



Smt. Fatimabai M.S. Educational Trust's  
**MUMBRA COLLEGE OF ARTS & COMMERCE (NIGHT)**  
(Affiliated to University of Mumbai)

College Code: 557

C/o. St. John'S Convent High School  
Near Railway Station, Mumbra,  
(Thane)-400612  
Tel no:- +91-8591655745

**Office Order**

As per the Guidelines of NAAC "**Academic Monitoring Committee**" has been constituted for the Academic Year **2018-19** for planning and monitoring of overall academic operations, activities, procedures, functioning and maintaining all relevant documents and files in association with various committee/coordinators of the department.

Sr. No.	Members	Designation	Mobile No.	Email.Id	Sign
1.	Tushar Chavan	Convener	9773828320	tusharschavan9@gmail.com	Tchavane
2.	Akshay Singh	Member	8779869962	akshaysingh526@gmail.com	A
3.	Sadhana Chhattani	Member	8850688737	sadhana.chhattani@gmail.com	Sadhana
4.	Vinayak Chakravarti	Member	8369264010	Vinayak Chakravarti@gmail.com	Vinayak
5.	Ganesh Maske	Member	9987189655	maskeganesh62@gmail.com	Ganesh

The committee should conduct meetings as per requirements and records be maintained accordingly. The entire concerned are requested to take note and act accordingly.

CC:-

- 1.All the concerned
- 2.Office Copy



S. D. Lokhande  
PRINCIPAL

**Principal**  
Mumbra College of Arts & Commerce  
(Night) Mumbra.



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Tel no:- +91-8591655745

Date: 08.08.2018

**NOTICE FOR ACADEMIC MONITORING COMMITTEE MEETING FOR**  
**A.Y. 2018-2019**

The First meeting of the Academic Monitoring Committee will be held on **10.08.2018 (Friday)** at 6.30 pm in the staff Room of the college.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Tushar Chavan	Convener	
2.	Akshay Singh	Member	
3.	Sadhana Chhattlani	Member	
4.	Vinayak Chakravarti	Member	
5.	Ganesh Maske	Member	





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**Agenda**

1. Review of Previous Meeting Minutes
2. Attendance and Participation rates
3. Curriculum Review
4. Student Progress and performance
5. Faculty feedback and development

**Resolutions**

1. The minutes from the previous Academic Monitoring Committee meeting are approved as presented.
2. The attendance and participation rates of students and faculty will be monitored closely, and any significant concerns will be addressed promptly.
3. A subcommittee will be formed to assess the effectiveness of the current curriculum and propose any necessary changes or updates. The subcommittee will report its findings and recommendations at the next committee meeting.
4. Academic performance data, including grades, GPA trends, and concerns raised by faculty or staff, have been reviewed. Students identified as at risk of falling behind academically will be provided with additional support through counselling, tutoring, or other appropriate interventions to help them succeed.
5. Feedback from faculty regarding teaching methods, curriculum, and student engagement has been collected and reviewed. Professional development opportunities will be explored and provided to faculty members to enhance their teaching effectiveness and further improve student learning outcomes.





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**Vote of thanks**

Convener thanks to everyone who attended the meeting and assign the roles and responsibilities of every entity involved in accreditation process.

*T. Chavara*

**Convener-** Academic Monitoring Committee





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**NOTICE FOR ACADEMIC MONITORING COMMITTEE MEETING FOR**  
**A.Y. 2018-2019**

The second meeting of the Academic Monitoring Committee will be held on **02.01.2019** (Wednesday)  
at 7.10 pm in the Staff Room of the college.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Tushar Chavan	Convener	<i>Tchavane</i>
2	Akshay Singh	Member	<i>A</i>
3	Sadhana Chhattlani	Member	<i>Sadhana</i>
4	Vinayak Chakravarti	Member	<i>Vinayak</i>
5	Ganesh Maske	Member	<i>Ganesh</i>





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**Agenda**

1. Welcome and introductions.
2. Review of minutes from previous meeting
3. Update on academic performance metrics.
4. Discussions on academic programs and curriculum
5. Students support services and intervention.

