



# CHILDREN WELFARE CENTRE'S COLLEGE OF LAW

Affiliated to University of Mumbai

Approved by Government of Maharashtra & Bar Council of India

Valnai Village, Marve Road, Orlem Bavadi Stop, Malad (West), Mumbai - 400064

T : 28011177 / 78 / 9967529177 E : info@cwclawcollege.in W : www.cwclawcollege.in

Date: 20/07/2023

## Office Order

The "Academic Monitoring Committee" has been formed to ensure the smooth operation of the academic session and course completion in accordance with the Academic Calendar. Regularly monitor syllabus completion and keep a record of it.

Sr. No.	Name	Position
1	Dr. Anant Kalse	I/c Principal
2	Mr. Vishnu Dandekar	Trustee
3	Mr. Suraj Wadhwa	Management Representative
4	Ms Pratiksha Hire	Coordinator
5	Ms. Simran Rane	Faculty Member
6	Ms. Pratiksha Hire	Faculty Member
7	Mr. Rohit Karande	Administrative Staff

The committee will be in charge of ensuring a smooth academic plan in accordance with the Academic Calendar, as well as completing all monitoring with the same effect, such as conducting events and other co-curricular activities.

The Committee should hold meetings in accordance with the regulations, and appropriate records should be kept.

Everyone involved is asked to take note and act accordingly.

*@hire*  
Pratiksha Hire  
Co-ordinator  
CC:-

1. All the concerned

2. Office Copy



*[Signature]*  
I/C PRINCIPAL  
CHILDREN WELFARE CENTRE'S  
COLLEGE OF LAW  
Marve Road, Malad (W),  
Mumbai - 400 064





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Hindi Linguistic Minority

Date: 22.07.2023

## NOTICE FOR THE MEETING OF THE ACCADEMIC MONITORING COMMITTEE

The Academic Monitoring Committee will meet on 24.07.2023 at 12 p.m. in the Staff Room of the Children Welfare Center's College of Law.

Sr. No.	Name	Position
1	Dr. Anant Kalse	I/c Principal
2	Mr. Vishnu Dandekar	Trustee
3	Mr. Suraj Wadhwa	Management Representative
4	Ms Pratiksha Hire	Coordinator
5	Ms. Simran Rane	Faculty Member
6	Mrs. Pratiksha Hire	Faculty Member
7	Mr. Rohit Karande	Administrative Staff

### Agenda for the meeting.

1. To specify the responsibilities of each member.
2. To prepare academic calendar for the AY 2023-24.
3. To review timetable before the semester begins.
4. To appoint Coordinators of 5 Year B.L.S./LL.B and 3 Year LL.B course.

We sincerely request that you attend the meeting at the scheduled time and location.

  
Co-Ordinator

Academic Monitoring Committee



  
I/c Principal  
CWC'S College of Law

I/C PRINCIPAL  
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Date: 24.07.2023

## Minutes of the Academic Monitoring Committee for the AY 2023-24

### Member's Present.

Sr. No.	Name	Position	Remarks
1	Dr. Anant Kalse	I/c Principal	Present
2	Mr. Vishnu Dandekar	Member of Management	Present
3	Mr. Suraj Wadhwa	Member of Management	Present
4	Ms Pratiksha Hire	Coordinator	Present
5	Ms. Simran Rane	Faculty Member	Present
6	Ms. Pratiksha Hire	Faculty Member	Present
7	Mr. Rohit Karande	Administrative Staff	Present

### Members Absent: 00

### Agenda for the meeting.

1. To specify the responsibilities of each member.
2. To prepare academic calendar for the AY 2023-24.
3. To review timetable before the semester begins.
4. To appoint Coordinators of 5 Year B.L.S./LL.B and 3 Year LL.B course.

### Meeting Review:

1. The Coordinator made a statement stating that the roles and responsibilities of the members have been assigned to ensure the strict implementation of rules and regulations of college by the students as well as by the teaching and non-teaching staff.





