



CHILDREN WELFARE CENTRE
Clara's College of Commerce

(Affiliated to University of Mumbai and NAAC Accredited)

Address - Yari Road, Versova, Mumbai - 400061

Contact No - 7738501168, Website - claracollegeofcommerce.edu.in

ACADEMIC & ADMINISTRATIVE AUDIT

ACADEMIC YEARS 2018-19 to 2022-23

**Internal Quality Assurance Cell
(IQAC)**

Date of Audit: 29th April, 2023

ACADEMIC & ADMINISTRATIVE AUDIT REPORT

Academic Audit Committee

1. Conveno:	Dr. Keshav N. Ghorude, Principal, M.K. Sanghavi College of Commerce and Economics, JVPD Scheme, Vile-Parle (West), Mumbai-400059
2. Member:	1. Dr. Shobha Menon, Principal, Valia College of Arts and Commerce, D. N. Nagar, Andheri (West), Mumbai-400053
3. Member:	2. Dr. Ratnaprabha Rajmane, Principal, Clara's College of Education, Yari Road, Versova, Andheri West, Mumbai 400061

To,
The Principal,
Dr. Madhukar R. Gitte,
Clara's College of Commerce, Yari Road,
Andheri(West), Mumbai-400061.

Subject: Report of Academic & Administrative Audit.

We appreciate the initiative taken by the Clara's College of Commerce for conducting Academic and Administrative Audit (AAA) for the Academic Years 2018-19 to 2022-2023. We are thankful to the Management and Internal Quality Assurance Cell (IQAC) as well as the Principal of the college for inviting us for conducting Academic and Administrative Audit.

The report is based on observations of the committee members on three aspects.

- A) Institute Information
- B) Academic Audit
- C) Administrative Audit.

We are thankful to Management, Principal, Coordinator (IQAC), Coordinators, Teaching and Supporting Staff, Students and stakeholders for their valuable inputs and co-operation during the assessment of AAA.

We are hopeful that the observations/suggestions of the AAA Committee will be helpful in further planning and growth of the college.

Academic & Administrative Audit Committee

Signature with Date

Dr. Keshav Ghorude : **Convenor**

K. Ghorude
29/04/2023

Dr. Shobha Menon : **Member**

Shobha Menon
29/4/23

Dr. Ratnaprabha Rajmane : **Member**

R. Rajmane
29/04/2023

FRAMEWORK AND METHODOLOGY ADOPTED FOR AAA

- The external Academic and Administrative Audit (AAA) for the academic years 2018-19 to 2022-2023 of Clara's College of Commerce, Yari Road, Andheri (West), Mumbai-400061 is conducted by the external members as per the request received from the College.
- The purpose of the audit is to ensure that the procedures and practices followed in the campus are in accordance with the Administrative Policies adopted by the institution and the departments.
- The observations of the committee are based on the data available and/or provided by the college authorities and subsequent interactions with respective members of the staff and authorities. Review of the relevant documents is carried out wherever required.
- The audit is conducted in an unbiased and transparent way.
- After the audit, the recommendations are made to the college unanimously by the external AAA audit members.

Academic & Administrative Audit Committee:

Signature with Date

Dr. Keshav Ghorude : Convenor

Keshav Ghorude
29/04/2023

Dr. Shobha Menon : Member

Shobha Menon
29/4/23

Dr. Ratnaprabha Rajmane : Member

Ratnaprabha Rajmane
29/04/2023

PART 1: INSTITUTE PROFILE

1.1 Introduction

Clara's College of Commerce was established in the year 1999 in the memory of Late Smt. Clara Kaul- an eminent educationist, who had a missionary zeal to take learning to every strata of society. Strategically located in the heart of the western suburbs, the college is fully equipped with state-of-art facilities and well qualified teachers. The college is affiliated to the University of Mumbai and has received Hindi Linguistic Minority status.

The aim of the college is to continuously enhance the teaching methods in order to provide students with an opportunity for their all-round development. It also strives for excellence in academics and makes an effort to induce passion for learning along with the inspiration for decisive thinking and assessment, thereby helping them to become the best professionals in their chosen careers.