**Resolutions**

1. All members were welcomed to the second Academic Monitoring Committee meeting. The purpose and objectives of the meeting were outlined, emphasizing the focus on reviewing academic performance, discussing curriculum effectiveness, and identifying areas for improvement.
2. The minutes from the previous Academic Monitoring Committee meeting were reviewed. Action items and outstanding issues were addressed, and necessary follow-up actions were assigned to relevant individuals or departments. The minutes were approved with minor amendments.
3. The latest academic performance metrics were presented and discussed. Overall student performance trends, course completion rates, examination results analysis, and attendance records were reviewed. Areas of concern, such as declining course completion rates and low attendance in certain classes, were identified. strategies for improvement, including enhanced student engagement initiatives and targeted academic support programs, were proposed, and will be further discussed in subsequent meetings.
4. The current academic programs and curriculum were reviewed. Proposed changes or updates to existing programs, such as introducing new courses to align with industry





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5. standards, were discussed. The alignment of curriculum with industry standards and emerging trends was evaluated, and adjustments will be made accordingly. Feedback from committee members regarding curriculum effectiveness and relevance was gathered and will be considered in future curriculum development efforts.
6. An overview of student support services offered by the college was provided. Interventions and support mechanisms for students facing academic challenges, such as tutoring services and academic counselling, were discussed. The effectiveness of current support services was evaluated, and areas for improvement, such as increasing outreach efforts to make students aware of available support services, were identified. Plans for enhancing existing support services and implementing new initiatives were developed and will be executed in collaboration with relevant departments.

### Vote of thanks

Convener thanks to everyone who attended the meeting and assign the roles and responsibilities of every entity involved in accreditation process.



*J. Chavhan*

**Convener-** Academic Monitoring Committee



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**Office Order**

As per the Guidelines of NAAC "Academic Monitoring Committee" has been constituted for the Academic Year 2019-2020 for planning and monitoring of overall academic operations, activities, procedures, functioning and maintaining all relevant documents and files in association with various committee/coordinators of the department.

Sr. No.	Members	Designation	Mobile No.	Email.Id	Sign
1.	Tushar Chavan	Convener	9443828320	tusharschavanq@gmail.com	
2.	Akshay Singh	Member	8779869962	akshay.singh226@gmail.com	
3.	Sadhana Chhattani	Member	8850688757	sadhana.chhattani@gmail.com	
4.	Vinayak Chakravarti	Member	8369264010	vinayak.chakravarti@gmail.com	
5.	Ganesh Maske	Member	9987189655	maskeganesh62@gmail.com	

The committee should conduct meetings as per requirements and records be maintained accordingly. The entire concerned are requested to take the note and act accordingly.

CC:-

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Date: 05.08.2019

**NOTICE FOR ACADEMIC MONITORING COMMITTEE MEETING FOR**  
**A.Y. 2019-2020**

The First meeting of the Academic Monitoring Committee will be held on **07.08.2019** (Wednesday) at 6.00 pm in the staff Room of the college.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Tushar Chavan	Convener	
2	Akshay Singh	Member	
3	Sadhana Chhattlani	Member	
4	Vinayak Chakravarti	Member	
5	Ganesh Maske	Member	





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**Agenda**

1. Review of minutes from previous meeting
2. Strategies for academic improvement
3. Faculty development and training
4. Any other matter
5. Setting the date for the next meeting.

