

**SREE NARAYANA COLLEGE**  
**SIVAGIRI, VARKALA**

**CLMC REPORT 2023-2024**

**SREE NARAYANA COLLEGE  
SIVAGIRI, VARKALA**

**COLLEGE LEVEL MONITORING COMMITTEE**

**2023-24**

First meeting of CLMC members held on 01.06.2023 at 9.30 am. CLMC for the year 2023-24 was reconstituted is as follows.

Chairperson : Dr.Vinod.C.Sugathan (Principal)

Convenor: Dr.Soju.S; PG Dept of Commerce & Hotel management

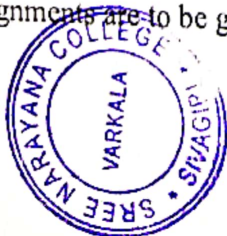
Members: HoD's of all departments

**Members present**

- 1.Dr.Hima.R.
2. Dr.Leji.J
- 3.Dr.Aswathy.R
- 4 .Dr.Sajesh Sasidharan
5. Dr.Nithya.P.Viswam
- 6.Dr.Archana.S.R
- 7.Dr.Preetha Krishna.L
8. Dr.Sreela.S.R
9. Dr.Sajith.S.J.Sasi
10. Smt.Biji.K.K
11. Smt.Neelima.N.L
12. Sri.Praveen.R

**Minutes of the meeting**

1. Preparation of Timetable & action plan for the academic year
2. Portions are to be allotted
3. Assignments are to be given on time



  
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4. Internal Examinations are to be conducted
5. Up load CE marks on time

#### **Decisions in the meeting**

It was decided to prepare general timetable for the academic year & all CLMC members are instructed to draft an action plan on department activities to be conducted during the academic year. Decision was taken to complete allotted portions before commencement of internal examination. The committee also decided to display CE marks in notice board & upload on time

#### **Important dates**

##### **UG S1**

Commencement of class: 07/8/2023  
Assignment allotment: 28-09-2023  
Submission (last date): 14-10-2023  
Internal exam: 08/1/2024 to 12/1/2024  
Result: 30/1/2024  
C.E.Uploading: 15/2/24  
Date of Appeal: 18/2/2024


##### **UG S3**

Commencement of class: 26/10/2023  
Assignment allotment: 20/11/2023  
Submission (last date): 07/12/2023  
Internal exam: 05/02/2024 to 08/2/2024  
Result: 28/2/2024  
C.E.Uploading: 21/3/2024  
Date of appeal: 25/3/2024

##### **UG S5**

Commencement of class: 04/9/2023  
Assignment allotment: 20/10/2023  
Submission (last date): 13/11/2023  
Internal exam: 29/11/2023 to 04/12/2023  
Result: 21/12/2023  
C.E.Uploading: 04/01/2024



  
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Date of appeal: 08/01/2024

**PG SI**

Commencement of class: 19/9/2023

Assignment allotment: 6/11/2023

Submission (last date): 30/11/23

Internal exam: 06-03-24 to 08-03-24

Result: 26/03/24

C.E.Uploading:05/6/24

Date of appeal: 09/6/24



  
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**College Level monitoring committee**

**2023-24**

**Notice**

Second meeting of CLMC 2023-24 will be held on 14.08.2023 at 12.PM All members are requested to attend the meeting.

11.08.2023

Dr.Soju.S (Convenor)



  
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### **Members present**

1. Dr. Hima.R.
2. Dr. Leji.J
3. Dr. Aswathy.R
4. Dr. Sajesh Sasidharan
5. Dr. Nithya.P. Viswam
6. Dr. Archana.S.R
7. Dr. Preetha Krishna.L
8. Dr. Sreela.S.R
9. Dr. Sajith.S.J.Sasi
10. Smt. Biji.K.K
11. Smt. Neelima.N.L
12. Sri. Praveen.R

### **Minutes of the meeting**

- Conduct of model exam for S2 UG
- Remedial class for S2 UG
- Portion completion & attendance statement of S5 UG students
- Uploading of CE marks for S4 UG
- Conduct of PTA meetings

### **Decisions in the meeting**

It has been decided to conduct model examination of S2 BA Economics on 05/09/23. Decision has been taken to arrange remedial classes for students who have been identified as weak in respective subjects. The meeting directed the second year tutors to upload CE marks of S4 within the specified time limit. Third year teachers were also directed to complete the portion on time and submit the attendance statement to CLMC. The committee was also given direction to conduct PTA meetings of all classes.



A handwritten signature in green ink, appearing to be "S. S. S.", written over a horizontal line.

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**Important Dates**

1. Uploading CE marks of S4 BA Economics : 18/09/23
2. Model Examination of S2 BA Economics : 05/09/2023



  
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**College Level monitoring committee**

**2023-24**


**Notice**

Third meeting of CLMC 2023-24 will be held on 03.11.2023 at 12 30.pm. All members are requested to attend the meeting.

02.11.2023

Dr.Soju.S (Convenor)



  
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### **Members present**

1. Dr. Hima.R.
2. Dr. Leji.J
3. Dr. Aswathy.R
4. Dr. Sajesh Sasidharan
5. Dr. Nithya.P. Viswam
6. Dr. Archana.S.R
7. Dr. Preetha Krishna.L
8. Dr. Sreela.S.R
9. Dr. Sajith.S.J.Sasi
10. Smt. Biji.K.K
11. Smt. Neelima.N.L
12. Sri. Praveen.R

### **Minutes of the meeting**

- Allotment of portions for S2 & S4 UG
- Preparation of Department Annual report
- First internal Examination of S1 PG

### **Decisions in the meeting**

The Meeting started with a review of matters discussed in the CLMC meeting held on 14.08.2023. Committee decided to instruct the DLMCs in the college for effective division of portions in the S2 & S4 UG classes. In the meeting it was decided to conduct first internal for first semester.

### **Important Dates**

Uploading CE marks of S4 BA Economics : 18/09/23

Model Examination of S2 BA Economics : 05/09/2023



  
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**College Level monitoring committee**

**2023-24**


**Notice**

Fourth meeting of CLMC 2023-24 will be held on 05.01.2024 at 3.15.pm at seminar hall. All members are requested to attend the meeting.

03.01.2024

Dr. Soju.S (convenor)



  
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### **Members present**

1. Dr. Hima. R.
2. Dr. Leji. J
3. Dr. Aswathy. R
4. Dr. Sajesh Sasidharan
5. Dr. Nithya. P. Viswam
6. Dr. Archana. S. R
7. Dr. Preetha Krishna. L
8. Dr. Sreela. S. R
9. Dr. Sajith. S. J. Sasi
10. Smt. Biji. K. K
11. Smt. Neelima. N. L
12. Sri. Praveen. R

### **Minutes of the meeting**

- Continuous Evaluation of S5.
- Project distribution of UG & PG
- Portion Completion certificate to be collected.
- Report of internal evaluations conducted during the academic year in the departments.
- Assessment of mechanism of the year.

### **Decisions in the meeting**

In the meeting it was decided to instruct the DLMC of all department for the effective distribution PG & UG projects. It was also decided to collect internal evaluation reports & portion completion certificates from all departments. DLMC co-ordinators are assigned with the duty of collecting & consolidating proper assessment regarding teaching & evaluation.



  
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