

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


15.07.2017

NOTICE

The meeting of the IQAC will be held on 29.07.2017 at 12.00 noon in the office of Clara's College of Commerce at Yari Road, Versova, Andheri (W), Mumbai - 400 061.


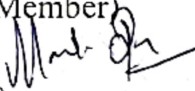

AGENDA

1. To read and confirm the minutes of the meeting of the IQAC held on the 21<sup>st</sup> of March, 2017.
2. To discuss about formation of various committees
3. To discuss about the online assessment of examination.
4. To discuss about events and activities to be conducted in the Academic year 2017-2018
5. To inform the committee about the formation of the College Development board.
6. Any other matter with the permission of the chair.

  
Chairperson  
Dr. Geeta Balakrishnan

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

To :

1. Dr. Geeta Balkrishnan (Chairperson)
2. Ms. Aksha Memon (Co-ordinator) 
3. Mr. Vishnu Dandekar (Management Representative)
4. Mr. Shantilal Shah (Member)
5. Dr. Abhijeet Bopordikar (Member)
6. Ms. Aslam Siddiqui (Stakeholder)
7. Mr. Prashant Walawalkar (Non Teaching Member)
8. Ms. Neeta Wadhwani (Non Teaching Member)
9. Dr. Mamta Rajani (Faculty Member) 
10. Mr. Vijay Makwana (Faculty Member)
11. Mr. Faisal Tanwar (Faculty Member)
12. Mrs. Babita Kanojia (Faculty Member) 
13. Ms. Komal Kaushik (SY. BAF)
14. Mr Vivek Jain (FYBMS)
15. Mr. Shushant Redkar (Alumni)
16. Ms. Hussain Sabriwala (Alumni)



**CLARA'S COLLEGE OF COMMERCE**  
**YARI ROAD, VERSOVA – ANDHERI (W) MUMBAI - 400061**

**Minutes of the meeting of the IQAC held on 29.07.2017**

A meeting of IQAC committee members was held in the Principal's office on 29<sup>th</sup> July 2017 at 12.00 noon and the members present discussed the following:

**AGENDA**

1. The Minutes of the last meeting held on 21.03.2017 were read and confirmed.
2. The Chairperson read out the Names of the Committees with the name of their convener and the members of the same.

**3. Clara's College of Commerce**

**4. Final List of Committees (2017-2018)**

	<b>COMMITTEES</b>	<b>CONVENER</b>	<b>Members</b>
1	ADMISSION	All Coordinators	Mr S.Chaudhary Ms Neeta.W
2	EXAMINATION	Ms.Babita K. (Convener)	Coordinators Ms Alfiya S
3	ATTENDANCE	Mr Vijaykumar Makwana	Mr Sameer Gandhi
4	TIME-TABLE	Ms.Babita K	All Coordinators
5	CULTURAL COMMITTEE	Ms Aksha Memon	Ms Vidushi
6	SPORTS COMMITTEE	Mr Amit Bansod	Mr Sameer Gandhi
	EDUCATION COMMITTEE	Ms Babita K	Ms Alfiya S
7	LIBRARY	Mr Aniesh V	Ms Pramod Jadhav Ms Vidushi
8	NSS/Extension Work	Mr Shahid Ansari	Ms Ruchita Pandhare Mr Surendra Choudhary Ms Reena Dave Mr Imran Khan
9	WDC	Ms Jisha V	Mr Aniesh.V Ms Minal Sharma
10	ICC	Ms Jisha V	Mr Aniesh V Ms Minal Sharma
11	STUDENTS COUNCIL	Mr Faisal Tanvar	Ms Babita K.
12	STUDENTS' GRIEVANCE	Dr Mamta Rajani	Mr Amit Bansod