**Resolutions**

1. The minutes from the previous Academic Monitoring Committee meeting were reviewed. Action items and outstanding issues were addressed, and necessary follow-up actions were assigned to relevant individuals or departments. The minutes were approved with minor amendments.
2. The committee engaged in a brainstorming session to identify strategies and interventions aimed at enhancing academic performance. Strategies discussed include implementing more active learning approaches, offering academic success workshops, and providing additional support for students with learning disabilities.  
Potential initiatives to improve student engagement, retention, and success were discussed, including creating more opportunities for student involvement in research projects, strengthening academic advising, and fostering a sense of belonging through extracurricular activities.
3. ongoing faculty development initiatives, such as workshops on pedagogical techniques and technology integration, were reviewed and found to be beneficial. The committee discussed upcoming training programs and workshops for faculty members, including sessions on online teaching methodologies and diversity in the classroom. The impact of faculty development activities on teaching quality and student learning outcomes was evaluated positively, with noticeable improvements in instructional practices and student engagement.
4. The floor was open for any additional items or concerns not covered in the agenda. Committee members raised various issues, including facilities maintenance, student feedback mechanisms, and opportunities for interdisciplinary collaboration. Announcements regarding upcoming events, such as academic conferences and guest lectures, were made. Relevant issues raised during this session will be addressed in future meetings or referred to the appropriate departments for action.





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5. The date for the next meeting will be announced soon. Additionally, any further agenda items or topics for discussion should be submitted to the chairperson.

**Vote of Thanks**

Convener thanks to everyone who attended the meeting and assign the roles and responsibilities of every entity involved in accreditation process.



*Ichave*

**Convener-** Academic Monitoring Committee



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**NOTICE FOR ACADEMIC MONITORING COMMITTEE MEETING FOR**  
**A.Y. 2019-2020**

The second meeting of the Academic Monitoring Committee will be held on **04.02.2020** (Tuesday)pm in the staff Room of the college.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Tushar Chavan	Convener	<i>T. Chavan</i>
2	Akshay Singh	Member	<i>A</i>
3	Sadhana Chhattlani	Member	<i>S. Chhattlani</i>
4	Vinayak Chakravarti	Member	<i>V. Chakravarti</i>
5	Ganesh Maske	Member	<i>G. Maske</i>





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**Agenda**

1. Welcome and introduction.
2. Review of previous year's goals and objectives
3. Attendance monitoring
4. Curriculum and instruction evaluation
5. Academic policies and procedures

**Resolutions**

1. The chairperson welcomes all attendees and emphasizes the importance of collaborative efforts in achieving academic excellence. Committee members and attendees introduce themselves, fostering a sense of unity and cooperation.
2. The committee acknowledges the goals set for the academic year 2019-2020 and evaluates the progress made. Resolutions include recognizing achievements, addressing challenges, and determining actionable steps to accomplish unmet objectives in the upcoming year.
3. After reviewing attendance records and trends, the committee agrees on strategies to improve attendance rates among students. Resolutions may include implementing attendance policies, enhancing communication with students, and providing incentives for consistent attendance.
4. The committee evaluates the effectiveness of the curriculum and instructional methods, providing feedback on teaching methodologies and materials. Resolutions include recommending curriculum enhancements, incorporating innovative teaching approaches, and providing professional development opportunities for faculty.
5. The committee conducts a comprehensive review of existing academic policies and procedures, ensuring alignment with institutional goals and regulatory requirements. This review includes assessing the clarity, effectiveness, and relevance of current policies in fostering academic excellence and student success. Following the review, the committee engages in thorough discussion on any proposed changes or updates to academic policies and procedures. This discussion incorporates input from committee members, stakeholders, and relevant institutional stakeholders, considering factors such as emerging educational trends, student needs, and regulatory changes.





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**Vote of Thanks**

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**Convener-** Academic Monitoring Committee



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Sr. No.	Members	Designation	Mobile No.	Email.Id	Sign
1.	Tushar Chavan	Convener	973828320	tusharschavan9@gmail.com	Tchavan.
2.	Akshay Singh	Member	8779869962	akshay singh5226@gmail.com	A
3.	Sadhana Chhattlani	Member	850688737	sadhana.chhattlani@gmail.com	Bukhat
4.	Vinayak Chakravarti	Member	8369204016	VinayakChakravarti@gmail.com	Vinayak

The committee should conduct meetings as per requirements and records be maintained accordingly. The entire concerned are requested to take the note and act accordingly.

