

# **Notices & Minutes of Meeting for A.Y. 2023-24**

<b>Sr. No.</b>	<b>CDC Meeting</b>	<b>Date of Meeting</b>
<b>1</b>	<b>1st CDC AY 2023-24</b>	<b>06.07.2023</b>
<b>2</b>	<b>2nd CDC AY 2023-24</b>	<b>25.10.2023</b>
<b>3</b>	<b>3rd CDC AY 2023-24</b>	<b>06.03.2024</b>
<b>4</b>	<b>4th CDC AY 2023-24</b>	<b>25.04.2024</b>



**CLARA'S COLLEGE OF COMMERCE**

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

Ref: CDC/ AY 23-24 / 1

21<sup>st</sup> June 2023

**NOTICE**

All the members of College Development Committee are hereby informed that there will be in hybrid mode (offline & online) meeting to be held on 6<sup>th</sup> July 2023 at 12:00 noon.

**Agenda:**

1. To review and confirm the minutes of the previous meeting held on 27<sup>th</sup> April 2023.
2. To welcome Mr. Reetesh Singh and Ms. Neha Parwani to the committee.
3. To brief the committee members about the academic calendar (1<sup>st</sup> half) prepared for AY 2023-24.
4. To inform the committee members about the TY Semester V & VI results.
5. To seek suggestion for increasing the student's strength in the college.
6. To inform the committee members about the progress made in SSR preparation for second NAAC cycle.
7. 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 6<sup>th</sup> July 2023 at 11.00 am.

The meeting of the College Development Committee (CDC) of the college was held on 6<sup>th</sup> July 2023 at 12.00 noon. The meeting was conducted in hybrid mode (online & offline) where the following members were present.

1. Chairperson of Management or Nominee	Ms. Shabnam Kapoor
2. Principal of College-Member Secretary	Dr. Gitte Madhukar
3. Local member Nominated	Dr Shobha Menon
4. Local Member Nominated	Dr. Bageshree Bangera Bandekar
5. Local Member Nominated	Ms. Rita Kapoor
6. IQAC Coordinator	Mrs. Babita Kanojia
7. One HOD	Mr. Vijaykumar Makwana
8. Teacher Elected	Mr. Amit Ashok Bansod
9. Teacher Elected	Ms. Jisha Varghese
10. Teacher Elected	Mr. Reetesh Singh
11. Teacher Elected	Ms. Neha Parwani
12. One Elected Non-Teaching Employee	Mr. Prashant Walawalkar
13. Student's Representative	Mr. Singh Samar Mukesh Simran
14. Student's Representative	Ms. Qureshi Zoha Mohammed Ateeq

#### Agenda & Discussion:

1. To review and confirm the minutes of the previous meeting held on 27<sup>th</sup> April 2023.

The minutes of the last meeting were read and confirmed with the committee members

2. To welcome Mr. Reetesh Singh and Ms. Neha Parwani to the committee.

The Committee members welcomed Mr. Reetesh Singh as teacher elected in lieu of Mr. Sameer Gandhi and Ms. Neha Parwani as teacher elected in lieu of Ms. Mariam Masani.

3. To brief the committee members about the academic calendar (1<sup>st</sup> half) prepared for AY 2023-24



As per academic calendar the term starts from 11<sup>th</sup> June 2023 to 11<sup>th</sup> November 2023. The Committee members were informed about the academic and non-academic activities planned for the 1<sup>st</sup> half. Academic Calendar for 1<sup>st</sup> half (Annexure I) was discussed with the committee members.

The following events have already been conducted since the start of the academic year.

Date	Day	Events/Activities	Dept.
21/6/2023	Wednesday	International Yoga Day	NSS
26/6/2023	Monday	International Day Against Drug Abuse	IQAC & NSS
04-07-2023 to 14-07-2023	Tuesday to Friday	Bridge Course on Fundamentals of Accountancy	IQAC & Criteria 1
1/7/2023	Saturday	Orientation Programme for SY and TY	All departments

The Following are the events planned for the first half of academic year

MONTH: July 2023			
11/7/2023	Tuesday	Writing Competition To Celebrate World Population Day	Cultural Committee and Criteria 7
14/7/2023	Friday	Environmental Rally and Tree Plantation Drive in Association with Ekata Manch	All Dept.
17/7/2023	Monday	Best Out of Waste Competition to Celebrate World Environment Day 2023	Criteria 7
18/7/2023	Tuesday	Awareness and Demonstration Session on Road Safety in Association with United Way of Mumbai	NSS
22/7/2023	Saturday	A Session on Anti Ragging	All Dept.
25/7/2023	Tuesday	Training on Helmet for Life in Association with United Way of Mumbai	NSS
MONTH: AUGUST 2023			
1/8/2023	Tuesday	An Orientation Session on Intellectual Property Rights	IQAC & Research Committee
2/8/2023	Wednesday	Library Orientation for all FY students (New Batches) of all Dept.	Library Committee