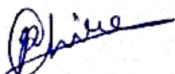
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2. Discussion took over the preparation of academic calendar to plan the academic year and a person was assign to work upon it. It was decided as soon as the academic calendar is prepared it will be made accessible to the students through the college website and notice board.
3. The attendance of the students was given utmost priority. And to ensure 75 percentage of the student's attendance, time table was made available to the students. It was decided to take a follow up of the defaulters and the list to be displayed on the notice board.
4. Both the Coordinators were selected and were appointed with their respective responsibilities to coordinate and inform the students about the events, examination and other co-related activities of the college.


## Conclusion:

The Coordinator ended the meeting with a vote of thanks to all the members. Time, date and day was schedule for the second meeting of the Academic Monitoring Committee to be held in the upcoming months.

  
Co-Ordinator

Academic Monitoring Committee



  
I/c Principal

CWC'S College of Law  
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Date: 12/12/2023

## **NOTICE FOR THE 2nd MEETING OF THE ACADEMIC MONITORING COMMITTEE FOR THE AY 2022-23**

The Academic Monitoring Committee Meeting is schedule on Date 16.12.2023 at 12.30 p.m. in the Conference Hall of Children Welfare Centre's College of Law.

Sr. No.	Name	Position
1	Dr. Anant Kalse	Principal
2	Mr. Vishnu Dandekar	Member of Management
3	Mr. Suraj Wadhwa	Member of Management
4	Mrs. Sneha Gaur	Coordinator
5	Ms. Simran Rane	Faculty Member
6	Ms. Pratiksha hire	Faculty Member
7	Mr. Rohit Karande	Administrative Staff

### **Agenda for the meeting:**

1. To prepare time table and make it accessible to the students through What's app groups, notice board and website of college.
2. To organize Seminars and workshops.
3. To conduct study visits to legal firms, judicial academy, chambers and courts.
4. To publish magazine and prospectus of the college.





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5. To assign roles and responsibilities to the members.
6. To install projector in an additional classroom.

**You are requested to attend the meeting on the above-mentioned date and time**

Co-Ordinator  
Academic Monitoring Committee

Principal  
CWC'S College of Law  
**Dr. ANANT N. KALSE**  
I/C PRINCIPAL  
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Date: 16/12/2023

## Minutes of the Academic Monitoring Committee for the AY 2022-23

### Members Present:

Sr. No.	Name	Position	Signature
1	Dr. Anant Kalse	Principal	Present
2	Mr. Vishnu Dandekar	Member of Management	Present
3	Mr. Suraj Wadhwa	Member of Management	Present
4	Mrs. Sneha Gaur	Coordinator	Present
5	Ms. Simran Rane	Faculty Member	Present
6	Ms. Pratiksha Hire	Faculty Member	Present
7	Mr. Rohit Karande	Administrative Staff	Present

### Members Absent: 00

### Agenda for the meeting:

1. To prepare time table and make it accessible to the students.
2. To organize Seminars and workshops.
3. To conduct study visits.
4. To publish magazine and prospectus of the college.
5. To assign roles and responsibilities to the members.
6. To install projector in an additional classroom.

### Meeting Review:

1. The primary goal of the meeting was to assign roles and tasks to the members to ensure the smooth operation of the college.





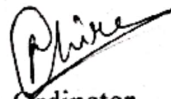
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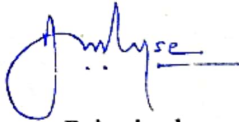
2. During the meeting, it was decided to delegate the responsibility of organizing seminars and workshops to one of the college faculty members. The main purpose of these seminars was to provide participants with valuable legal knowledge.
3. A faculty member was assigned the task of preparing the timetable and distributing it to students via WhatsApp group, notice board, and the college website.
4. The publication of the college magazine and prospectus was discussed. One faculty member was tasked with collecting articles from both students and professors for inclusion in the magazine.
5. The responsibility of organizing study visits to legal firms, judicial academies, chambers, and courts was assigned to a faculty member, who was also required to make all necessary arrangements for the visits.