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- 1.All the concerned
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S. D. Lokhande

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Date: 04.07.2020

**NOTICE FOR ACADEMIC MONITORING COMMITTEE MEETING FOR**  
**A.Y. 2020-2021**

The First meeting of the Academic Monitoring Committee will be held on **06.07.2020** (Monday) on (**Zoom Platform**) online at 5 pm.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Tushar Chavan	Convener	<i>Tchavan</i>
2.	Akshay Singh	Member	<i>A</i>
3.	Sadhana Chhattlani	Member	<i>Schhattlani</i>
4.	Vinayak Chakravarti	Member	<i>VChakravarti</i>





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**Agenda**

1. Call to order.
2. Examination resource allocations
3. Student's feedback and concerns
4. Review of interventions and support services
5. Any other business

**Resolutions**

1. The Academic Monitoring Committee hereby calls the meeting. The chairperson welcomes all members and confirms the presence of a quorum.
2. The Academic Monitoring Committee reviews the allocation of resources for academic support services for the academic year 2020-2021. After thorough examination and discussion, the committee resolves to prioritize the allocation of funds towards various required areas identified during the meeting] to enhance student academic success.
3. The Academic Monitoring Committee acknowledges the feedback and concerns raised by students regarding academic matters. The committee resolves to address these concerns promptly by implementing specific actions such as organizing town hall meetings, establishing feedback mechanisms, or scheduling meetings with student representatives to ensure student voices are heard and addressed effectively.
4. The Academic Monitoring Committee conducts a comprehensive review of existing interventions and support services aimed at improving student academic performance. After careful consideration, the committee resolves to recommend specific enhancements or modifications to current support programs, allocate additional resources to effective interventions, and implement new initiatives to address identified gaps.
5. The Academic Monitoring Committee discusses any other relevant matters not covered in the agenda. After deliberation, the committee resolves to take specific actions or defer items for further discussion in future meetings as appropriate.





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### Vote of Thanks

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**Convener-** Academic Monitoring Committee



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**NOTICE FOR ACADEMIC MONITORING COMMITTEE MEETING FOR**  
**A.Y. 2020-2021**

The Second meeting of the Academic Monitoring Committee will be held on **01.02.2021** (Monday) at 4.00 pm on **(Zoom Platform)**

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Tushar Chavan	Chairman	<i>T. Chavan</i>
2	Akshay Singh	Member	<i>A</i>
3	Sadhana Chhattlani	Member	<i>Sadhana</i>
4	Vinayak Chakravarti	Member	<i>Vinayak</i>





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**Agenda**

1. Discussions on academic integrity
2. Faculty reports and feedback.
3. Curriculum Review and Assessment
4. Updates on Academic Performance overview
5. Faculty input and collaborations
6. Interventions strategies
7. Planning for academic event and activities

**Resolutions**

1. The committee may pass a resolution to implement educational programs aimed at promoting awareness of academic integrity principles among students, faculty, and staff. Resolutions are passed to strengthen existing academic integrity policies or to develop new policies that address emerging issues or concerns related to academic misconduct. The AMC shall have the responsibility to oversee and enforce academic integrity policies, investigate allegations of academic dishonesty, and recommend appropriate sanctions in accordance with established procedures.

2. The AMC shall be responsible for reviewing curriculum design, course content, teaching methodologies, assessment strategies, and academic support services on a regular basis. The committee shall meet at least twice a semester to discuss and assess academic matters, identify areas for improvement, and recommend necessary actions to enhance the quality of education provided by the institution. The AMC shall collaborate with relevant departments and committees to implement recommended changes and improvements in academic programs and processes. The committee shall also be responsible for collecting feedback from students, faculty, and other stakeholders regarding academic experiences and satisfaction levels. The feedback collected by the AMC shall be analyzed and used to inform decision-making processes aimed at enhancing the overall academic experience for students and faculty members.