4/8/2023	Friday	Literary Events: A) Elocution Competition B) Debate Competition: C) Group Discussion:	Cultural Committee
5/8/2023	Saturday	Orientation Programme for First Year Students	All Dept.
9/8/2023	Wednesday	Basics of Wealth Creation: Mutual Funds	IQAC & All Dept
15/8/2023	Tuesday	Distribution of food to the needed people	NSS
21/8/2023	Saturday	Talent Hunt: - Performing Arts Competition: Singing, Dancing, Mimicry, Stand-up, Fine Arts : Nail Art, Rangoli, and Mehendi, Painting Competition	Cultural Committee
22/8/2023	Tuesday	Visit to Old Age Home	NSS
<b>MONTH: SEPTEMBER 2023</b>			
1/9/2023	Friday	SECOND YEAR & THIRD YEAR Parents Teachers Meet	All Dept.
2/9/2023	Saturday	Freshers Party	All Dept.
5-09-2023 to 16-09-2023		Add-on Course on Ethos and Management	IQAC & Criteria 1
5/9/2023	Tuesday	Teachers' Day Celebration: Personalized Gift Making Competition	All Dept.
6/9/2023	Wednesday	NSS Orientation Day	NSS
11/09/2023	Monday	Online Awareness Session on Mangroves Ecosystem in Association with United Way of Mumbai	NSS
15/9/2023	Friday	Hindi Divas Celebration	Cultural Committee
18/9/2023	Monday	Session on Anti-Ragging for first year students	All Dept.
24/9/2023	Monday	NSS Foundation Day - Online Poster Making Competition	NSS
30/9/2023	Saturday	First year PTA Meeting	All Dept.
<b>MONTH- OCTOBER 2023</b>			
7/10/2023	Saturday	Poster Making Competition	IQAC & Anti-Ragging Committee
7/10/2023	Saturday	FDP on Innovative ICT Tools	IQAC
11/10/2023	Wednesday	Meri Mati Mera Desh	NSS
18/10/2023	Wednesday	Campus to Corporate Careers	IQAC & Placement Cell
19/10/2023		Shower v/s Bucket	Green Club



25/10/2023	Wednesday	Bookmark Making Competition	Library
25/10/2023	Wednesday	Session on virtual trading and career opportunities in financial market	IQAC & Placement Cell
26/10/2023	Thursday	Insight into career planning	IQAC & Placement Cell
27/10/2023	Friday	Cyber Security	WDC

**4. To inform the committee members about the TY Semester V & VI results.**

The University declared the TY results which were as Under

Sr. No	Class	Semester	Pass Results
1	TYBCOM	V	36.00%
2	TYBMS	V	72.10%
3	TYBAF	V	62.50%
4	TYBCOM	VI	42.00%

**5. To seek suggestion for increasing the student's strength in the college.**

- Presently the college has put up banners in Madh Island and near the College.
- Teachers also called students who had applied for courses through Mumbai University portal.

The following suggestion were given by committee members.

- Use of social media to increase awareness.
- Live streaming of college events on YouTube.
- Increase the views to college website by ensuring students visit college website for important circulars.
- Encourage present and past students to provide college feedback on social media sites.

**6. To inform the committee members about the progress made in SSR preparation and IQA submission or second NAAC cycle.**



The committee members were informed SSR nearing completion. All teaching and non-teaching staff were asked to attend college till 22<sup>nd</sup> May 2023 for completion of SSR. The college intends to submit IIQA by end of this month.

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

- Dr. Babita Kanojia wanted increased involvement of Alumni students in the Alumni committee functioning
- All current students who have sought part-time or Full-time employment at various organization, need to provide employee feedback about their working in the organizations.
- To seek internship for SY & TY students. The college should persuade more and more TYBMS / TYBAF students to seek internship for their Semester VI paper on Project Work. Also, all internship students need to submit their employer's feedback as part their black Book submission.

*Anitha Kanojia*

*(Signature)*

**(Dr. Gitte Madhukar)**  
**Principal**



**CLARA'S COLLEGE OF COMMERCE**

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

Ref: CDC/ AY 23-24 / 2

10<sup>th</sup> October 2023

**NOTICE**

All the members of College Development Committee are hereby informed that there will be meeting in hybrid mode (online & offline) to be held on 25<sup>th</sup> October 2023 at 11:30am.

**Agenda:**

1. To review and confirm the minutes of the previous meeting held on 6<sup>th</sup> July 2023.
2. To inform the committee members with the various events conducted in the college since the last meeting held in July 2023.
3. . To brief the committee members about the academic calendar (2<sup>nd</sup> half) prepared for AY 2023-24
4. To inform the committee members about the examination planned in the 1<sup>st</sup> Half of the academic year.
5. To inform the committee members about the progress made in SSR preparation for second NAAC cycle.
6. Any other matter with the permission of the chair.