	REDRESSAL CELL		
13	UNFAIR MEANS INQUIRY	Mr Amit Bansod	Mr Surendra Chaudhary Ms Ruchita P
14	ANTI RAGGING	Mr Aniesh V	Dr Rupal M
15	RESEARCH	Dr Mamta Rajani	Ms Babita K.
16	FEEDBACK	Mr Amit Bansod	Mr Reetesh Singh
17	MAGAZINE, PROSPECTUS	Ms Aarti Ahuja	Ms Vidushi
18	PLACEMENT	Ms Aksha Memon	Ms Reena Dave
19	ALUMNI	Ms Aksha Memon	Mr Makwana
20	NOTICES & CIRCULARS	Ms Aarti Ahuja	Ms Minal Sharma
21	IDENTITY CARDS	Mr Sameer Gandhi	Mr Pramod Jadhav Mr Surendra Chaudhary
22	IQAC	Ms Aksha Memon (Coordinator)	Mr Faisal Tanvar All Coordinators
23	SMS	Mr Vijay Makwana	Mr Sameer Gandhi
24	DISCIPLINE	Mr Surendra Chaudhary	Mr Faisal Tanvar Ms Reena Dave
25	LMC	Ms Aksha Memon	Ms Aarti Ahuja Mr Amit Bansod
26	Staff Meeting Coordinators	Mr Reetesh Singh	Ms.Sangeeta M
27	HOSPITALITY	All Coordinators	Event Incharge

3. The chairperson informed the members that the university has started online assessment of examination and all the respective teachers responsible for assessment have been reporting to the Cap center.

4. The Chairperson informed the members about the Academic Calendar for the year 2017-2018

CLARA'S COLLEGE OF COMMERCE		
ACADEMIC CALENDAR A.Y. 2017-18		
MONTH	DATE & DAY	ACTIVITIES
<b>JUNE</b>		
MON	05.06.17	College Re-opens. Regular lectures for S.Y./ T.Y B.Com / BMS/ BMM/ BAF
SAT	10.06.17	Orientation for Teachers
SAT	17.06.17	Revised Syllabus for teachers workshop (S.Y.B.Com/BMS/BAF/BMM)
WED	21.06.17	NSS Activity: World Yoga Day
SAT	24.06.17	Revised Syllabus for students workshop (S.Y.B.Com/BMS/BAF/BMM)
SAT	26.06.17	Ramzan – Eid - (Holiday)
TUE	27.06.17	<b>Anti Drugs Day : Documentary</b>  <b>Case Study</b>  <b>Anti drug laws</b>
THUR	29.06.17	FDP
<b>JULY</b>		
SAT	01.07.17	<b>LITERARY EVENT:</b>  <b>Elocution : BEING SPEECHY</b>  <b>Debate : DON'T HATE, JUST DEBATE !!</b>  <b>Quiz: UNLOCK YOUR KNOWLDGE</b>  <b>Poetry : THOUGHTS INTO 'WORDS' !</b>  <b>Story writing : ONCE UPON A TIME</b>  <b>Creative Writing : MOSAIC</b>



WED	05.07.17	<b>Research Workshop (Master Series)</b>
SAT	08.07.17	<b>Population Day : Rainbow colour</b> <b>Theatre : MOVIE HOURS</b> <b>Street Play : NUKAD NATAK</b> <b>Mime : MUTE MAKERS</b> <b>Mimicry: ACT LIKE ME!</b> <b>Mono acting: ONE MAN SHOW !</b>
TUE	18.07.17	Freshers' Party for F.Y.B.Com/BMS/BAF/BMM
MON	10.07.17	Regular lectures commence for F.Y B.Com/BMM/ BMS/ BAF.
SAT	15.07.17	Parent Teachers Meeting SY/TY/B.Com/BAF/BMS/BMM;
FRI	22.07.17	Orientation Programme F.Y B.Com / BMS / BMM / BAF
SAT	29.07.17	<b>Retro Day :</b> <b>BEST OUT OF WASTE</b> <b>Rangoli : RANG MANCH</b> <b>Mehendi : HEENA ON HANDS</b> <b>T-Shirt Painting : PICK UP YOUR BRUSHES</b> <b>Poster Making : POST ON YOUR POSTERS</b> <b>Clay modeling :PLAY MADDY</b> <b>Collage Making : BITS AND PAPERS</b> <b>Cartooning : DISNEY WORLD</b>
<b>AUGUST</b>		
TUE	01.08.17	C.R.ELECTIONS & Student Council Formation.
THUR	03.08.17	Motivational Talk for students (S.Ys and T.Ys)
SAT	05.08.17	Hiroshima & Nagasaki Day, 'Give Peace a Chance'. White Day  <b>Behind the scenes of films</b>

