A One Day National Level Webinar on Teaching - Learning Process – Learning the Unlearned.



  
(Dr. Gitte Madhukar)  
Principal

**CLARA'S COLLEGE OF COMMERCE**

**Yari Road, Versova, Mumbai – 400 061**

Ref: CDC/ AY 20-21 / 3

**21/04/2021**

**NOTICE**

All the members of College Development Committee are hereby informed that an online meeting will be to be held on 3<sup>rd</sup> May 2021 at 10:00 am.

**Agenda:**

1. To review of the minutes of the previous meeting.
2. To brief the committee members of the programs / events conducted since the last meeting.
3. To inform the members of the forthcoming exams, result declaration and admission for next academic year
4. To inform and discuss the status of preparation of the academic planner for AY 2021-2022.
5. Any other matter with the permission of the chair.



  
(Dr. Gitte Madhukar)

**Principal**

## CLARA'S COLLEGE OF COMMERCE

### MINUTES OF THE COLLEGE DEVELOPMENT COMMITTEE MEETING HELD ON 3<sup>rd</sup> May 2021

The online meeting of the College Development Committee (CDC) was held on 3<sup>rd</sup> May 2021 at 01:00 pm where the following members were present:

- |  |                                |
|--|--------------------------------|
| 1. One HOD                               | Mr. Vijaykumar Makwana         |
| 2. Principal of College-Member Secretary | Dr. Gitte Madhukar             |
| 3. Teacher Elected                       | Mr. Amit Ashok Bansod          |
| 4. Teacher Elected                       | Ms. Sheryl Cusher              |
| 5. Teacher Elected                       | Mr. Faisal Tanwar              |
| 6. Teacher Elected                       | Mrs. Babita Kanojia            |
| 7. Local Member Nominated                | Dr. Shobha Menon               |
| 8. Local Member Nominated                | Dr. Bageshree Bangera Bandekar |
| 9. Local Member Nominated                | Mr. Manohar Kumbhejkar         |
| 10. Local Member Nominated               | Ms. Rita Kapoor                |

#### The following points were discussed:

**1. To review of the minutes of the previous meeting.**

The minutes of the last meeting held on 23<sup>rd</sup> March 2021 were read and confirmed with the committee members.

**2. To brief the committee members of the programs / events conducted since the last meeting.**

- IQAC & Placement Committee organizes One-Day National Level Workshop on "Journey from Idea to opportunity – Business model Canvas and integrating IPR" was held on 1<sup>st</sup> April 2021.
- Department of Commerce held a Drawing Competition with a theme – 'Caretakers of Nature – Organized on 3<sup>rd</sup> April 2021
- One-day International Multidisciplinary E-Conference on "Impact of Covid – 19 on Sustainable Development" was held on 20<sup>th</sup> April 2021
- Short Term Certificate Course on Personality Development –held from 5<sup>th</sup> April to 14<sup>th</sup> April 2021





- Cultural Committee organized Elocution Competition for students of Clara's College on 12<sup>th</sup> April 2021 with the topic "E-learning a substitute for classroom learning"
  - IQAC with all Departments organized on 24<sup>th</sup> April 2021 a One-Day National Webinar with 'Teaching- Learning Process – Learning the Unlearned'.
3. **To inform the members of the forthcoming exams, result declaration and admission for next academic year.**
- Semester I & Semester III ATKT examination were conducted from 15<sup>th</sup> April 2021 to 24<sup>th</sup> April 2021.
  - Semester II & Semester IV examination are being conducted from 26<sup>th</sup> April 2021 to 4<sup>th</sup> May 2021.
  - Semester VI examination are planned to be conducted from 6<sup>th</sup> May 2021 to 15<sup>th</sup> May 2021.
  - Semester V examination are planned to be conducted from 24<sup>th</sup> May 2021 to 1<sup>st</sup> June 2021.

Additional exams are also held for students who missed examination for being ill/ technical issues during the exam. The college is conducting these exams with the same software as used in previous semester.

4. **To inform and discuss the status of preparation of the academic planner for AY 2021-2022.**

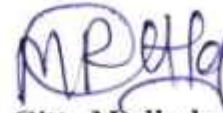
The teachers are being asked committee heads and departmental heads are being asked to share dates for programs events to be conducted next year.

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

Mr. Manohar Kumbhejkar suggested that institution should publicize all the charity/social activities that are conducted on the campus of Children Welfare Centre. This would act as a role model for rest in such situation.



Mr. Manohar Kumbhejkar also suggested urging students those have not been vaccinated to donate plasma before parting for vacation, also suggested if the institution could host such drive. CDC committee head would speak with the management team if the same could be arranged, given the Covid situation and since social distancing is a mandate.