  
(Dr. Gitte Madhukar)

**Principal**





## **CLARA'S COLLEGE OF COMMERCE**

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

Ref: CDC/ AY 23-24 / 2

### **MINUTES OF THE MEETING OF THE COLLEGE DEVELOPMENT COMMITTEE held on 25<sup>th</sup> October 2023 at 11.00 am.**

The meeting of the College Development Committee (CDC) of the college was held on 25<sup>th</sup> October 2023 at 12.00 noon. The meeting was conducted both online & offline where the following members were present:

- |  |                                 |
|--|---------------------------------|
| 1. Chairperson of Management or Nominee  | Ms. Shabnam Kapoor              |
| 2. Principal of College-Member Secretary | Dr. Gitte Madhukar              |
| 3. Local Member Nominated                | Dr. Bageshree Bangera Bandekar  |
| 4. Local Member Nominated                | Ms. Rita Kapoor                 |
| 5. Local Member Nominated                | Mr. Manohar Kumbhejkar          |
| 6. IQAC Coordinator                      | Mrs. Babita Kanojia             |
| 7. One HOD                               | Mr. Vijaykumar Makwana          |
| 8. Teacher Elected                       | Mr. Amit Ashok Bansod           |
| 9. Teacher Elected                       | Ms. Jisha Varghese              |
| 10. Teacher Elected                      | Mr. Reetesh Singh               |
| 11. Teacher Elected                      | Ms. Neha Parwani                |
| 12. One Elected Non-Teaching Employee    | Mr. Prashant Walawalkar         |
| 13. Student's Representative             | Mr. Singh Samar Mukesh Simran   |
| 14. Student's Representative             | Ms. Qureshi Zoha Mohammed Ateeq |

### **Agenda & Discussion**

- 1. To review and confirm the minutes of the previous meeting held on 6<sup>th</sup> July 2023.**

The minutes of the last meeting were read and confirmed with the committee members

- 2. To inform the committee members with the various events conducted in the college since the last meeting held in July 2023.**



Date	Event
4-07-2023 to 14-07-2023	Bridge Course on Fundamentals of Accountancy. The course was conducted by in house faculty
8/7/2023	NSS organized a Tree Plantation Drive St. Catherin Orphan Home
11/7/2023	Cultural Committee organized Writing Competition to Celebrate World Population Day Topics: 1. Overpopulated India 2.Fate of India: With regards to Population 3. Steps to Reduce Population
14/7/2023	Environmental Rally and Tree Plantation Drive in Association with Ekata Manch
17/7/2023	All Department conducted a Competition themed 'Best Out of Waste' to Celebrate World Environment Day 2023. The event was judged by Dr. Ratnaprabha Rajmane
18/7/2023	NSS conducted a session on 'Awareness and Demonstration Session on Road Safety' in Association with United Way of Mumbai. The resource person for the event was Mr. Sujit Patil
22/7/2023	All department conducted a session on Anti Ragging – Mr Reetesh Singh & Ms Kajal Jaiswal were the resource Person,
25/7/2023	NSS organized a Training on Helmet for Life in Association with United Way of Mumbai with Resource Person - Mr. Roshan Kate
1/8/2023	IQAC & Research Committee organized an Orientation Session on Intellectual Property Rights Resource Person –CS Swapnil Shenvi
2/8/2023	Library Committee organized a Library Orientation session for all FY students (New Batches) of all Dept. The session was conducted by Librarian – Mr. Pravin Deshmukh
4/8/2023	Literary Events: A) Elocution Competition Topics: 1) Why Personality Matters? 2) How to live a Stressfree Life? 3) Growing Intolerance in the Society B) Debate Competition: Topic: Parents' approach towards Girl's Education Group Discussion: New Education Policy-Students' Perception



5/8/2023	Orientation Programme for First Year Students and their parents.
9/8/2023	IQAC & All Departments organized a session for students on 'Basics of Wealth Creation: Mutual Funds'. The resource person for the event was Ms. Neha Govani.
14/8/2023	NSS organized its 1st NSS Advisory Meeting. Mr. Pranav Panchal the Area Coordinator was the Guest invitee.
15/8/2023	NSS organized distribution of food to the needy people under Roti-Bhaji Scheme.
21/8/2023	Cultural Committee organized Talent Hunt competition in the following areas :- Performing Arts Competition: Singing, Dancing, Mimicry, Stand-up Fine Arts : Nail Art, Rangoli, and Mehendi, Painting Competition. Mr. Rohan Kotekar & Mr. Saurabh Dhotre were invited as judges for the competition
22/8/2023	NSS organized its units visit a Visit to Old Age Home - Aaji Care Elder Care Centre, Versova
1/9/2023	Parents Teachers Meet was held for students of Second year & Third Year Students for discussion of their Internal Exam Results
2/9/2023	All Department organized a Fresher's Party for First Years students to welcome them
5-09-2023 to 16-09-2023	IQAC organized an Add-on Course on Ethos and Management
5/9/2023	All Department organized Personalized Gift Making Competition on the Occasion of Teachers' Day Celebration :
6/9/2023	NSS organized its Orientation Day with Mr Pranav Panchal – Local NSS coordinator as Guest Invitee.
11/09/2023	NSS organized an online Awareness Session on Mangroves Ecosystem in Association with United Way of Mumbai
15/9/2023	Cultural Committee organized Hindi Divas Celebration with essay writing , poem recitation
16/09/2023	NSS organized a Beach Clean Up Drive in Association with Ekta Manch
18/9/2023	Session on Anti-Ragging for first year students