MON	07.08.17	Submission of Internal Question papers B.Com /BMS /BMM/BAF
MON	07.08.17	<b>WDC Activity</b>
TUE	15.08.17	Independence Day
THU	17.08.17	Parsi New Year -(Holiday)
SAT	19.08.17	<b>Cultural Committee Activity Bollywood style:-</b> <b>Ad Making : BOOST YOUR PRODUCTS</b> <b>Logo identifying : KNOW YOUR BRANDS</b> <b>Slogan quiz : PEHCHAN KAUN ?</b>
MON	21.08.17	Internal Examination B.Com /BMS /BMM/BAF
FRI	25.08.17	Ganesh Chaturthi (Holiday)
SAT	26.08.17	Ganpati Vacation(25 <sup>th</sup> to 29 <sup>th</sup> )
<b>SEPTEMBER</b>		
SAT	09-09-17	<b>Literary Committee Activity :Yellow day</b> <b>Treasure Hunt : CATCH ME IF YOU CAN?</b> <b>Book Review : UNMASK</b>
FRI	11.09.17	Submission of External Question papers B.Com /BMS /BMM/BAF
THU	14.09.17	<b>WDC Activity</b>
SAT	16-09-17	<b>Cultural committee Activity</b> <b>Short Film Making : DIRECTOR'S CUT</b>
SAT	23-09-17	Power Point Presentation
Mon	25.09.17	Guest Lectures for T.Y.'s (University Exam)
Tue	26.09.17	A.T.K.T. Exam Sem-I and Sem-III B.Com/BMS/BAF/BMM
SAT	30.09.17	Dussehra (Holiday)
<b>OCTOBER</b>		
MON	02.10.17	Mahatma Gandhi Jayanti (Holiday)

WED	04.10.17	Guest Lectures for F.Ys and S.Ys
SAT	07.10.16	<b>University Examinations</b>
WED	11.10.16	I Sem / III Sem Examination B.Com / BMS / BMM / BAF.
FRI	20.10.17	Diwali ( Bali Pratipada) (Holiday)
SAT	21.10.17	Diwali Vacation
<b>NOVEMBER</b>		
SAT	04.11.17	Guru Nanak Jayanti (Holiday)
MON	13.11.17	<b>College Re-Opens; Orientation to New Syllabus</b>
SAT	18.11.17	National/State Level Conference
SAT	25.11.17	<b>Faculty Development Programme-EDP – NET/SET/PET</b>
<b>DECEMBER</b>		
FRI	01.12.17	Eid – E – Milad (Holiday)
SAT	02.12.17	WORLD AIDS DAY : Red Day Street theatre
SAT	09.12.17	<b>Cultural Committee Activity :</b> <b>Dance : JHOOM BARABAR JHOOM</b> Singing : TUNES AND RHYTHMS Music bands : MAKE SOME NOISE FOR DESI BOYS Nail Art : ARTISTICAL Hair styling : COMBS AND CLIPS Accessory designing : BE A DESIGNER Tattoo Making : TATTOO ARTIST Face Painting : FACE DECOR Make up : LOOK DIFFERENT ! LOOK BEAUTIFUL!
THU	14.12.17	<b>NSS : Blood Donation Drive</b>

SAT	16.12.17	Industrial visit BMS, BMM, BAF
SAT	23.12.17	<b>Sports Committee Activity:</b> Annual Sports Day
FRI	26.12.17	Christmas Vacation
MON	26.12.17 to 31.12.17	<b>N.S.S. CAMP</b>
<b>JANUARY</b>		
TUE	02.01.18	College Re-Opens
THU	04.01.18	Submission of Internal SEM II/ IV/VI Sem Examination Question Papers B.Com / BMS / BMM/ BAF.
SAT	06.01.18	Marketing Fest : (Traditional Day) : <b>BEING FOODIES</b>
SAT	13.01.18	<b>WDC Activity</b>
SAT	20.01.18	Convocation for T.Y B.Com / BMS / BMM/ BAF & Marketing Fest
FRI	26.01.18	Republic Day
SAT	27.01.18	Career Guidance Seminar
TUE	30.01.18	Martyrs Day Celebration
WED	31.01.18	Cultural Committee Activity: Farewell Party to all TY students
<b>FEBRUARY</b>		
SAT	03.02.18	<b>WDC Activity</b>
SAT	10.02.18	Annual Day
SAT	13.02.18	Mahashivratri – (Holiday)
SAT	17.02.18	Sports Committee: Indoor Sports Competition
SAT	24.02.18	FDP
TUE	27.02.18	Personality Contest : <b>BATTLE OF TALENTS ...!!!</b>
<b>MARCH</b>		