3. The committee shall meet on a regular basis, at least once per semester, to review and assess the current curriculum offerings across all academic programs. The committee shall develop and implement assessment tools and methodologies to evaluate the effectiveness of the curriculum in meeting learning outcomes and preparing students for their chosen career paths. The committee shall make recommendations for curriculum revisions, updates, or new initiatives based on the outcomes of its assessments and in response to changing educational needs and industry trends. The committee shall collaborate with relevant stakeholders, including faculty, students, alumni, and employers, to gather feedback and input for its assessments and recommendations.





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4. The committee has resolved to establish clear and standardized criteria for evaluating academic performance across all departments and programs. These criteria will be transparently communicated to students and faculty to ensure understanding and fairness in the evaluation process. The committee has agreed to implement regular monitoring and reporting mechanisms to track academic performance trends. This includes the collection and analysis of data on student grades, attendance, and participation to identify areas of improvement and support. Recognizing the importance of early intervention in addressing academic challenges, the committee has decided to develop and implement proactive strategies for identifying students who may be at risk of academic underperformance. This may include targeted support programs, mentoring initiatives, or additional academic resources.

5. The AMC shall collaborate with faculty members across departments and disciplines to gather input, insights, and feedback regarding the development and refinement of academic monitoring policies, procedures, and practices. Faculty members shall be actively involved in the decision-making processes of the AMC, with opportunities for participation in subcommittees, working groups, and task forces focused on specific aspects of academic monitoring, such as assessment methods, intervention strategies, and support services.

6. The primary responsibilities of the AMC shall include:

- a. Reviewing academic performance data, including grades, attendance records, and any other relevant metrics.
- b. Identifying students who may be at risk of academic failure or who may require additional support.
- c. Developing and implementing intervention strategies to support struggling students, which may include tutoring, counseling, academic advising, or other forms of support.
- d. Monitoring the effectiveness of intervention strategies and making adjustments as needed.
- e. Communicating regularly with students, faculty, and parents/guardians regarding academic progress and intervention efforts.

7. Academic Monitoring Committee will facilitate the continuous improvement of teaching and learning processes, as well as ensure compliance with regulatory standards and accreditation requirements. Therefore, be it resolved that an Academic Monitoring Committee shall be established with the following objectives and composition:

Objectives:

- a. To monitor the implementation of academic policies and procedures.
- b. To review and evaluate curriculum design and delivery methods.
- c. To assess the effectiveness of teaching and learning strategies.
- d. To oversee assessment and evaluation processes, including examinations and grading.
- e. To identify areas for improvement and recommend appropriate actions.
- f. To ensure compliance with accreditation standards and regulatory requirements.





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### Vote of Thanks

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*T. Chavale*

**Convener-** Academic Monitoring Committee



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3.	Sadhana Chhattlani	Member	8850638737	sadhana.chhattlani@gmail.com	
4.	Vinayak Chakravarti	Member	8369204010	Vinayak-chakravarti@gmail.com	

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Date: **02.07.2021**

**NOTICE FOR ACADEMIC MONITORING COMMITTEE MEETING FOR**  
**A.Y. 2021-2022**

The First meeting of the Academic Monitoring Committee will be held on **03.07.2021** (Saturday) at 6.45. pm (Online).

