



**MAHATMA GANDHI MISSION'S  
COLLEGE OF COMMERCE**

MGM EDUCATIONAL CAMPUS, PLOT No. 1 & 2, SECTOR-1, KAMOTHE, NAVI MUMBAI - 410209.  
TEL.NO.:- 022-27433006

Date:- 12/06/2023

**Notice**

All teaching Staff members this is to informed you that Curriculum committee meeting under the leadership of IQAC to be held on 13<sup>th</sup> JUNE 2023 at 11:00 am

All teaching Staff are requested to kindly attend the meeting.

*Sant*

PRINCIPAL

**Agenda:-**

Confirmation of minutes of previous meeting

Confirmation of Action taken Report of the prevous minutes of the meeting

Discussion on feedback report of 2022-23

Subject Allocation for upcoming semester

Academic Calendar Planning

Add-on /Value Addition Courses

Any other matter discussed with permission of the Chairperson

*SP*

**Dr. Sonia Pant**  
Principal  
Mahatma Gandhi Mission's  
College of Commerce  
Kamothe, Navi Mumbai-410209



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Date:- 13/06/2023


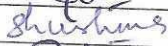
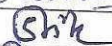
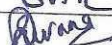
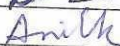

**Minutes of the Meeting**


The meeting of teaching Staff members was held on 13/06/2023 at 11:00 am in the college under the chairperson of Dr. Sonia Pant, Principal and attended by all teaching Staff from COC.

The following points were discussed recorded by Sushma Rabada

1. As per the University arrangement of Terms Second year & Third year started from June 2023 so the Final Examination conducted in the moth of Apr./May. 2023
2. In preparation for the commencement of the Semester I/III/V scheduled to commence on 12<sup>th</sup> June 2023, The subjects were allocated faculty members.
3. All Faculty members to prepare the lesson plan for their respective subjects and respected Principal approved their subject plan.
4. For Semesters academic plan has been established, and all the faculties involved for the forthcoming activities & events.
5. First year semester started in the month of July .Fulfilling of Total instructional day and completing of syllabus of Final semester exam will be conducting in the month of NOV/DEC. 2023
6. Feedback committee submitted the report for academic year 2022-23.
7. The student's feedback was satisfactory.
8. The teachers had suggested subject of the Value added programs/Workshop/Seminar
9. With permission from the chairpersion the meeting was concluded

  
Principal

Sr.No.	Name of the Faculty	Sign of the staff member
1	Dr. Sonia Pant	
2	Sushma Rabada	
3	Sreekala	
4	Suvarna Sawant	
5	Anil Khandare	
6	Bhimrao Patil	

  
Dr. Sonia Pant  
Principal  
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TEL.No.:- 022-27433006

Date:- 12/10/2023

**Notice**

All teaching Staff members this is to informed you that Curriculum committee meeting under the leadership of IQAC to be held on 14<sup>th</sup> Oct. 2023 at 11:00 am

All teaching Staff are requested to kindly attend the meeting.

PRINCIPAL

**Agenda:-**

Confirmation of minutes of previous meeting

Confirmation of Action taken Report of the prevous minutes of the meeting

Discussion on feedback report of 2023

Discussion on Arrangement of Examination

Add-on /Value Addition Courses

Any other matter discussed with permission of the Chairperson

Sr.No.	Name of the Faculty	Sign of the staff member
1	Dr. Sonia Pant	
2	Sushma Rabada	
3	Sreekala	
4	Suvarna Sawant	
5	Anil Khandare	
6	Bhimrao Patil	

SP

Dr. Sonia Pant  
Principal

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TEL.No.:- 022-27433006

Date:- 14/10/2023

**ACTION TAKEN REPORT.**

Agenda	Discussion/ Suggestion	Action taken
Confirmation of minutes of previous meeting	Minutes read out and confirmed	--
Lesson plan to be completed	Lesson plan completed & Approved by Principal	Completed
Lecture & Syllabus completion	Lecture for semester 1,3,5 <sup>th</sup> semester are completed in OCT.2023	Completed
Value Added Courses	Value Added courses are successfully completed in July- Aug 2023	Completed
Workshop/Seminar	IPR Seminar are conducted in June & July 2023	Completed
	RM Seminar conducted in AUG.2023	Completed
	Research Methodology Seminar was conducted in Sept. 2023	Completed
	Workshop on IPR -Poster Making Competition collaboration with SIES College conducting in NOV. 2023	In Process
Feedback	Feedback collecting from students after completing semester end Exam	
Examination	Plan of Examination after completing syllabus in the month of NOV/DEC.	

Point Discussed :

In Preparation for Examination of SEM-I, III, V schedule from 1<sup>st</sup> Dec 2023 for 3<sup>rd</sup> year University conduct practical examination after Theory.

1. Instruction given from PRINCIPAL to provide Format of Theory & Practical Paper setting of SEM I & SEM III given to respective subject Teacher.

2. All Concern Subject Teacher Prepared Question Sets of Theory Exam

All the faculties involved for the forthcoming activities & events

Feedback committee collected & submitted the report.

Students Feedback was satisfactory

Student wants Sports activities in the months of DEC.

*SP*

**Dr. Sonia Pant  
Principal**

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Students wants cultural activities and Days celebrations in the Month of JAN 24.