FRI	02.03.18	Holi (Holiday)
SAT	03.03.18	Guidance Lectures for F.Ys /S.Ys/T.Ys
MON	05.03.18	II Sem / IV Sem Examination B.Com / BMS / BMM / BAF.
THU	29.03.18	Mahavir Jayanti (Holiday)
FRI	30.03.2018	Good Friday (Holiday)
<b>APRIL</b>		
FRI	14.04.18	Dr. Babasaheb Ambedkar Jayanti Medical Camp
		Declaration of Results (F.Y BCOM /BMM / BMS / BAF)
		Declaration of Results (S.Y BCOM /BMM / BMS / BAF)
		Admissions (F.Y BCOM /BMM / BMS / BAF) 2017 - 18
		Admissions (S.Y BCOM /BMM / BMS / BAF) 2017 - 18
<b>MAY</b>		
MON	01.05.18	Maharashtra Day Celebration

5. The Chairperson informed the members that Local Managing Committee needs to be dissolved and a new committee i.e College Development Board needs to be formed as per the revised Maharashtra Public Universities Act,2016

The members noted the same.

6. There being no other points to discuss the meeting ended with the vote of thanks to the chair.

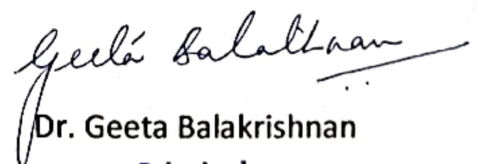
IQAC Co-ordinator



Ms. Aksha Memon



Chairperson



Dr. Geeta Balakrishnan

**Principal**

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



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Yari Road, Versova, Mumbai – 400 061.

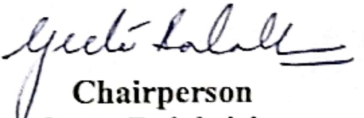
10.01.2018

NOTICE

All the members are hereby informed that the meeting of the IQAC will be held on 22 .01.2018 at 11.30 am in the office of Clara's College of Commerce at Yari Road, Versova, Andheri (W), Mumbai - 400 061.

AGENDA

1. To read and confirm the minutes of the meeting of the IQAC held on 29<sup>th</sup> July, 2017.
2. To discuss about the progressive performance of various committees.
3. To know about the valuable suggestions given by the parents in the PTM held on 5<sup>th</sup> Jan 2018 for the students of FY B.com/ BMS/BAF/BMM.
4. To discuss about the events and activities scheduled in second session of the academic year 2017-18
5. To plan for the conferences and workshops to be conducted in the academic year 2017-18
6. To plan a strategy for conducting certificate courses for students in the academic year 2017-18
7. Any other matter with the permission of the chair.



Chairperson  
Dr. Geeta Balakrishnan

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

To :

1. Dr. Geeta Balkrishnan (Chairperson)
2. Dr. Mamta Rajani(Co-ordinator)
3. Mr. Vishnu Dandekar (Management Representative)
4. Mr. Shantilal Shah (Member)
5. Dr. Abhijeet Bopordikar (Member)
6. Ms. Aslam Siddiqui (Stakeholder)
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- 13.Ms. Komal Kaushik (SY. BAF)
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- 15.Mr. Shushant Redkar (Alumni)
- 16.Ms. Hussain Sadriwala (Alumni)



**CLARA'S COLLEGE OF COMMERCE**  
**YARI ROAD, VERSOVA – ANDHERI (W) MUMBAI - 400061**

**Minutes of the meeting held on 22/01/18**

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**AGENDA**

1. The Minutes of the last meeting held on 29/07/18 were read and confirmed.
2. AGENDA-2

To discuss about the progressive performance of various committees.

The Chair instructed the departments and conveners to follow the plan of action chalked out in the beginning of the session . It was announced that all the conveners to prepare reports of the activities conducted by them. The chair took a general review of the progress of SSR writing for the next cycle of NAAC.

**Post Meeting ATR**

It was realized that a discussion between criterion heads on questions and answers of SSR format is required and thereafter it was decided that a criterion committee to be formed. Members appreciated this initiative. Chair also insisted that criterion heads must start working on the first draft of SSR.