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Tushar Chavan	Convener	<i>Tchavara</i>
2	Akshay Singh	Member	<i>A</i>
3	Sadhana Chhattlani	Member	<i>Sadhana</i>
4	Vinayak Chakravarti	Member	<i>Vinayak</i>





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**Agenda**

1. To decide workload
2. Course Material
3. Co-Ordinating with library
4. Verification of internal marks
5. Monthly Attendance

**Resolutions**

1. To decide academic workload of individual faculty and supporting staff. Preparation of timetable and its display on the concerned class notice board. Ensuring completion of syllabus on time and weekly verification of syllabus completion status. Ensuring class lab work as per timetable. Verification of alternative arrangements and conduction work of the faculty applying leave.
2. Collection and verification of course material and PPT for online teaching.
3. Co-Ordinating with library committee to ensure availability of all the books as per syllabus before commencement of each semester.
4. Verifying internal marks which are accepted and signed by the students. Submission of internal marks to exam. Mumbai University. Submission of any other required report to exam section.
5. To inform students about monthly attendance, sick leaves, parents' illness, death, college/university participations etc related to students' attendance in the form of valid documents to the academic committee.

**Vote of Thanks**

Convener thanks to everyone who attended the meeting and assign the roles and responsibilities of every entity involved in accreditation process.



*T. Chavhan*

**Convener- Academic Monitoring Committee**



Smt. Fatimabai M.S. Educational Trust's  
**MUMBRA COLLEGE OF ARTS & COMMERCE (NIGHT)**  
(Affiliated to University of Mumbai)

College Code: 557

C/o. St. John's Convent High School  
Near Railway Station, Mumbra,  
(Thane)-400612  
Tel no:- +91-8591655745

**NOTICE FOR ACADEMIC MONITORING COMMITTEE MEETING FOR**  
**A.Y. 2021-2022**

The Second meeting of the Academic Monitoring Committee will be held on **04.02.2022** (Tuesday) at 4.30.  
pm (Online)

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Tushar Chavan	Chairman	
2	Akshay Singh	Member	
3	Sadhana Chhattlani	Member	
4	Vinayak Chakravarti	Member	





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**Agenda**

1. Subject file course file preparation
2. Attendance Monitoring
3. Students Assessment record monitoring
4. Counselling/Mentoring record
5. Guest Lecture from Industry
6. University exam monitoring

**Resolutions**

1. The status of the course file, subject file was seen and verified. All the required files were maintained and available with the department.
2. The issue of less attendance of students was discussed with the reasons and actions taken to correct the same. Parents should be called or sent the messages regarding poor attendance of their children.
3. The students assessments records such as (attendance, assignments, projects, activities, and their performance in periodic tutorial) and the concerned consolidated reports were analysed and discusses.
4. Documents of parent guardian teacher scheme have been maintained by the teachers. Mentoring records must be properly maintained by the department.
5. Plan of guest lectures to be conducted by experts from the industry to fill the curriculum gap an update the students. The guest lecture conduction reports must be submitted to academic in-charge.
6. Exam committee is prepared and the arrangement of the same is reviewed. CAP room and authority over committee members and non-teaching staff was handed over to the examination In-charge.





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### Vote of Thanks

Convener thanks to everyone who attended the meeting and assign the roles and responsibilities of every entity involved in accreditation process.



**Convener-** Academic Monitoring Committee



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**Office Order**

As per the Guidelines of NAAC "**Academic Monitoring Committee**" has been constituted for the Academic Year **2022-23** for planning and monitoring of overall academic operations, activities, procedures, functioning and maintaining all relevant documents and files in association with various committee/coordinators of the department.

Sr. No.	Members	Designation	Mobile No.	Email.Id	Sign
1.	Tushar Chavan	Convener	9113828320	tusharschavan9@gmail.com	Tchavane.
2.	Akshay Singh	Member	8779869962	akshaysingh5226@gmail.com	A
3.	Sadhana Chhattani	Member	8850688737	sadhana.chhattani@gmail.com	Suhani
4.	Vinayak Chakravarti	Member	8369264060	vinayakchakravarti@gmail.com	Vinayak

The committee should conduct meetings as per requirements and records be maintained accordingly. The entire concerned are requested to take note and act accordingly.