## Conclusion:

The meeting of the Academic Monitoring Committee concluded with a vote of thanks from the Coordinator. The time, venue, and date for the next committee meeting were unanimously decided by all present members.

  
Co-Ordinator  
Academic Monitoring Committee



  
Principal  
CWC'S College of Law  
**Dr. ANANT N. KALSE**  
I/C PRINCIPAL  
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## Academic Monitoring Committee

### Annual Report

AY 2023-24

#### Introduction:

Academic Monitoring Committee (AMC) is headed by the Coordinator under the guidance of the Principal. The committee consists of Seven members. It includes Principal, two members from Management, two faculty members, one administrative staff and one Coordinator. The committee meets twice in a year. In collaboration with the department's committees and coordinators, AMC is in charge of organizing and overseeing all aspects of academic operations, including procedures, activities, and documentation. They also keep track of all pertinent records and files. To guarantee the efficient design and execution of the curriculum, the AMC is in charge of all academic matters. It is the duty of the academic committee to incorporate best practices in order to give current and future students a better educational experience. The committee is also responsible for some practices, like holding ceremonies for academic awards to recognize students for their outstanding academic performance. The Academic Committee serves as a key interface between students and faculty. This committee's primary duty is to serve as a conduit of communication between students and faculty. This committee's mission is to keep students informed of their academic position and to eliminate blind spots.

#### Objectives of AMC:

1. To give clear rules for curriculum preparation and implementation to all teaching professionals.





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2. To create a platform for academic monitoring in order to ensure that academic planners are implemented effectively.
3. To ensure that all departments have completed proper planning for the delivery of lectures and practical's prior to the start of the semester.
4. To ensure that effective teaching and learning occurs throughout the semester.
5. To guarantee that effective ongoing assessment and evaluation are carried out to enhance teaching and learning.
6. To ensure that both slow and advanced learners receive the attention they require.
7. To ensure that students are mentored both academically and personally.
8. To ensure that course results and, eventually, program outcomes are met.
9. To keep track of students' academic performance, training, and placement.
10. Planning and management for Faculty development.

## **Annual Report for the AY 2023-24:**

1. The college was resumed back to offline mode and all the events in the college were conducted as per the schedule of academic calendar.
2. Two Study visits in a month was made mandatory for the Fourth and Fifth Year B.L.S./LL.B and TYLL.B students.
3. Examination Committee made all the necessary arrangements to conduct exams semester wise as per the University Guidelines.
4. Coordinators of Five Years B.L.S./LL.B and Three Years LL.B. course were to report the Committee regarding the completion of lesson plan by the Teaching Faculties of the respective course.
5. Due to the increased student enrollment in various law programs, urgent recruitment for the new faculties was organized on a prior basis.





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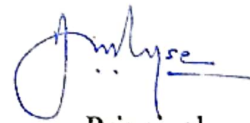
6. Attendance of both teaching, non-teaching staff and of students was scrutinized to ensure smooth functioning of the college.
7. Notice was prepared on a regular basis and it was circulated among the students during the ongoing class, so that they are aware of the events that are taking place in college.
8. Seminars by eminent, professional and highly qualified personalities from the law field were organized for the students.
9. Besides academic courses, other certified courses were made available to the students to enhance their knowledge and experience.
10. The workload was distributed among the teaching and non-teaching staff to ensure efficiency.

## Conclusion:

Before the start of any meeting, the earlier session's agenda were reviewed and then proceed with the ongoing forum. The meeting ended with the vote of thanks by the coordinator to all the members present. At the end of every meeting, the topics discussed were to be implemented with accuracy.

  
Co-Ordinator

Academic Monitoring Committee

  
Principal

CWC'S College of Law.  
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