Duty allotment to committee members for NAAC		
Sr No	Criterion	Faculty Incharge
1	Curricular Aspects	Ms.Jisha /Mr.Vijay M./ Mr.Shahid
2	Teaching- Learning and Evaluation	Mr.Reetesh/ Ms.Ruchita/ Mr.Shripad/Ms.Babita
3	Research, Innovation and Extension	Ms.Vidushi/Ms. Minal/ Dr. Mamta
4	Infrastructure and Learning Resources	Ms.Poonam/Mr.Zakir/ Mr.Amit
5	Student, Support and progression	Mr.Sameer / Mr.Faisal
6	Governance, Leadership and Management	Ms.Reena/Mr.Zakir/ Mr.Amit
7	Institutional Values n Best Practices	Ms.Sangeeta/ Ms.Lavina/Mr. Faisal



	Evidence :	Mr.Surendra Choudhary

## 2.AGENDA-2

To know about the valuable suggestions given by the parents in the PTM held on 5<sup>th</sup> Jan 2018 for the students of FY B.com/ BMS/BAF/BMM.

Suggestions given by parents were analysed and necessary action taken to overcome the problems faced by few parents.

### **Post Meeting ATR**

Suggestions given by the parents were analysed . Mostly parents had given positive feedback. There were few suggestions which needed to be worked out and for that plan of action was taken such as timely SMS to parents regarding Attendance, Academic performance, Remedial classes were strengthened.

## 3.AGENDA-3

To discuss about the events and activities scheduled in second session of the academic year 2017-18

All the events and activities such as Sports Day celebration, Annual Function, Marketing Fest, Internal Examination, Industrial Visits planned in second session which are planned to be completed as scheduled.

### **Post Meeting ATR**

All the events and activities such as Sports Day celebration, Annual Function, Marketing Fest, Internal Examination, Industrial Visits planned in second session which are planned to were timely completed.Efforts and initiatives taken by the conveners of the various events and activities were appreciated by the chair and suggestions were welcomed for new academic year.

## 4.AGENDA-4

To plan for the conferences and workshops to be conducted in the academic year 2017-18 The Chair directed Heads of Department to conduct workshops and seminars on relevant themes in the said academic year. The Chair motivated faculty to attend short term courses and other programmes for faculty development organized by the University and other organizations of repute. Faculty members were motivated to attend and organize workshops and seminars. It was shared that teachers would be given all support to attend seminars and workshops .Departments shared their plans of organizing Seminars and Workshops



### POST MEETING ATR

Number of workshops and guest lectures were successfully conducted in the academic year 2017-18. Workshops on equipping teachers with statistical tools such as "Workshop on Advance excel, INlibnet, which can be used in social research based on latest developments in I.T. field were conducted successfully. Many guest lectures and sessions on current scenarios such as Digital Marketing, Goods and Service Tax(GST), Financial Literacy, Securities and wealth market were conducted to expose the students with the recent trends in the market. Planning for conducting National conference in the month of July 2018 is initiated.

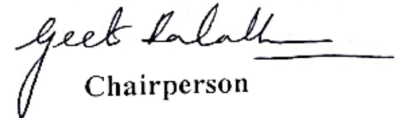
### 5. AGENDA-5

To plan a strategy for conducting certificate courses for students in the academic year 2017-18

Few sessions on short term certificate course to be conducted by the various programmes

### POST MEETING ATR

Sessions on short certificate courses such as Digital Marketing, Advance Excel, Business and Data analysis, Tally, Photography courses were conducted to give an insight about these courses and benefits after completion of the courses were explained. Collaborations with certain institutes is worked out and courses will be started in the new academic session

  
Chairperson

Dr. Geeta Balakrishnan

**Principal**

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





(3)

## CHILDREN WELFARE CENTRE Clara's College of Commerce

(Affiliated to University of Mumbai and NAAC Accredited)

Address - Yari Road, Versova, Mumbai - 400061

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

### IQAC NOTICE

Date :-12<sup>th</sup> February 2018

A meeting of the IQAC with the faculty of the college will be held on 22<sup>nd</sup> February 2018. It will be chaired by the principal of the college. The Agenda of the meeting will be the following:-.

#### AGENDA

1. To read and confirm the minutes of the meeting of the IQAC held on 22<sup>nd</sup> January 2018.
2. To discuss the activities conducted and activities to be conducted till the end of the academic year 2017-18.
3. To take review of progress and performance of various committees regarding their activities and programmes.
4. To discuss about organization of farewell function to students of TY classes.
5. To workout the time-table for examinations to be conducted for FY and SY students.
6. To review the progress of work of preparation of AQAR 2017-18.
7. Any other matter with the permission of the chair.

Venue: Principal's Room

Time: 10:00 AM

All the IQAC members and faculty are requested to kindly attend me meeting.