S. D. Lokhande  
PRINCIPAL

**Principal**  
Mumbra College of Arts & Commerce  
(Night) Mumbra.

CC:-

1.All the concerned

2.Office Copy



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Date: 07.07.2022

**NOTICE FOR ACADEMIC MONITORING COMMITTEE MEETING FOR**  
**A.Y. 2022-2023**

The First meeting of the Academic Monitoring Committee will be held on **09.07.2022** (Saturday) at 7.00. pm at the staff room of the college.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Tushar Chavan	Convener	
2.	Akshay Singh	Member	
3.	Sadhana Chhattlani	Member	
4.	Vinayak Chakravarti	Member	





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**Agenda**

1. To confirm the minutes of last meetings
2. To conduct extra lectures for slow learners
3. To form a WhatsApp group as a use of technology for communication and sharing materials.
4. To coordinate with library committee for the procurements of books
5. To make alternative arrangement of class and practical before going on leave.

**Resolutions**

1. To confirm the minutes of the last meeting. The minutes were read by Mr. Tushar Chavan and were confirmed unanimously.
2. To conduct extra lectures for slow learners and conduct tutorial, test, assignments as per the need of the subject. Every teacher should conduct extra lectures for weak students as per the need and requirement of that subjects.
3. It was taken decision to form a WhatsApp group as a use of technology for communication and sharing materials.
4. It was decided and resolved by the committee member that every teacher should review the books available and if any is required, they must give it to the purchase requisition to library in-charge.
5. It was decided and resolved by the committee member that every teacher should verify alternative arrangements of class and practical before going on leave.

**Vote of Thanks**

Convener thanks to everyone who attended the meeting and assign the roles and responsibilities of every entity involved in accreditation process.



*T. Chavan.*  
**Convener- Academic Monitoring Committee**



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**NOTICE FOR ACADEMIC MONITORING COMMITTEE MEETING FOR**  
**A.Y. 2022-2023**

The second meeting of the Academic Monitoring Committee will be held on **13.01.2023** (Saturday) at 8.20 pm at the staff room of the college.

Sr. No.	Name of Member	Position in Committee	Signature of Member Present
1.	Tushar Chavan	Convener	
2	Akshay Singh	Member	
3	Sadhana Chhattlani	Member	
4	Vinayak Chakravarti	Member	





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**Agenda**

1. Opening remarks
2. Approval pf previous meetings minutes
3. Updates on academic performance
4. Curriculum review
5. Faculty feedback and development
6. Students' welfare and support services

**Resolutions**

1. The committee chair will open the meeting, welcoming all attendees and setting the tone for productive discussion.
2. The minutes from the previous meeting will be reviewed and approved, with any necessary amendments made as appropriate.
3. The committee will receive updates on the academic performance of students, including any trends or concerns identified. Resolutions may include:
  - a. Implementing targeted interventions for struggling students.
  - b. Recognizing outstanding academic achievements and encouraging continued excellence.
4. The committee will review the current curriculum to ensure its relevance and effectiveness in meeting educational objectives. Resolutions may include:
  - Incorporating new teaching methodologies or technologies.
  - Updating course content to reflect industry advancements.
  - Addressing any gaps or areas for improvement identified in the curriculum.
5. Feedback from faculty members will be discussed, and strategies for faculty development will be explored. Resolutions may include:
  - Providing opportunities for professional development workshops or seminars.





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The committee will assess the effectiveness of existing support services for students and identify areas for improvement. Resolutions may include:

- Enhancing mental health resources and counselling services.
- Improving accessibility to academic advising and tutoring.
- Implementing initiatives to promote diversity, equity, and inclusion within the student body.

### Vote of Thanks

Convener thanks to everyone who attended the meeting and assign the roles and responsibilities of every entity involved in accreditation process.



**Convener-** Academic Monitoring Committee