The institution offers the following courses:

1. Bachelor of Commerce (B.Com)
2. Bachelor of Management Studies (BMS)
3. Bachelor of Commerce (Accounting & Finance)
4. Master of Commerce (M.Com in Advanced Accountancy)
5. Bachelor of Ar.ts in Mass Media and Communications (BAMMC)

The College aims at training young women and men to be competent, committed and compassionate, and lead in all walks of life.

The college is included in the 2F and 12B of University Grants Commission (UGC).

ESTABLISHMENT INFORMATION

1	Name of the Trust	Children Welfare Centre
2	Registration No. and Year	1981
3	Name of the College	Clara's College of Commerce
4	Address of the College	Yari Road, Versova, Andher (West), Mumbai-400061
5	Telephone No.	7738501168
6	E-mail ID	cwchs@hotmail.com
7	Website Address	Clarascollegeofcommerce.edu.in
8	Year of Establishment	1999
9	Status of the College	Co-Education
10	Name of the Principal	Dr. Madhukar Gitte
11	Affiliation Status	Permanently Affiliated
12	2(f) and 12 (B)	Received
13	NIRF	Yes
14	College Development Committee	Exist and Functional
15	Internal Quality Assurance Cell	21 st June 2016
16	Name of the IQAC Coordinator	Dr. Babita A.Kanojia
17	Type of College	Unaided and Self Financing

INFORMATION ABOUT TEACHING STAFF:

Academic Year	Approved	Full Time	CHB	Male	Female	Total
2018-19	15	24	01	13	12	25
2019-20	11	20	02	11	11	22
2020-21	11	18	02	10	10	20
2021-22	11	18	01	10	09	19
2022-23	08	15	02	08	09	17

TEACHING STAFF/ NON- TEACHING

Academic Year	Office Staff			Non-Teaching Staff			Grand Total
	Male	Female	Total	Male	Female	Total	
2018-19	04	04	08	04	-	04	12
2019-20	03	05	08	04	-	04	12
2020-21	03	05	08	04	-	04	12
2021-22	04	03	07	04	-	04	11
2022-23	06	01	07	03	-	03	10

STUDENTS PROFILE COURSES, INTAKE AND STUDENTS STRENGTH:

Department/ Class	Intake Capacity	Students Enrolled				
		2018-19	2019-20	2020-21	2021-22	2022-23
B.Com	1440	515	438	351	272	227
FYBCOM	480	179	170	95	78	82
SYBCOM	480	173	131	130	78	66
TYBCOM	480	163	137	126	116	79
BMS -	360	311	297	275	230	197
FYBMS	120	120	103	89	53	67
SYBMS	120	95	97	90	89	44
TYBMS	120	96	92	96	88	86
BAF	360	184	165	121	82	54
F.Y.BAF	120	57	41	28	18	11
S.Y.BAF	120	67	60	36	26	19
T.Y.BAF	120	60	64	57	38	24
BMM/BAMMC	180	90	79	52	42	17
FYBMM	60	28	27	13	6	-
SYBMM	60	35	20	23	12	6
TYBMM	60	27	32	16	24	11
MCOM	120	27	22	6	15	14
MCOM-I	60	15	09	4	9	7
MCOM-II	60	12	13	2	6	7
Total	2460	1127	996	805	641	509

INFRASTRUCTURE

Sr.No	Particulars	Observations
1	Total area of campus	0.95 acre
2	Campus ownership	Owner
3	Washroom facility for Staff	Yes
4	Washroom facility for Students	Yes
5	Ladies Common Room	Yes
6	Staff Room	Yes
7	Auditorium	Yes
8	Administrative office	Yes
9	Parking space	Yes

HUMAN RESOURCE DEVELOPMENT

Sr.No	Particulars	Observations
1	Mode of Salary	Credited to Bank Account
2	Feedback	Yes
3	Appraisal System	Yes
4	Employee Welfare Scheme	Yes

IT FACILITIES

Sr.No	Particulars	Observations
1	IT Lab	Yes
2	Number of Computers	64
3	Internet	Yes
4	Bandwidth	100 MBPS
5	Campus Wi-Fi	Yes

LIBRARY

Sr.No	Particulars	Observations
1	Area of Library	865 Sq.fts.(11.325*7.10)
2	Book Bank Facility	Yes
3	Issue/Return Register	Yes
4	Library Hours	8:30 am to 4:30 pm
5	Internet Facility	Yes
6	Reading Room	Yes