The teachers had suggested that the Value added programs/Add-on courses

- Communication Skill
- Personality Development
- Information & Communication Technology

The committee approved the value added courses

The Meeting concluded with Vote of Thanks.

  
Principal

  
Dr. Sonia Pant  
Principal  
Mahatma Gandhi Mission's  
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TEL.No.:- 022-27433006

Date:- 16/12/2023

**Notice**

All teaching & Non-Teaching Staff members this is to inform you that Curriculum committee meeting under the leadership of IQAC to be held on 17<sup>th</sup> DEC.2023 at 2:30 pm.

All teaching & Non-Teaching Staff are requested to kindly attend the meeting.

*Sant*

PRINCIPAL

**Agenda:-**

Confirmation of minutes of previous meeting

Confirmation of Action taken Report of the previous minutes of the meeting

Discussion on feedback report

Add-on /Value Addition Courses

Any other matter discussed with permission of the Chairperson

*SP*

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Principal

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TEL.No.:- 022-27433006

Date:- 17/12/2023

**Minutes of the Meeting**

The meeting of teaching & Non-Teaching Staff members was held on 17/12/2023 at 02:30 pm in the college under the chairperson of Dr. Sonia Pant, Principal and attended by all teaching & Non-Teaching Staff from COC.

The following points were discussed recorded by Sushma Rabada  
**Points Discussed:**

1. In preparation for the commencement of the Semester II/IV/VI scheduled to commence on 17<sup>th</sup> DEC 2023. The subjects were allocated faculty members.
2. All Faculty members to prepare the lesson plan for their respective subjects and respected Principal approved their subject plan.
3. For Semesters academic plan has been established, and all the faculties involved for the forthcoming activities & events.
4. Final Examination conducted in the moth of NOV./DEC. 2023
5. First year semester started in the month of August .Fulfilling of Total instructional day and completing of syllabus of Final semester exam will be conducting in the month of DEC. 2023
6. Third year Theory Exam is schedule from 1<sup>st</sup> Dec. 2023.
7. SEM-II & IV Additional Exam smoothly conducted.
8. Diwali vacation start from 13<sup>th</sup> NOV. to 27<sup>th</sup> NOV. 2023.
9. Working on KOHA software students easily use this software for issue and return book
10. With permission from the chairpersion the meeting was concluded

**Principal**

Sr.No.	Name of the Faculty	Sign of the staff member
1	Dr. Sonia Pant	
2	Sushma Rabada	
3	Sreekala	
4	Suvarna Sawant	
5	Anil Khandare	
6	Bhimrao Patil	

**SP**  
**Dr. Sonia Pant**  
**Principal**  
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TEL.NO.:- 022-27433006

Date:- 21/03/2024

**Notice**

All teaching & Non-Teaching Staff members this is to informed you that Curriculum committee meeting under the leadership of IQAC to be held on 21<sup>st</sup> MAR.2024 at 11:30 am.

All teaching & Non-Teaching Staff are requested to kindly attend the meeting.

*Sant*

PRINCIPAL

**Agenda:-**

Confirmation of minutes of previous meeting

Confirmation of Action taken Report of the previous minutes of the meeting

Discussion on feedback report

Add-on /Value Addition Courses

Any other matter discussed with permission of the Chairperson

Sr.No.	Name of the Faculty	Sign of the staff member
1	Dr. Sonia Pant	<i>Sant</i>
2	Sushma Rabada	<i>Sushma</i>
3	Sriekala	<i>SK</i>
4	Suvarna Sawant	<i>Suvarna</i>
5	Anil Khandare	<i>Anil</i>
6	Bhimrao Patil	<i>B. Patil</i>

*SP*

Dr. Sonia Pant  
Principal  
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Date:- 21/03/2024

**ACTION TAKEN REPORT.**

Agenda	Discussion/ Suggestion	Action taken
Confirmation of minutes of previous meeting	Minutes read out and confirmed	
Lesson plan to be completed	Lesson plan completed & Approved by Principal	Completed
Lecture & Syllabus completion	Lecture for semester 2,4,6 semester are completing at the end of March .2024	In Process
Workshop /Seminar	Entrepreneurship Workshop conducted on 12 <sup>th</sup> and 13 <sup>th</sup> JAN 2024	Completed
	Entrepreneurship Seminar conducted on 12 <sup>th</sup> and 13 <sup>th</sup> JAN 2024	Completed
	Personal Hygiene Seminar conducted in FEB. 2024	Completed
Short Term Courses	Value Added Courses is started from JAN to March 2024	In Process
Activities	Job Fair conducted in 13 <sup>th</sup> JAN. 2024	Completed
	Marathi Bhasha Divas Celebrated on 27 <sup>th</sup> Feb. 2024	Completed
Feedback	Feedback collecting from students after completion of semester end Exam	
Examination	Examination conducting in the month of April/May 2024	

Point Discussed :


In Preparation for Examination of SEM-II, IV, VI schedule in the month of April and May 2024  
Instruction given from PRINCIPAL to provide Format of Theory & Practical Paper setting of SEM II & SEM IV given to respective subject Teacher.

All Concern Subject Teacher Prepared Question Sets of Theory Exam

All the faculties involved in Seminar/ Workshop activities & events.

Feedback committee collected & submitted the report at the end of the semester.

  
PRINCIPAL

  
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