24/9/2023	NSS celebrated its Foundation Day with Online Poster Making Competition
30/9/2023	First year Parents Teachers Meeting was held
1/10/2023	NSS organized Swatcha hi seva - Beach Clean Up Drive for Celebrating Mahatma Gandhiji's Jayanti
7/10/2023	IQAC & Anti-Ragging Committee - Poster Making Competition
7/10/2023	IQAC organized an FDP on Innovative ICT Tools . The resource person for the event was Ms. Dhanashree Adam

**3. To brief the committee members of the academic calendar (2<sup>nd</sup> half) prepared for AY 2023-24.**

9.12.2023	First Year and Second Year Parent Teacher Meeting	All Department
14/12/2023	Blood Donation Drive in Association with Mahatma Gandhi Blood Centre	NSS
14-12-2023 to 23-12-2023	Add-on Course on Techniques of Data Analysis	IQAC & Criteria 1
16-12-2023 to 22-12-2023	NSS 7 Days Residential Camp	NSS
19/12/2023	Pitfall in International Education	IQAC & Placement Committee
20/12/2023	Intercollegiate Book Review Competition	Library
4-01-2024 to 9-01-2024	Sports Selection Round	Sports
10.01.2024	Showcasing Career Opportunities in the Media and Entertainment Industry	IQAC and Placement Cell Committee
10.01.2024 to 19.01.2024	Add-on Course on Consumer Protection and Human Rights	IQAC & Criteria 1
10.01.2024	Webinar on Understanding Data Science, Data Analytics and Artificial Intelligence in Association	IQAC





	with Excelr	
10.01.2024	Elocution Competition	NSS
11.01.2024	Training on Road Safety	NSS
12.01.24	National Youth Day Celebration	NSS
15.01.24	Essay Writing and Poster Making Competition	NSS
15.01.24	Street Play on - Drive Smart, Arrive Alive	NSS
16.01.24	Yoga Training	NSS
17.01.24	Rally on Road Safety	NSS
17.01.2024	Caampus to Corporate Career (Follow-up Session)	IQAC & Placement Cell
18.01.24	Lecture on Skill Development	NSS
19.01.24	Road Safety Awareness, Student Participation with Andheri Traffic Police	NSS
20.01.2024	Annual Sports Day	Sports
23.01.2024	Workshop on Investment Banking	IQAC & Placement Cell
24.01.2024	Workshop on Preparing for Competitive Exams	WDC
28.01.2024	Industrial Visit for BAMMC	BAMMC
29.01.2024	Industrial Visit for (BMS & BAF)	All Dept.
1.02.2024	Awareness and Demonstration session on Road Safety	NSS & IQAC
2/2/2024	Twinning Day	All Dept.
3/2/2024	Traditional Day	All Dept.
4/2/2024	Run for Leprosy - Marathon	Sports
05-02-2024 to 12-02-2024	Add - On course on DBMS	IQAC & Criteria 1
9.02.2024	Street Play on Road Safety at M.A High School	NSS
17/2/2024	Annual Day	All Dept.
27/2/2024	Marathi Bhasha Divas Celebration	Cultural Committee & NSS



01.03..2024	Blood Donation Drive	NSS
02-03-2024 to 22-03-2024	Add-on Course Fundamentals of Mathematics	IQAC & Criteria 1
06.03.2024	Workshop on Self Defense : "Dare to Defend"	IQAC & WDC
07.03.2024	Marketing Fest	Cultural Committee
09.03.2024	Farewell Function for TY Students	All. Dept
14.03.2024	Research Paper Presentation Competition for TYBAF & TYBMS	Research Committee
15.03.2024 to 16.03.2024	Intercollegiate Sports Competition	Sports Committee
18.03.2024	Workshop- Cum-Inter-Collegiate Competition on Media Mush Up in Association with Films and Television Media Academy	BAMMC
20-03-2024	Placement Accelerator Program	IQAC & Placement Cell
22.03.2024	National Level Quiz Competition on World Water Day	Green Club
30.03.2024	Convocation Ceremony	All. Dept
14/4/2024	Medical Camp in Association with Ekata Manch	All Dept.
16/4/2024	Session on New Education Policy	IQAC & All Dept.
25-04-2024 to 30-04-2024	Admission from Second Year to Third Year	Admission Dept.

**4. To inform the committee members of the examination planned in the 2<sup>nd</sup> Half of the academic year.**

Sr.No	Exam	Duration	Exam Declaration Date
1	Semester III Internal Examination of (SYBMS / SYBAF / SYBAMMC)	23 <sup>rd</sup> August to 26 <sup>th</sup> August 2023	Along with External Examination
2	Semester I Internal Examination (FYBMS / FYBAF / FYBAMMC)	13 <sup>th</sup> September to 16 <sup>th</sup> September 2023	Along with External



			Examination
3	Semester II & Semester IV ATKT Examination for all Departments	11 <sup>th</sup> September to 18 <sup>th</sup> September 2023	1 <sup>st</sup> week of November 2023
4	Semester III External & ATKT Examination for all Departments (SYBCOM / SYBMS / SYBAF / SYBAMMC)	6 <sup>th</sup> October to 16 <sup>th</sup> October 2023	Last Week of November 2023
5	Semester I External & ATKT Examination (FYBCOM / FYBMS /FYBAF / FYBAMMC)	1 <sup>st</sup> November to 9 <sup>th</sup> November 2023	2 <sup>nd</sup> Week of December 2023


**5. To inform the committee members about the progress made in SSR preparation for second NAAC cycle.**

The College website has been updated. AAA is in Completion stage and would be completed before commencement of Diwali vacation.