STUDENTS SUPPORT SCHEME

Sr.No	Particulars	Observations
1	Counselor	Yes
2	Scholarship and freship for Students	Yes
3	Alumni Association	Yes
4	Insurance Scheme	Yes
5	Financial Assistance	Yes

STUDENTS GRIEVANCE REDRESSAL CELL

Sr.No	Particulars	Observations
1	Anti-Ragging Committee	Yes
2	SC/ST Cell	Yes
3	Women Development Cell	Yes
4	Internal Complaint Cell	Yes

OTHER FACILITY

Sr.No	Particulars	Observations
1	Fire Fighting System	Yes
2	Canteen	Yes
3	Drainage Facility	Yes
4	CCTV	Yes
5	Server Room	Yes
6	Gymnasium	Yes
7	Play Ground	Yes

R & D AND EXTENSION ACTIVITIES

Sr.No	Particulars	Observations
1	Workshop & Seminars conducted	Yes
2	IPR	Yes
3	Conferences organize	Yes
4	Participation in Workshop & Seminars	Yes
5	MOU signed	Yes
6	Community Activities	Yes
7	Research & Publications	Yes

SWOC ANALYSIS OF THE COLLEGE

STRENGTHS

1. Supportive and dynamic management.
2. Qualified, competent and dedicated faculties.
3. Excellent support, guidance and training to students to participate in youth fest, sports, and cultural activities.
4. Financial assistance provided in the form of free ships to economically poor students.
5. Implementation of Mentor-Mentee system for improving academic performance and self-confidence among students.
6. Financial support to teachers to participate in workshops, seminars, conferences and training programmes and also to publish research papers in UGC Care and other referred journals.
7. Active involvement of staff and students in extension, community and outreach activities.
8. Provision of modern infrastructure facilities for holistic development of students.
9. Institution provides sufficient opportunities, financial support and training to students to participate in various curricular, co-curricular and extra-curricular activities.
10. Organization of various social and community based activities such as blood donation drives, environmental rallies, medical camp, etc. in collaboration with **Eakata Manch (NGO)** and other organizations.

WEAKNESSES

1. Space constraint for further expansion and development.
2. Lack of a research center in the commerce faculty.
3. Scope for further improvement in the placement of students.
4. Alumni involvement in the overall progress of the college is relatively low.
5. Inadequate industrial collaborations and field based internships and learning opportunities.

OPPORTUNITIES

1. Motivating the teachers to take up more research activities, publications and pursue Ph.D.
2. Starting new skill oriented programs and add-on courses as per requirement of industry.
3. Inclusion of interdisciplinary courses and more flexibility to students due to NEP.
4. Facilitating students for internships and placement with MNCs and firms.
5. Motivating more students to participate in curricular and extracurricular activities.

CHALLENGES:

1. Declining number of student admissions and increase in dropout rate since COVID- 19 pandemic.
2. Lack of enough industries in surrounding for encouraging internship and field based activities among students.
3. Enhancing the communication and employability skills of the students.
4. Challenge to increase participation of more students in cultural, sports and other activities.
5. Less involvement of Alumni Association in various college programmes and activities.

FUTURE PLANS OF THE COLLEGE

1. To organize the National & International Conference.
2. To apply for permanent Affiliation for M.Com (Accountancy).
3. To Introduce Certificate / Diploma Courses.
4. To Motivate Faculty for NET/SET & Ph.D.
5. To organize Inter College Fest.
6. To increase MOU & Collaboration with industries.

OBSERVATIONS OF AAA COMMITTEE

1. Excellent infrastructure facilities provided.
2. Well equipped IT Facilities.
3. Library is up to date with Koha software and OPAC.
4. Financial aid provided to students.
5. Amenities like canteen and gymkhana are provided.
6. Community services are regularly conducted.


RECOMMENDATIONS BY AAA COMMITTEE

1. Language laboratory facilities to be provided.
2. To set up a study center for competitive Exams.
3. Establish Ph.D research center in Commerce.
4. Add on and skill based courses to be started.
5. MOU for industry academia interaction.

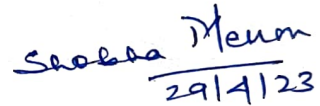
Academic & Administrative Audit Committee:

Signature with Date


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29/04/2023

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