



महिला अभियान्त्रिकी महाविद्यालय, अजमेर
WOMEN ENGINEERING COLLEGE, AJMER

(An Autonomous Institute of Govt. of Rajasthan)

Nasirabad Road, Makhupura, Ajmer - 305002

Website: www.gweca.ac.in

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Date: 03.09.2024

MINUTES OF MEETING

A meeting of CCL Committee members was held on 03.09.2024 with the Principal as chairperson for discussing the various issues for the smooth functioning of CCL.

Following members were present in the meeting:

| S.No | Name | Designation |
|------|-------------------------|-------------------------------|
| 1. | Prof. Prakriti Trivedi | Principal |
| 2. | Dr. Vijay Laxmi Kalyani | Chief Convenor, CCL Committee |
| 3. | Dr. Rakhi Khandelwal | Member of CCL Committee |
| 4. | Dr. Vijay Sharma | Member of CCL Committee |
| 5. | Ms. Kavita Sharma | Member of CCL Committee |

Following points were discussed in the meeting:

1. Time slots decided in the meeting for application of CCL were:
 - (i) 1-15 May (for the month from July to Dec)
 - (ii) 1-15 Nov. (for the month from July to June)
2. It was discussed that following documents will be required for application of CCL:
 - (i) Child's date of birth (DOB) certificate
 - (ii) Marriage Certificate
 - (iii) Other relevant documents (As a proof of CCL required)
3. It was decided that anyone applying for CCL, should make sure that their classes are arranged beforehand.
4. Work arrangements and other administrative responsibilities should also be arranged while applying for CCL.

42



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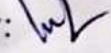
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5. In case, if the semester time table is not released, then ensure that a nominee faculty will be there for classes/work arrangements while applying for CCL.
6. CCL order of applicant must be uploaded on college website through registrar office.
7. The applicant must fill the online marks of their concerned subject even if he/she is on leave.
8. Committee will be revised.
9. Those who want to avail CCL before Dec.2024 can apply upto 30th September 2024 (This is applicable only for year 2024).

The meeting was ended with vote of thanks.

Prepared by: 
Dr. Vijay Laxmi Kalyani


(PRINCIPAL)

Copy to:

1. All Committee members
2. All HOD's/Departments for compliance
3. Registrar
4. Establishment
5. CC-Exam/Coordinator Academics/Chief Proctor/N.O.-College Website
6. Guard File



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MAHILA ENGG. COLLEGE, AJMER
ATTENDANCE SHEET

Meeting Venue : Principal Chamber
Date/Day/Time : 03.09.2024/Tuesday/2:15 PM
Subject : CCL meeting

| S.N | Name | Designation | Signature |
|-----|-------------------------|----------------------------------|-----------|
| 1. | Prof. Prakriti Trivedi | Principal | |
| 2. | Dr. Vijay Laxmi Kalyani | Chief Convenor, CCL Committee | |
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