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

- Samar Singh raised the point of usage of College Gym by Female students. He suggested specific timing for female students to exclusively use the Gymkhana. During this time a female gymkhana instructor, be appointed for supervision.
- Principal Mr. Madhukar Gitte wanted time bound completion of IQAR & SSR submission and asked for support of all staff members
- New Staff members would be reassigned for each NAAC criterion.

*Amritha*

  
(Dr. Gitte Madhukar)  
Principal



**CLARA'S COLLEGE OF COMMERCE**

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

Ref: CDC/ AY 23-24 / 3

19<sup>th</sup> January 2024

**NOTICE**

All the members of College Development Committee are hereby informed that there will be in hybrid mode (offline & online) meeting to be held on 6<sup>th</sup> February 2024 at 12: 00 noon.

**Agenda:**

1. To review and confirm the minutes of the previous meeting held on 25<sup>th</sup> October 2023.
2. To inform the committee members with the various events conducted in the college since the last meeting held in October 2023.
3. To brief the committee members about the examination schedule for even semester exams and ATKT exams to be conducted in the coming months.
4. To inform the committee members about the key events planned till the end of the academic year.
5. To present the final AQAR for AY 2021-22 and AY 2022-23 before final submission.
6. To inform the committee members about the progress made in SSR preparation for second NAAC cycle.
7. Any other matter with the permission of the chair.

**(Dr. Gitte Madhukar)**

**Principal**





## **CLARA'S COLLEGE OF COMMERCE**

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

Ref: CDC/ AY 23-24 / 3

### **MINUTES OF THE MEETING OF THE COLLEGE DEVELOPMENT COMMITTEE held on 6<sup>th</sup> February 2024 at 12.00 noon.**

The meeting of the College Development Committee (CDC) of the college was held on 6<sup>th</sup> February 2024 at 12.00 noon. The meeting was conducted both online & offline where the following members were present:

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|--|---------------------------------|
| 1. Principal of College-Member Secretary | Dr. Gitte Madhukar              |
| 2. Local member Nominated                | Dr Shobha Menon                 |
| 3. Local Member Nominated                | Dr. Bageshree Bangera Bandekar  |
| 4. Local Member Nominated                | Ms. Rita Kapoor                 |
| 5. IQAC Coordinator                      | Mrs. Babita Kanojia             |
| 6. One HOD                               | Mr. Vijaykumar Makwana          |
| 7. Teacher Elected                       | Mr. Amit Ashok Bansod           |
| 8. Teacher Elected                       | Ms. Jisha Varghese              |
| 9. Teacher Elected                       | Mr. Reetesh Singh               |
| 10. Teacher Elected                      | Ms. Neha Parwani                |
| 11. Student's Representative             | Mr. Singh Samar Mukesh Simran   |
| 12. Student's Representative             | Ms. Qureshi Zoha Mohammed Ateeq |

#### **Agenda & Discussion:**

- 1. To review and confirm the minutes of the previous meeting held on 25<sup>th</sup> October 2023.**

The minutes of the last meeting were read and confirmed with the committee members.

- 2. To inform the committee members with the various events conducted in the college since the last meeting held in October 2023.**



Date	Event	Organized by
9.12.2023	Parent Teacher Meeting for First Year and Second Year Students. Results and attendance related matter was discussed with the parents.	All Department
14/12/2023	NSS along with Ekta Manch organized a Blood Donation Drive. Students, Staff members and General public donated the blood.	NSS
14-12-2023 to 23-12-2023	IQAC conducted Add-on Course on Techniques of Data Analysis	IQAC
16-12-2023 to 22-12-2023	NSS organized a seven-day Residential Camp at Village Bhatane Taluka Palghar	NSS
19/12/2023	A seminar was organized for students titled 'Pitfall in International Education' – Resource person Dr. Priyanka Rajani	IQAC & Placement Committee
20/12/2023	Intercollegiate Book Review Competition was organized by the library department. 15 Students from 9 colleges had participated in the competition	Library
4-01-2024 to 9-01-2024	Sports Selection Round for College students was conducted for both including 5 Individual events and 2 team sports events for boys and girls each.	Sports
10.01.2024	Showcasing Career Opportunities in the Media and Entertainment Industry. This was conducted in association with Maya Academy of Advanced Creativity.	IQAC and Placement Cell Committee
10.01.2024 to 19.01.2024	Add-on Course on Consumer Protection and Human Rights	IQAC
10.01.2024	Webinar on Understanding Data Science, Data Analytics and Artificial Intelligence in Association with Excelr	IQAC
	The college in association with Nehru Yuva Kendra Mumbai conducted a series of ten events over a period 9 days. These events were organized in conjunction with NSS	
10.01.2024	Elocution Competition was conducted by NSS department with the theme 'Mera Bharat VIKSIT Bharat @2047	NSS