For: 

Dr. Geeta Balakrishna  
Chairperson



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

Copy to All the IQAC members  
Faculty members of the college





**CHILDREN WELFARE CENTRE**  
**Clara's College of Commerce**

(Affiliated to University of Mumbai and NAAC Accredited )

Address - Yari Road, Versova, Mumbai - 400061

Contact No - 7738501168, Website - [claracollegeofcommerce.edu.in](http://claracollegeofcommerce.edu.in)

To:

1. Dr. Geeta Balkrishnan (Chairperson)
2. Dr Mamta Rajani (Co-ordinator)
3. Mr. Vishnu Dandekar (Management Representative)
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## CHILDREN WELFARE CENTRE Clara's College of Commerce

(Affiliated to University of Mumbai and NAAC Accredited)

Address - Yari Road, Versova, Mumbai - 400061

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

### Minutes of the IQAC Meeting on 22nd February 2018.

1. The minutes of the last meeting held on 22nd January 2018 were reviewed and confirmed.
2. Principal Dr. Geeta Madam took review of various activities conducted till 22nd February 2018. She also informed about activities to be conducted till the end of academic year 2017-18.
3. Regarding the progress and performance of committees about activities, conveners of different Committees informed the activities conducted by their committees.
4. It was decided to organise farewell function to students of TY classes in the month of March 2018.
5. Principal has instructed to the examination committee to prepare timetable for conducting FY and SY examinations in the month of March 2018.
- 6 All heads of the NAAC Criteria reported the progress of work of preparation of AQAR 2017-18. Principal instructed to all teachers to complete their criterion work till May 2018.
7. Since there was no any matter meeting was ended with vote of thanks to the principal.

**IQAC Coordinator**



**Principal**

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





4

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

21 Feb 2018  
01.04.2018

**NOTICE**

A meeting of the Internal Quality Assurance Cell (IQAC) with the faculty of the college will be held on 7<sup>th</sup> April 2018. It will be chaired by the Principal of the College. The agenda of the meeting will be the following:

**AGENDA**

1. To read and confirm the minutes of the meeting of the IQAC held on 22<sup>nd</sup> Feb, 2018.
2. To seek the suggestions of the faculty for improving the quality of various programmes of the college for the new Academic session 2018-19.
3. To brief the faculty about the activities and future plans of the IQAC.
4. To review the write-ups submitted by the conveners of the different committees of the college and collection of documents for AQAR 2017-18.
5. To discuss the preparation and submission of the academic calendar and modular program for the upcoming session 2018-19
6. To discuss the AQAR format and decide strategies to prepare report which is to be sent to NAAC as a mandatory need by 30<sup>th</sup> June, 2018
7. Any other matter with the permission of the chair.

Venue: Principal's Room

Time: 10:00 AM

All the IQAC members and faculty are requested to kindly attend the meeting.

*Geeta Balakrishnan*

**Chairperson**

**Dr. Geeta Balakrishnan**

**Principal**

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

Copy to • All the IQAC members  
• Faculty members of the college

To :

1. Dr. Geeta Balkrishnan (Chairperson)
2. Dr. Mamta Rajani (Co-ordinator)
3. Mr. Vishnu Dandekar (Management Representative)
4. Mr. Shantilal Shah (Member)
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(Affiliated to University of Mumbai and NAAC Accredited )

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### Minutes of the IQAC meeting held on 7th April 2018.

1. The minutes of the last meeting held on 22<sup>nd</sup> February 2018 were reviewed and confirmed.
2. Discussion was held on the improvement of the quality of various programmes in the new academic year 2018-19. Teachers suggested to invite experts as resource persons, active involvement of students in the programmes, advance planning and publicity of the programme to improve quality of programmes.
3. Principal and IQAC Coordinator informed to teachers about various activities to be conducted and future plans of the IQAC.
4. Write- ups submitted by different committees were review by the Principal. Principal Geeta Madam gave instructions to criteria heads and their members to collect all necessary documents required for AQAR 2017-18.
- 5 Principal instructed to IQAC, coordinators and other teachers to prepare academic calendar and list of programmes to be organized in the coming academic year 2018-19.
6. Principal has discussed the AQAR format with members and has given instructions to prepare AQAR Report 2017-18 in order to submit to NAAC by 30<sup>th</sup> June 2018.
7. There was no any significant matter for discussion. Meeting way ended with vote of thanks to the Principal.

**IQAC Coordinator**



  
**Principal**  
Claras College of Commerce  
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