(Dr. Gitte Madhukar)

Principal



**CLARA'S COLLEGE OF COMMERCE**

**Yari Road, Versova, Mumbai – 400 061**

Ref: CDC/ AY 20-21 / 4

**01/06/2021**

**NOTICE**

All the members of College Development Committee are hereby informed that there will be an online meeting scheduled to be held on 12<sup>th</sup> June 2021 at 11.00 am.

**Agenda:**

1. To review of the minutes of the previous meeting.
2. To brief the committee members of the programs / events conducted since the last meeting.
3. To inform the members of the forthcoming exams, result declaration and admission for next academic year
4. To inform and discuss the status of preparation of the academic planner for AY 2021-2022.
5. Any other matter with the permission of the chair.



  
(Dr. Gitte Madhukar)

**Principal**

## CLARA'S COLLEGE OF COMMERCE

### MINUTES OF THE COLLEGE DEVELOPMENT COMMITTEE MEETING HELD ON 12<sup>th</sup> June 2021 at 11.00 am.

The meeting of the College Development Committee (CDC) of the college was held on 12<sup>th</sup> June 2021 at 11:00 am online where the following members were present.

- |  |                                |
|--|--------------------------------|
| 1. One HOD                               | Mr. Vijaykumar Makwana         |
| 2. Principal of College-Member Secretary | Dr. Gitte Madhukar             |
| 3. Teacher Elected                       | Mr. Amit Ashok Bansod          |
| 4. Teacher Elected                       | Ms. Sheryl Cusher              |
| 5. Teacher Elected                       | Mr. Faisal Tanwar              |
| 6. Teacher Elected                       | Mrs. Babita Kanojia            |
| 7. IQAC Coordinator                      | Dr. Mamta Rajani               |
| 8. Local Member Nominated                | Dr. Bageshree Bangera Bandekar |
| 9. Local Member Nominated                | Mr. Manohar Kumbhejkar         |

#### The following points were discussed:

1. To review of the minutes of the previous meeting, conducted on 3<sup>rd</sup> May 2021.

The minutes of the last meeting held on 3<sup>rd</sup> May 2021 were read and confirmed with the committee members.

2. To brief the committee members of the programs / events conducted since the last meeting.

- Exams for Semester VI were conducted from 6th May to 15th May 2021 and Semester V examination were conducted from 24th May to 1st June 2021, M. Com Semester IV examination were conducted from 8th June to 10th June 2021.
- World Environment Day was celebrated on 5<sup>th</sup> June 2021, with a lecture from Mr. Reetesh Singh on the topic "Ecosystem Restoration". Apart from the lecture, a quiz on Environmental Awareness was also conducted for the students.

3. To inform the members of the forthcoming admission process for next academic year.

- Results declaration date was 5th June 2021.





- Mark sheet distribution & admission for second year and third year students to be conducted from 14<sup>th</sup> June to 16<sup>th</sup> June 2021.
- Admission payment would be accepted in Cash / Cheque at college counter and online (NEFT) payment will also be accepted. Students will also have to fill the online google form, filling all details.
- Online Lectures will start from 21<sup>st</sup> June 2021.

**4. To inform and discuss the status of preparation of the academic planner for AY 2021-2022.**

The academic calendar for AY 2021-22 is being finalized. Programs are being incorporated as per criteria and committees. Information about various activities conducted during 2020-21 has been collected.

- Online Quiz
- Expert talks
- Short Term Skill Development programs
- National Conference / International Conference
- Sports activities (if situation permits)
- Cultural Activities
- NSS Activities
- Statutory committee meeting (WDC/CDC/Anti Ragging).

**5. Any other matter with the permission of the chair:**

- Dr. Madhukar Gitte asked the IQAC to prepare plan of action for Academic year 2021-22.
- Dr. Madhukar Gitte, Principal informed the committee that points suggested in last meeting have been implemented, apart from that CWC has been distributing around 700 packets of food for needy on daily basis.
- Dr. Gitte asked the committee members to suggest from NAAC point of view. Dr. Bageshree informed that there is change in AQAR format submission and asked the status of documentation, IQAC in charge Dr. Mamta Rajani informed that documents for 18-19 & 19-20 are in place for uploading, Dr Mamta also informed that all the documents of future activity will be uploaded on Website so that it stays in records for future references.
- Mr. Manohar suggested that institution should focus on vaccination for 18+ teens at our CWC centers the publicize all the charity/social activities not only on social



media but mainstream media too. Mr. Manohar also informed that Universities plan to open up colleges somewhere around September if vaccinations of 18+ are through.

  
(Dr. Gitte Madhukar)

Principal