11.01.2024	Student of the college were taken to State Traffic Institute Byculia, on Road Safety.	NSS
12.01.24	National Youth Day was celebrated in honour of birth anniversary of Swami Vivekananda. The students were shown the live telecast which was addressed by our Honorable Prime Minister Shri Narendra Modi ji. Teachers and students spoke about the ideals which Swami ji stood by.	NSS
13.01.24	Beach Cleanup Drive was conducted on Versova beach with nearly 67 students and 3 teacher volunteers participated in it.	NSS
15.01.24	Essay Writing and Poster Making Competition on Road safety was held. There was a Total Participants - 97 Poster making - 52 Essay Writing - 45	NSS
15.01.24	Street Play on - Drive Smart, Arrive Alive was performed by the students at near Vateshwar Temple, Seven Bungalow. Total Participants – 32 students	NSS
16.01.24	Yoga Training was organized in association with Clara's College of Education with total Participants - 87	NSS
17.01.24	Rally on Road Safety was organized in association with Andheri Traffic Police Station. There were Total Participants – 166 which included (Degree-150 students and 16 B'Ed students.	NSS
17.01.24	IQAC and Placement committee organized Student Orientation session on Campus to Corporate in association with TNS. Ms. Asha Salim was the resource person for the session.	IQAC & Placement Committee
18.01.24	Workshop on skill Development was organized on 18th January 2024. Dr. Ratnaprabha Rajmane and Prof. Upasana Roy were the resource person. Total Participants -71	NSS
19.01.24	Road Safety Awareness, Student Participation with Andheri Traffic Police conducted.	NSS
17.01.24	Campus to Corporate Career (Follow-up Session)	IQAC & Placement Cell
20.01.2024	Annual Sports Day for the Institute was conducted	Sports
23.01.2024	Workshop on Investment Banking	IQAC & Placement Cell





24.01.2024	Workshop on 'Preparing for Competitive Exam' - Resource Person – Ms. Avina Suthar	WDC
26.01.2024	Republic Day was celebrated at college level. Also, NSS unit attended Inauguration of Krida Mahakumbh at Jambori Maidan. Honourable Governor and CM inaugurated the indigenous sport events.	All Dept.
26.01.2024	Quiz Competition about the 'Indian Constitution and Republic Day' was conducted	All Dept.
28.01.2024	Quiz Competition was held – Marathi Bhasha Samvardhan Pandharwada 2024	All Dept
28.01.2024	The College organized a One-day Industrial Visit for BAMMC to National Museum of Indian Cinema, Film Division, Peddar Road Mumbai	BAMMC
29.01.2024	The College organized a One-day Industrial Visit to Euro Décor Ltd Silvassa. A total of 91 Students and six teachers participated in the event.	All Dept.
04.02.2024	College students participated in 'Run for Leprosy –Marathon' organized by Vimla Dermatology Centre, Yari Road. Total Participants – 18	Sports Committee

**3. To inform the committee members of the key events planned till the end of the academic year.**

Proposed Date	Event Name	Organized by
05-02-2024 to 12-02-2024	Add - On course on DBMS	IQAC & Criteria 1
9.02.2024	Street Play on Road Safety at M.A High School	NSS
17/2/2024	Annual Day	All Dept.
27/2/2024	Marathi Bhasha Divas Celebration	Cultural Committee & NSS
01.03..2024	Blood Donation Drive	NSS
02-03-2024 to 22-03-2024	Add-on Course Fundamentals of Mathematics	IQAC & Criteria 1
06.03.2024	Workshop on Self Defense: "Dare to	IQAC & WDC





	Defend"	
07.03.2024	Marketing Fest	Cultural Committee
09.03.2024	Farewell Function for TY Students	All. Dept
14.03.2024	Research Paper Presentation Competition for TYBAF & TYBMS	Research Committee
15.03.2024 to 16.03.2024	Intercollegiate Sports Competition	Sports Committee
18.03.2024	Workshop- Cum-Inter-Collegiate Competition on Media Mush Up in Association with Films and Television Media Academy	BAMMC
20-03-2024	Placement Accelerator Program	IQAC & Placement Cell
22.03.2024	National Level Quiz Competition on World Water Day	Green Club
30.03.2024	Convocation Ceremony	All. Dept
14/4/2024	Medical Camp in Association with Ekata Manch	All Dept.
16/4/2024	Session on New Education Policy	IQAC & All Dept.
25-04-2024 to 30-04-2024	Admission from Second Year to Third Year	Admission Dept.

4. To brief the committee members of the examination schedule for even semester exams and ATKT exams to be conducted in the coming months.

Sr.No	Semester	Exam Duration
1	SEM I ATKT	27 <sup>th</sup> February 2024 to 7 <sup>th</sup> March 2024
2	SEM III ATKT	27 <sup>th</sup> February 2024 to 7 <sup>th</sup> March 2024
3	SEM II, SEM IV & SEM VI Internals	11 <sup>th</sup> March 2024 to 14 <sup>th</sup> March 2024
4	SEM II Regular & ATKT	21 <sup>st</sup> March 2024 to 8 <sup>th</sup> April 2024
5	SEM IV Regular & ATKT	20 <sup>th</sup> March 2024 to 6 <sup>th</sup> April 2024



**5. To present the final AQAR for AY 2021-22 and AY 2022-23 before final submission.**

The Final AQAR for AY 2021-22 and AY 2022-23 was presented before the CDC committee for their Approval. The same was approved.

**6. To inform the committee members about the progress made in SSR preparation for second NAAC cycle.**

After the submission of the AQAR, the IQAC will work towards submission of IIQA.

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

- Dr. Shobha Menon raised the issue in regard to the schedule kept by Mumbai University for the Convocation programme and wanted clarity in its regard.
- Dr. Madhukar Gitte emphasized on preparation of AAA report prior to SSR submission
- Dr. Madhukar Gitte also raised the point of conducting a one-day seminar on NEP 2020. He emphasized that the seminar would help in understanding the provisions, objectives and schedule for its better implementation in next academic year 2024-25.
- Mr. Samar Singh, the student representative, raised the point of appointing a full-time sports faculty for better implementation of sports related activities and events.
- Ms. Zoha Qureshi wanted a workshop on Self Defense for girl student to be conducted.

*Amritha*

  
(Dr. Gitte Madhukar)  
Principal



**CLARA'S COLLEGE OF COMMERCE**

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

Ref: CDC/ AY 23-24 / 4

11<sup>th</sup> April 2024

**NOTICE**

All the members of College Development Committee are hereby informed that there will be an offline / online meeting to be held on 25<sup>th</sup> April 2024 at 11:30 am.

**Agenda:**

1. To review and confirm the minutes of the previous meeting held on 6<sup>th</sup> February 2024.
2. To inform the committee members about the various events conducted in the college since the last meeting held in February 2024.
3. To brief the committee members about the result declaration and admission schedule in the coming months.
4. To inform the committee members on the progress of preparation of the academic calendar for AY 2024-25.
5. To inform the committee members about the progress made in SSR preparation for second NAAC cycle.
6. Review of assessment of University papers (OSM) of TYBCOM, TYBMS & TYBAF.
7. Any other matter with the permission of the chair.

**(Dr. Gitte Madhukar)** [OBJ]

**Principal**



**CLARA'S COLLEGE OF COMMERCE**

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

Ref: CDC/ AY 23-24 / 4

**MINUTES OF THE MEETING OF THE COLLEGE DEVELOPMENT  
COMMITTEE MEETING HELD 25<sup>th</sup> April 2024, 2023, at 11.30 am.**

The meeting of the College Development Committee (CDC) of the college was held on 25<sup>th</sup> April 2024 at 11.30 am. The meeting was conducted both online & offline where the following members were present.

1. Chairperson of Management or Nominee	Ms. Shabnam Kapoor
2. Secretary of Management	Mr. Ajay Kaul
3. Principal of College-Member Secretary	Dr. Gitte Madhukar
4. Local member Nominated	Dr Shobha Menon
5. Local Member Nominated	Dr. Bageshree Bangera Bandekar
6. Local Member Nominated	Mr. Manohar Kumbhejkar
7. IQAC Coordinator	Mrs. Babita Kanojia
8. One HOD	Mr. Vijaykumar Makwana
9. Teacher Elected	Mr. Amit Ashok Bansod
10. Teacher Elected	Ms. Jisha Varghese
11. Teacher Elected	Mr. Reetesh Singh
12. Teacher Elected	Ms. Neha Parwani
13. One Elected Non-Teaching Employee	Mr. Prashant Walawalkar
14. Student's Representative	Mr. Singh Samar Mukesh Simran

**Agenda & Discussion**

- 1. To review and confirm the minutes of the previous meeting held on 6<sup>th</sup> February 2024.**

The minutes of the last meeting were read and confirmed with the committee members

- 2. To inform the committee members with the various events conducted in the college since the last meeting held in February.**





9.02.2024	NSS conducted a Street Play on Road Safety at M.A High School on NSS. A total of 12 NSS volunteer participated. The objective of the event was to create awareness about road safety
17/2/2024	All institutes of CWC participated in the Annual Day conducted. Degree students and teachers were participants for on stage programmes.
27/2/2024	Marathi Bhasha Divas was celebrated. Celebration Cultural Committee & NSS. Ms. Jacintha & Mr. Surendra Choudhary and Dr. Madhukar Gitte were the guest of honour for the event. Essay writing competition and traditional Marathi folk dance was presented.
01.03.2024	Blood Donation campaign was held at Andheri station in association with Lokmanya Tilak Municipal General Hospital Sion. (LTMG) , A total of 83 bottles was collected during this campaign. A total of 28 NSS volunteers participated in the event.
02-03-2024 to 22-03-2024	IQAC conducted an Add-on Course Fundamentals of Mathematics. The resource person for the course were inhouse faculty Mr. Surendra Chaudhry. A total of 60 students participated in the event.
06.03.2024	IQAC & WDC organized a Workshop on Self Defense titled "Dare to Defend". The key resource person for the event was Mr. Solanki Hemant Tarachand. A total of 81 students including 49 girl's students participated for the event.
07.03.2024	Cultural Committee organized Marketing Fest - Meena Bazaar. A total of 55 students participated in putting up a stall. A total of 28 volunteers helped in organizing the event.
09.03.2024	Farewell Function for TY Students (BMS, BAF, BCOM & BAMMC) All. Dept. A total of 104 students participated for the function. Interactive games, stage performance was part of the celebration.
14.03.2024	Research Paper Presentation Competition for TYBAF & TYBMS Research Committee. A total of 49 TYBAF, TYBMS and MCOM students participated and made a presentation.
15.03.2024 to 16.03.2024	The Sports Committee organized an Intercollegiate Sports Competition (Indoor & Outdoor)- Chess, Carrom, table tennis / Volleyball / throwball. A total of 80 students participated in the event, including students from Valia College, Thakur Polytechnic & MKES – Nagindas Khandwala College participated for the event.
18.03.2024	BAMMC department held a Workshop- Cum-Inter-Collegiate Competition on Media Mush Up in Association with Films and Television Media Academy. A total of 33 students participated in the event which was divided in three categories i.e.. Reel Making, Photography and Advertisement Fusion. All the participants were given tickets of the newly released movie Bengal 1947. The completion had cash prized for the winners.
20-03-2024	IQAC & Placement Cell organized a Placement Accelerator Program. There was a total of 26 student participants. Ms. Sania Shaikh was the resource person for the event. The objective of the program was to make students ready for the interview process.
22.03.2024	Green Club organized a National Level Quiz Competition on World



	Water Day. A total of 96 students participated in the event,
07.04.2024	The college was a Centre was State Eligibility Test (SET). A total of 504 students were allocated to the centre.
30.03.2024	The students of the batch AY2022-23 were given their degrees during Convocation Ceremony. Dr. Sanjay Shivajirao Jagtap, Principal Chetna College was the Guest of Honour for the event,
14/4/2024	All departments and NSS participated in the medical Camp organized in association with Ekata Manch.
16/4/2024	IQAC organized a session on Session on New Education Policy. Asst. Prof Amit Ashok Bansod was the key speaker for the event. The faculty members were briefed regarding the NEP being implemented.

3. To brief the committee members of the result declaration and admission schedule in the coming months.

Sr.	Class	Result Declaration Date
1	SEM I & SEM III - ATKT	29 <sup>th</sup> April 2024
2	SEM IV Regular	29 <sup>th</sup> April 2024
3	Sem II Regular	5 <sup>th</sup> June 2024

Admission for TYBMS would be held in the first week of May.

Admission for SYBMS will be held in the 1<sup>st</sup> week of June

4. To inform the committee members on the progress of preparation of the academic calendar for AY 2024-25.

The preparation of the academic calendar is underway. All departments and criteria heads are giving inputs on the various events that need to be incorporated.

5. To inform the committee members of the workload planning for next academic year.

The committee members were informed that the word load distribution for odd semesters





**6. To inform the committee members about the progress made in SSR preparation for second NAAC cycle.**

Final review of each criteria is presently underway. AQAR for AY 2021-22 and AQAR 2022-23 were submitted. IQA has been submitted. Gender audit and Academic and Administrative Audit (AAA) for AY 2023-24 is being planned to be conducted in month of June-July 2024.

**7. Review of assessment of University papers (OSM) of TYBCOM, TYBMS & TYBAF**

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

When the forum was opened the following points were discussed

1. Dr Shobha Menon enquired about workload distribution in view that University of Mumbai has not issued any official circular for the courses that it will have for First year students under NEP. Dr. Gitte stated that a only number of subjects that each teacher will take has been allocated till now. He clarified that incase the subjects provided by the University is not compatible to the teachers teaching domain, then reallocation of the subjects would be done.
2. Dr. Babita Kanojia informed the committee members that the college has been nominated as a centre for conducting NEET exam. A total of maximum 620 students are expected to attend the exam on 7<sup>th</sup> May 2024.
3. Mr. Manohar Khumbhejkar wanted to know if the college has undertaken any activity regarding creating awareness for importance of voting in the forthcoming Lok Sabha elections. He was informed that the college on its part collected the relevant documents from its student who are first time voters. These documents were then submitted to the concerned authorities for issuance of voter ID.
4. Dr. Madhukar Gitte raised concern regarding subject teacher's online paper checking for Third year university papers. He informed that as a college were short of nearly 500 papers correction of its target the first half of academic year. He wanted all the teachers teaching TYBAF & TYBMS to fulfill this shortfall in the coming week.
5. Dr. Madhukar Gitte sought teaching and non-teaching staff's cooperation in completion NAAC related work during the summer break. He wanted all teachers to





consider taking vacation based on the pending work related to their criteria and department work.

6. Dr. Shobha Menon informed the committee members that she is retiring from her present post as Principal of Valia College with effect from 30<sup>th</sup> April 2024 and Dr. Bageshree Bangera Bandekar would take over as InCharge Principal for Valia college. Committee members wished success both Dr. Menon and Dr. Bandekar on the new phase in their life and career respectively.

*Amr Bandekar*



**(Dr. Gitte Madhukar)**  
**Principal**